

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB



Fire Safety Policy For Hedgehogs



Updated: September 2026
Review Date: September 2027

Hedgehogs – Fire Evacuation Policy.

In Woodlands Primary School, Hedgehogs Nursery & Sunbeams Club (the school), the safety and wellbeing of our babies and staff are our highest priorities. This policy outlines the procedures in place to ensure the safe evacuation of babies aged 9 to 24 months old in the event of a fire or other emergency. The policy is written in accordance with the current **EYFS Statutory Framework** and relevant fire safety regulations.

Fire Safety Responsibilities

The designated Fire Marshal is: Headteacher/Deputy Headteacher

The Nursery Room Lead/Deputy Room Lead is responsible for:

- Ensuring the baby room has clear and specific evacuation procedures that are appropriate to the age, stage of development, and mobility of the children.
- Ensuring evacuation cots and buggies are easily accessible, regularly checked, and maintained in good working order.
- Ensuring the emergency evacuation bag is fully stocked, accessible, and ready for use in the event of an evacuation.

Site Maintenance Officers are responsible for:

- Checking that all fire detection and control equipment, including fire alarms, fire extinguishers, and fire blankets, is functioning correctly and maintained in line with required checks.

Staff Training

All Hedgehogs staff receive fire safety and evacuation training, both during induction and through ongoing training updates. Staff are trained to:

- Use evacuation equipment safely, such as fire evacuation cots.
- Remain calm and provide reassurance to the babies throughout the evacuation.
- Understand the layout of the building, including all fire exits, alarm points, and the designated fire assembly point.

Fire Drill and Emergency Evacuation Procedure

If a fire is discovered:

1. Raise the alarm immediately by activating the nearest fire alarm point.
2. Evacuate the room calmly and efficiently, ensuring all babies are accounted for.
3. Do not stop to collect personal belongings.
4. Do not re-enter the building under any circumstances.

Baby room evacuation steps:

- Place non-mobile babies into the designated evacuation cot, which is kept near the exit for quick access.
- Room Lead/Deputy will get the register. There will be a paper copy made for each day.
- Ensure all babies are accounted for using the baby room register.
- Exit the building through the nearest safe fire exit, which is the double doors leading out onto the toddler area of the garden, closing doors behind you if it is safe to do so.
- Staff must bring the following:

1. Baby room register
 2. Emergency bag (containing contact details, nappies, wipes, comforters, and blankets)
 3. Nursery mobile phone (if safely accessible), this is to be either the Room Leaders or Deputy Room Leaders phone
- Assemble at the designated **fire assembly point**- bottom of the garden near to the exit where it is clearly signed with pictures of the rooms to stand in front of

If evacuation is not immediately possible:

- Remain in a safe area with the babies.
- Keep the babies calm and together.
- Inform the emergency services of your location, including the number of children and adults with you.

At the Fire Assembly Point

The Room Lead /Deputy Lead will:

- Bring the main Hedgehogs register
- Account for all babies a second time.
- Inform Headteacher/Deputy Headteacher of any staff member from the room that is not accounted for.
- Remain with the group until emergency services/Headteacher/Deputy Headteacher give the all-clear to return to the building.

Fire Safety Checks

Item	Checked By	Frequency
Fire exits and escape routes	Room Lead	Weekly
Fire alarms and smoke detectors	Site Manager	Monthly
Fire extinguishers and blankets	Site Manager	Monthly
Evacuation cot/buggy	Room Lead	Weekly
Emergency bag	Room Lead	Weekly

Attendance and Records

- A daily register of all children and staff is kept and must be taken out during an evacuation.
- These records are essential for confirming that all individuals have safely exited the premises.

Smoking/Vaping

Smoking or vaping is strictly prohibited anywhere on the nursery premises at all times.

Review and Monitoring

This policy is reviewed **at least once annually**, and additionally:

- After any fire drill or actual emergency
- Following any changes to the nursery layout, fire procedures, or staffing

All staff are involved in reviewing fire evacuation procedures to ensure they are practical, clear, and effective, particularly for babies and non-mobile children.