

## FIRE PROCEDURE POLICY

### INTRODUCTION

At Ash & Claire Childminding, the safety of the children in our care is of the highest importance. This policy sets out the procedures to prevent fire hazards and the actions to be taken in the event of a fire, in line with the EYFS 2025 framework and current fire safety legislation.

### FIRE SAFETY STATEMENT

We aim to maintain a fire-safe environment through regular risk assessments, vigilant housekeeping, and thorough emergency planning. We use a Fire Safety Log to record drills, alarm checks, and equipment inspections. Our procedures comply with guidance from the Fire Safety Order 2005 and the Health and Safety at Work Act.

### PREVENTION MEASURES

We routinely:

- Check all electrical appliances, sockets, plugs, and wiring.
- Avoid overloading sockets and using unsafe extension leads.
- Store flammable materials safely and securely.
- Follow our Alcohol, Smoking and Substance Use Policy at all times.
- Ensure cooking is supervised and appliances are turned off when not in use.
- Ensure battery-operated smoke detectors are tested weekly.
- Check and maintain fire extinguishers and a fire blanket annually.

### EVACUATION PROCEDURE

If a fire is discovered:

1. The person discovering the fire will raise the alarm by shouting "FIRE!".
2. The children will be gathered immediately and evacuated calmly via the nearest safe exit.
3. If safe to do so, one adult will collect the phone, emergency contact list, and register.
4. We will proceed directly to the designated assembly point: *the front path near the green bin.*
5. We will conduct a headcount and check the register.
6. Emergency services will be contacted by dialling 999.
7. We will not re-enter the building until advised it is safe by fire services.

## FIRE DRILLS AND TRAINING

- Fire drills are held at least once per term and logged.
- Children are taught to respond calmly and follow adult instructions.
- Any issues noted during drills are used to improve future evacuations.
- Claire and Ash are trained in basic fire safety and evacuation procedures.

LAST UPDATED: MAY 2026  
NEXT REVIEW: MAY 2027

## VISITORS AND NEW CHILDREN

- Visitors are made aware of the fire procedure upon entry.
- New children are introduced to the drill process through age-appropriate explanation and practice.

## FIRE SAFETY EQUIPMENT

- Smoke detectors: checked weekly.
- Fire blanket: kept in the kitchen, checked monthly.
- Fire extinguishers: inspected yearly by a qualified engineer.

## RECORD KEEPING

All fire drills, checks, and equipment maintenance are recorded in our Fire Safety Log Book and stored securely.