



Fire Safety Policy

April 2025

This policy is to be used alongside YMCA Trinity Group's Health and Safety Policy.

At YMCA Childcare we take reasonable steps to ensure the safety of children, staff and others on the childcare premises in the case of a fire or other emergency through our Fire safety policy and emergency evacuation procedures.

We ensure the childcare premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The settings Manager / Health and Safety Coordinator ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

It is the responsibility of the Manager / Health and Safety Coordinator to check fire detection and control equipment and fire exits. The Deputy Manager / Deputy Health and Safety Coordinator is appointed to oversee this role when the Manager / Health and Safety Coordinator is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. An





Fire Safety Policy

April 2025

accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

YMCA Childcare operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

Each of our childcare settings has an individual procedure for evacuation – please see separate procedures for details.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was reviewed on:	Reviewed by:	Date for next review:
24.04.2025	A.Spence	23.04.2026
Signed on behalf of YMCA Trinity Group:	J.Muir	

