Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.18 Fire Safety Regulations

1. Policy Statement

At **Beechoak Farm Montessori Preschool** we are committed to ensuring the safety of all children, staff, visitors, and contractors by minimising the risk of fire, ensuring appropriate fire precautions are in place, and maintaining a high standard of fire safety management.

This policy explains how fire risks are assessed and controlled in accordance with the **Regulatory Reform (Fire Safety) Order 2005 (FSO)** and its subsequent amendments (including the Building Safety Act 2022 requirements for recording fire risk assessments and arrangements) applicable in England.

The Responsible Person will ensure that fire safety arrangements are implemented effectively and reviewed regularly.

---

2. Legal Framework

This policy is designed to meet the legal duties under:

- **Regulatory Reform (Fire Safety) Order 2005** – requires risk assessments, fire precautions, emergency planning, training and record-keeping.
- Fire Safety (England) Regulations and Building Safety Act 2022 changes – requiring full recording of fire risk assessments, fire safety arrangements, and details of those completing them.
- Early Years Foundation Stage requirements – nurseries must ensure fire safety and emergency procedures are suitable and practised.

---

3. Definitions

Responsible Person – The person with control of the premises who is legally responsible for fire safety arrangements (Charlotte Crosby)

Fire Risk Assessment (FRA) – A systematic review of the premises to identify fire hazards, evaluate risks, and implement precautions.

---

4. Responsibilities

4.1 Responsible Person

The Responsible Person (Charlotte Crosby) must:

- Ensure a suitable and sufficient **Fire Risk Assessment** is completed and recorded in full.
- Ensure **fire safety arrangements** are documented and implemented.
- Ensure emergency evacuation procedures are developed and understood by staff.
- Provide adequate **fire safety training** and regular refresher training for all staff.
- Ensure fire detection, alarm and firefighting equipment are maintained and tested.
- Ensure **fire drills** are conducted at appropriate intervals (at least quarterly) and recorded.
- Review the policy after significant changes to the building, occupancy, layout, or following an incident.

4.2 Staff

All staff must:

- Familiarise themselves with fire safety procedures and participate in training.
- Ensure escape routes and fire doors are unobstructed at all times.
- Assist in safe evacuation of children in an emergency.

---

5. Fire Risk Assessment

A **Fire Risk Assessment** will be carried out by a competent person and should:

- Identify fire hazards (sources of ignition, fuel, and oxygen).

- Identify people at risk (children, staff, visitors).
- Evaluate, remove, reduce or control risks as far as reasonably practicable.
- Record findings, significant risks, and required **fire safety arrangements**.
- Be reviewed regularly and after changes to the building or its use.

Records of the risk assessment and arrangements will be held securely and made available to enforcement authorities (e.g., Fire and Rescue Service) on request.

---

6. Fire Safety Measures

6.1 Detection and Warning

- Install and maintain appropriate fire detection systems (smoke alarms, heat detectors) linked to an audible alarm.
- Test alarms and detectors weekly and log results.

6.2 Means of Escape

- Clearly marked fire exits, unobstructed corridors, and doors that open easily from inside.
- Evacuation routes displayed in all areas.

6.3 Fire Fighting Equipment

- Provide fire extinguishers appropriate to the risks identified (e.g. Water, foam).
- Check and maintain equipment regularly.

6.4 Emergency Lighting

- Install emergency lighting where required to support safe evacuation.

---

7. Emergency Evacuation Plan

An **Emergency Evacuation Plan** will:

- Specify alarm signals, evacuation routes, and assembly points.
- Include supervision and roll-call procedures for children, staff and visitors.

- Identify arrangements for visitors and contractors.

---

8. Training and Drills

- All staff will receive induction fire safety training on joining.
- Refresher training at least annually.
- Fire drills will be practised **bi-monthly** and documented.

---

9. Record-Keeping

The following will be recorded and maintained:

- Fire Risk Assessment and action plan.
- Fire safety arrangements and responsible person details.
- Training and fire drill records.
- Testing and maintenance of fire detection and firefighting equipment.

---

10. Policy Review

This policy will be reviewed **at least annually** or sooner if there are:

- Changes to the nursery premises, occupancy, or use.
- A fire incident, near miss or change in legislation.

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 22nd January 2026

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Crosby & Hayley Majeika

Proprietor Manager