



JAMmy Tots Nursery – Emergency, Fire Safety & Risk Assessment Policy

Date: April 2026

Manager: Jenene Morgan

Next Review: April 2027

1. Purpose

The purpose of this policy is to ensure the safety and wellbeing of all children, staff, and visitors at JAMmy Tots Nursery during emergencies, fire incidents, or other risks. It outlines preventive measures, procedures, and responsibilities in line with statutory guidance:

- EYFS 2025
- KCSIE 2025
- Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Ofsted Early Years Inspection Handbook

2. Scope

This policy applies to:

- All children, staff, volunteers, and visitors
- The physical environment of the nursery and off-site activities
- Emergency situations including fire, medical emergencies, extreme weather, intruders, or utility failures

3. Policy Statement

JAMmy Tots Nursery is committed to:

- Maintaining a safe, secure, and hazard-free environment
- Ensuring all staff and children are familiar with emergency procedures
- Minimising risks through proactive risk assessments and preventive measures
- Complying with all fire safety, health, and safety legislation



4. Roles and Responsibilities

Manager (Jenene Morgan):

- Oversees all risk assessments and emergency procedures
- Ensures staff training, fire drills, and equipment checks are completed
- Reports significant hazards or incidents to appropriate authorities
- Ensures records of risk assessments, drills, and incidents are maintained

Staff / Key Persons:

- Follow procedures for emergency evacuation, lockdown, or first aid
- Supervise children in an emergency calmly and safely
- Participate in risk assessments and report hazards or incidents promptly

Parents / Carers:

- Follow nursery instructions during emergency situations
- Ensure emergency contact information is accurate and up to date

5. Risk Assessment Procedures

- Risk assessments are conducted regularly for indoor and outdoor areas, equipment, and nursery activities
- All identified hazards are recorded, assessed, and mitigated
- Staff are trained to:
 - Identify potential hazards
 - Take preventive action
 - Document any incidents or near misses
- Risk assessments are reviewed at least annually or after any significant change

6. Fire Safety Procedures

- Fire risk assessment conducted and reviewed regularly
- Fire detection and alarm systems are tested weekly
- Fire extinguishers and emergency exits are checked and maintained
- Evacuation drills are conducted termly and logged



- Procedures include:
 - Raising the alarm immediately if a fire is detected
 - Evacuating all children calmly to designated assembly points
 - Conducting a roll call to ensure everyone is accounted for
 - Contacting emergency services promptly

7. Emergency Procedures

Emergency procedures cover:

- Fire or smoke
- Intruder or security threat
- Severe weather or environmental hazards
- Gas, water, or utility failure
- Medical emergencies

Key Actions for Staff:

- Keep calm and follow the nursery emergency plan
- Ensure children are safely supervised at all times
- Evacuate to a pre-agreed safe location if necessary (end of Mallards Rd, near St Barnabas Rd)
- Contact emergency services and parents as appropriate

8. Health and Safety Checks

- Daily checks of the nursery environment, including:
 - Play equipment and toys
 - Flooring, furniture, and lighting
 - Cleaning and hygiene supplies
 - Doors, gates, and security measures
- Monthly and annual checks for:
 - Fire alarms, extinguishers, and emergency lighting
 - Gas and electrical safety certificates



- Structural and environmental hazards

9. Documentation and Record Keeping

- Risk assessments are documented and signed by the Manager
- Fire drills, equipment checks, and safety inspections are logged
- Incidents, near misses, or emergency responses are recorded and reviewed
- Records are kept securely and available for inspection

10. Staff Training

- All staff receive induction training on fire safety, evacuation, and emergency procedures
- Paediatric first aid training is maintained and updated
- Refresher training is conducted annually or as needed

11. Monitoring and Review

- The Manager regularly monitors compliance with the policy
- Risk assessments, emergency procedures, and equipment checks are reviewed at least annually
- Any changes to legislation, premises, or operations trigger a policy review
- Staff feedback and incident reports are incorporated into ongoing improvements

12. Conclusion

JAMmy Tots Nursery is committed to providing a safe, secure, and well-prepared environment for all children and staff. Through comprehensive risk assessments, clear emergency procedures, and regular training, the nursery ensures it is ready to respond effectively to fire, medical, and other emergency situations.