

21 Fire Safety

At **CHIGWELL AND HAINAULT SYNAGOGUE NURSERY** we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The *manager/*designated fire marshal makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager/designated fire marshal has overall responsibility for the fire drill and 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 will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager/designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Manager/ owner	Regularly	Front, side and back door
Fire extinguishers and blankets	Manager/Synagogue Administrators	Regularly	Kitchen, Classrooms and hallways
Smoke alarms	Manager/ owner	Regularly	Classrooms/toilets/kitchen
Fire alarms	Health & Safety officer	Regularly	Kitchen
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager/staff/Office Administrators	Regularly	Front door, back door/side door

Registration

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

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

No smoking policy

The nursery operates a strict no smoking policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by pressing the glass on the red alarm box's situated in all rooms and areas
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using walkie talkie inform classrooms which exits not to use
- Using the nearest accessible exit lead the children out, Fire assemble point located near the fence in the rear car park. However, should the fire be at the rear of the building, access via the front doors and assemble on the grass verge opposite the main building.
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The *manager/*fire marshal/*deputy is to:

- Pick up the children's register, staff register, mobile phone, keys and visitor book (if safe and possible to do so)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – outside the rear entrance near the wall (move to safer area if necessary) check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Security guard to make his way to children's evacuation point only if safe to do so.
Security guard to take part in our half termly fire drills.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>03/02/2024</i>	<i>Melanie Kaye</i>	<i>03/06/2026</i>