

Section 2: Health and Safety

10. 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 time-scales 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 door / Back door / Art area |
| 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/ o door and kitchen 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 safe
- 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
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – outside the rear entrance near the fence 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.

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 |
|----------------------------|---------------------------------|-----------------|
| 03/02/2021 | Melanie Kaye | 03/02/2023 |