

Alonim Fire Safety Policy

EYFS: 3.55, 3.56, 3.57

At Alonim Pre-School Nursery we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated fire marshal is Patsy Maltz Headteacher.

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

They also have 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 are planned to 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.

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.

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

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff	Daily	All labelled doors in the building
Emergency lighting	Synagogue Manager	Annually	Corridor
Fire extinguishers and blankets	Synagogue Manager	Annually	Corridor
Evacuation pack	Patsy Maltz	Annually	Headteacher's office
Smoke/heat alarms	Synagogue Manager	Annually	Corridor and classrooms
Fire alarms	Synagogue Manager	Annually	Corridors and entrance
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Patsy Maltz & Synagogue Manager	Daily	All labelled doors in the building

A deputy fire marshal – Lucy Esposito is appointed to over this role when the fire marshal is absent.

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 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

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

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the Room Leader and Headteacher (Collecting children's room register, where applicable)
- Using the nearest accessible exit lead the children out, assemble at the playground along the black railing by the slide.
- Acorns to exit through the front entrance and meet in front of the security hut.
- Saplings to exit through the fire exit in the classroom into the playground by the climbing frame.
- Oaks to exit down the stairs and out through the fire exit leading to the playground and to line up in front of the shed.
- Synagogue to exit through fire exit doors leading outside in the playground.
- Hall to exit through the front door to the playground.
- **Alternative Evacuation Point** - In case designated area is at risk and we have to evacuate the site we will take refuge either at All Saints C of E Primary School – agreed with Jane Corkill Head Teacher. Or go to All Saints Church.
- Close all doors behind you wherever possible
- ***For evacuation of children or adults located above ground level are to take the fire exit down the stairs to the outside exit or across the building and down the stairs to exit through the entrance area.***
- ***For evacuating children with mobility difficulties, they are to be taken out by the child's designated practitioner.***
- 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 Room Leader is to:

- Pick up the central children's register, where applicable, staff register, nursery mobile/phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- In the fire assembly point area – in the playground by the slide check the children against the register



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The Headteacher is to:

- Check the premises before evacuating including all classrooms, adult toilets and children toilets
- Pick up the central first aid bag with mobile phone
- Telephone emergency services: dial 999 and ask for the fire service
- 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 is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>October 2023</i>	<i>P Maltz</i>	<i>October 2024</i>