



Christchurch Pre-School Nursery

London Road, Braintree, Essex, CM7 2LD

Manager – Mrs Claire Macklin

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FIRE SAFETY POLICY

Property can be replaced: People can't.

Our designated Fire Marshalls are **Claire Macklin, Chloe Akbiyik & Elena Palacios Borda**. They undergo regular training.

Fire doors are clearly marked, never obstructed and easily opened from inside. Smoke detectors/alarms and fire fighting appliances conform to British Safety standards, are fitted in appropriate high risks areas of the building and are tested regularly (this is arranged by the church office staff).

In the event of a fire, the staff will follow our Emergency Evacuation Procedure making sure that any other parties in the building are aware of the fire. Fire fighting equipment (extinguishers and fire blanket are in the building at appropriate points and may be quickly used if it is safe to do so without causing any danger).

Fire drills will take place at least once every term at a time notified to staff in advance. During the year a fire drill will take place without warning. These regular practises will provide all staff with reminders of our procedures, so we do not get complacent. A record book is maintained detailing these.

All staff members are aware of the location of the fire exits.

PROCEDURE TO FOLLOW IN THE EVENT OF A FIRE (approved by a fire safety officer)

- *The whistle will be blown continually to warn of the fire.
- *Upon hearing the whistle, staff in each room will collect the children together, instructing them to hold on to the fire rope (as practised).
- *Children and staff will leave the building immediately by the nearest safe fire exit.
- *We will assemble in front of the building and check the register before walking to our safe haven at St Michaels School.
- *Upon leaving the building **members of staff / Room Leaders** will collect the registers, the grab bags and contact details boxes.
- *The emergency services will be called using a mobile phone, immediately children and staff have safely vacated the premises.
- *The Manager and Deputy will be the last to leave the building after checking all rooms and toilets are clear and children are safely outside.
- *Once in our "safe" place, the register and a head count will be undertaken by the staff and reported to the Manager.
- *Parents will be contacted.

This policy was reviewed, updated and agreed at a meeting of nursery committee on 4/2/23

Signed

Manager

Committee member