



Fire Safety Policy

At Cherish Childcare we take all reasonable steps within our control to protect children, staff, parents, carers, visitors and other users of the nursery from the risks of fire and other emergencies. We maintain clear evacuation procedures, train staff in their responsibilities and work with the church/landlord in relation to building-level fire safety systems and maintenance.

Fire safety responsibilities

Designated Fire Marshal: Cheniece Boothe

Deputy Fire Marshal: Fariba Azarinejad

The designated Fire Marshal has day-to-day responsibility for ensuring Cherish Childcare's fire safety procedures are understood and followed. The Fire Marshal and deputy will maintain appropriate fire safety knowledge and training for their roles.

Cherish Childcare does not have sole control over all fixed fire systems or building maintenance. Management therefore works with the church/landlord to help ensure that the premises and fixed fire safety arrangements remain suitable. Where a defect or concern is identified, Cherish Childcare will report it promptly, record the action taken and follow up until satisfactory confirmation or remedial action is received.

Fire drills and staff training

All staff receive fire safety and emergency evacuation information as part of induction and are expected to understand their role in an emergency, including how to raise the alarm, the safest available evacuation routes, the assembly point and how to support children to evacuate safely.

Whole-nursery fire drills are carried out at least every three months and additionally where a significant change makes this appropriate, for example following substantial changes to staffing, children, room use or evacuation arrangements. Drills are varied across different days and times where practicable so that staff and children are familiar with evacuation under different circumstances.

Each drill is recorded in the nursery Fire Drill Log. The record includes the date and time, number of children and adults present, evacuation time, route used, any issues identified and actions required. The Fire Drill Log is kept with the nursery's health and safety/fire safety records.

Where children have additional mobility, medical or support needs, individual arrangements are considered so that they can be evacuated safely. Non-mobile children will be carried or moved using an appropriate evacuation aid where available and safe to use.

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1 September 2026	Cherish Childcare	1 September 2027



Daily fire safety checks

Fire escape routes, exits and fire doors are checked as part of the nursery's daily opening and ongoing safety checks. Any obstruction, defect or concern is addressed immediately where possible or reported to management and the church/landlord where appropriate.

Item	Who checks	Frequency	Location / action
Escape routes and fire exits	Nursery manager and staff	Daily and throughout the day	All nursery escape routes, including front/outside exits and any internal route forming part of the evacuation route. Recorded through daily safety checks.
Fire doors	Nursery manager and staff	Daily and throughout the day	Kept free from obstruction, in good repair and capable of being opened as required from the inside.
Emergency lighting	Church/landlord	In accordance with premises maintenance schedule	Management reports any visible defect and seeks confirmation of required testing/maintenance.
Fire extinguishers and blankets	Church/landlord	In accordance with premises maintenance schedule	Management reports any visible defect, missing seal, damage or obstruction.
Smoke/heat detection and fire alarm system	Church/landlord	In accordance with premises maintenance schedule	Management reports concerns immediately and follows up with the premises responsible person.
Evacuation pack / fire bag	Nursery manager / Fire Marshal	Monthly and after use	Stored in the kitchen in an accessible location known to staff.

Registration and emergency information

An accurate record of all children and staff present must be maintained, with arrival and departure times recorded. Visitors are recorded in the visitor record. The current register, emergency contact information and visitor information must be available for evacuation and taken to the assembly point where it is safe to do so without delaying evacuation.

Managing potential fire hazards

- Smoking and vaping are prohibited on the nursery premises and in areas where children are present or about to be present.

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- Personal lighters, matches, vapes and similar ignition sources must be kept securely with personal belongings and completely inaccessible to children.
- Matches or lighters required for an authorised nursery activity, such as candles or a planned outdoor/Forest School activity, must be stored securely in a locked or otherwise inaccessible location and used only under appropriate adult control.
- Electrical sockets and extension leads must not be overloaded. Trailing cables must not create trip or fire hazards.
- Portable electrical equipment is visually checked before use. Formal inspection/testing is arranged where appropriate according to the equipment, risk and premises arrangements.
- Fixed electrical installations, large fixed electrical items, gas appliances and boiler servicing are managed by the party responsible for the premises/equipment. Cherish Childcare reports concerns promptly and follows up where action is required.
- Combustible materials are not stored against heaters, electrical equipment or escape routes.
- Fire doors and escape routes must never be wedged, blocked or used for storage where this would compromise fire safety.

Emergency evacuation procedure

On discovering a fire or being alerted to a fire

- Raise the alarm immediately using the building's agreed fire alarm system or nearest alarm call point.
- Do not investigate the fire or attempt to fight it unless specifically trained, it is safe to do so and evacuation is not delayed.
- Staff must immediately begin evacuating the children in their care using the nearest safe available exit.
- Children should be led calmly and quickly to the assembly point. Staff should take the children who are with them at that time rather than delaying to reorganise children into key-person groups.
- Non-mobile children will be carried or moved using the agreed safe method. No evacuation aid should be used if doing so would create additional danger or delay.
- Do not stop to collect personal belongings.
- Close doors behind you where this can be done safely and without delaying evacuation.
- No one must re-enter the building until the fire service or other authorised person confirms it is safe.

Staff roles during evacuation

- All practitioners: evacuate the children currently in their care, maintain calm supervision and proceed directly to the assembly point.

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- Fire Marshal/manager: take overall control, ensure 999 is called, coordinate the register/head count, liaise with the emergency services and notify the church/premises contact.
- Nominated staff member, where safe and without delaying evacuation: take the central register, nursery phone, keys, visitor information and evacuation/fire bag.
- A nominated staff member may make a rapid check of nearby toilets or immediately accessible areas only where this can be done safely and without delaying their own evacuation. Staff must never place themselves at risk or re-enter to search.

Calling the emergency services

The Fire Marshal/manager, or another member of staff specifically directed to do so, will call 999 and ask for the Fire and Rescue Service. The caller will provide the nursery address, nature of the emergency and any known information about unaccounted people.

Assembly point

The designated assembly point is the grass area in front of the church, behind the swings. Once there, children will remain with staff while the register is checked and all adults, including staff and visitors, are accounted for.

- The Fire Marshal/manager will confirm whether every child, staff member and visitor is accounted for.
- Any missing person and their possible last known location will be reported immediately to the fire service.
- No member of staff will re-enter the building to search for a missing child or adult.
- Parents/carers will be contacted if evacuation results in closure, relocation or another significant change to collection arrangements.

If safe evacuation is not possible

- Remain in the safest available location with the children.
- Keep children calm and together.
- Close doors where possible to provide separation from smoke/fire.
- Alert the Fire Marshal/manager or emergency services to your location and identify the children and adults with you.
- Follow the instructions of the emergency services.

After an evacuation or fire incident

- Children, staff and visitors will not re-enter the premises until authorised to do so.

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- The Fire Marshal/manager will record the incident or drill and any concerns identified.
- Any defects, blocked routes, staffing issues or procedural weaknesses will be acted upon promptly.
- Where responsibility lies with the church/landlord, management will notify the relevant premises contact and follow up required remedial action.
- Risk assessments and evacuation arrangements will be reviewed after an actual fire, significant incident, or where a drill identifies improvements that are needed.

Policy review

This policy is reviewed at least annually and sooner following a significant fire safety incident, change to the premises, change in evacuation arrangements, relevant change in guidance, or where a drill identifies that the procedure needs to be amended. Staff are informed of changes and updated procedures are discussed through induction, supervision, staff meetings or training as appropriate.

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