



General Welfare Requirement:
Suitable premises, environment and equipment.
Outdoor and indoor spaces,
furniture and toys must be safe and suitable for their purpose.

Health and Safety

Fire safety and emergency evacuation

Policy

At Cherry Blossom Nursery and Preschool we make sure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions.
Where necessary we seek the advice of our fire officer and other local experts who specialise in fire safety.

Fire Safety Procedures

- The basis of fire safety is risk assessment. This is carried out by the managers with advice taken from the fire officer.
- Several members of staff have received training in fire safety and act as fire wardens.
- Fire doors are clearly marked, never obstructed and easily opened. They have a seal which swells in event of a fire, this confines the fire to one place and ensures that everyone can evacuate the building safely.
- Smoke detectors and fire alarms are in place and working. They are serviced regularly.
- Our emergency evacuation is displayed in the premises, explained to all members of staff, volunteers, students.
- The fire alarm is tested weekly.
- A fire drill is done termly.
- Records are kept of fire drills and the servicing of fire equipment.
- Our fire drill book contains the following information:
 - Date and time of the drill.
 - How long it took.
 - Whether there were any problems.
 - Any further action needed to improve the fire drill.

Emergency Evacuation Procedure

In the event of a fire the following procedure is carried out to ensure the safety and welfare of all children, staff and visitors within the premises.

The premises of Cherry Blossom Nursery and Preschool has been carefully reviewed to ensure that a quick and safe evacuation can be carried out depending on the location and situation where a fire may take place.

Staff must remember to

Stay calm

Provide reassurance

Be quick but do not run

Be aware

- Regular practice ensures that the children recognise the fire alarm
- The alarm will sound initiating an evacuation
- Staff must use the fire ropes provided in each room to guide the children out of the nearest exit - away from the fire. If it is at the back we exit at the front. If it is at the front we exit at the back.
- The fire Marshall must ensure their role is carried out and supervise the evacuation.
- No belongings or item should be gathered at this point. Other than the shoebox
- A shoe box is designated in the classrooms - The fire Marshall must take this on route to the assembly point.
- Staff must guide the children to the assembly point.
- A headcount and register call for both children and staff will be carried out at the assembly point
- Children's shoes will then be supervised putting on
- Once the children are in the designated area for collection - Fire safety officers will then contact emergency services and may use fire equipment to maintain the safety of children, staff and visitors until the emergency department arrive.
- At the back of each register there is a list of telephone numbers so that parents can be contacted. These are updated as and when necessary.
- Parents are notified by the Fire safety officers.

Nursery

- The Baby room - Located on the first floor must swiftly carry and pass the babies down the stairway out of the front door, If the exit is blocked, they must gather in the front room of the main room and close all doors and await rescuing from emergency services - fire strips are located on each door - allowing an extra 30 minutes of rescue time.
- The children will gather at the assembly point for a headcount and register call of both staff and children, The Fire safety officers will then make a decision if it is safe to remain in the garden or if they need to evacuate to the Preschool Garden located at 10 London Road (next door). Should the fire effect both building, we have an agreement with Amberley Nursery at 9 Buckhurst Rd, Bexhill TN40 1QF and await for parent/carers to collect

Assembly point: Back of Nursery Garden

Preschool

- Staff must be responsible for the children in their area of the classroom. Due to the layout of the nursery, different exits may be used due to the location of the fire. The fire wardens must check the premises during evacuation.
- The children are guided to the Preschool Garden (Assembly Point) at the stage a headcount will be carried out and any shoes will be supervised putting on.
- The Fire safety officers will then make a decision if it is safe to remain in the garden or if they need to evacuate to the Nursery Garden located at 8 London Road (next door). Should the fire affect both buildings, we have an agreement with Amberley Nursery at 9 Buckhurst Rd, Bexhill TN40 1QF and await for parent/carers to collect
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Assembly Point: Preschool Garden

Roles

Fire Marshalls

The most senior member of staffs within the rooms as fire Marshall's of the floor they are on.

The fire Marshall ensure that the evacuation is completed as efficiently as possible, their role is to communicate with others and the fire safety officers. Fire Marshall must have a radio on person or to hand at all times.

Fire Marshall must sweep their designated area and room whilst evacuating the building.

Fire Marshall's must locate the fire to indicate which exit/route should be taken.

Fire Marshall's should where possible and if can be safely done so, collect their register unless this prolongs or delays their exit of the premises.

Fire safety officers

Fire safety officers: Karen Elliott and Hayley Donoghue

The fire safety officers contact the emergency services and liaise with fire Marshall's to ensure the safety of those being evacuated.

Fire officers must ensure they have availability to a phone line to contact emergency services.

Dated: 09/10/2025

Karen Elliott

Hayley Donoghue