Tachbrook Nursery School

Fire Safety Policy &

Emergency Evacuation & In-evacuation

'Happy, healthy & high expectations'

Reviewed: September 2024

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006. This legislation introduces the need for employers, building owners and occupiers to have a greater understanding of fire safety and nominate a 'responsible 'person to ensure compliance. The legislation requires any person who exercises some level of control over premises to take reasonable steps to reduce the risk from fire and ensure that occupants can safely escape in an emergency.

The main requirements of the order are to:

•Carry out or appoint someone to carry out a Fire Risk Assessment
•Consider who may be at risk
•Eliminate or reduce the risk from fire
•Create a plan to deal with emergencies
•Review all findings

Fire Risk Assessment

A fire risk assessment has 5 parts

1. Identify the fire Hazards
2. Identify people at risk
3. Evaluate the risks
4. Record the findings
5. Review and revise

A Fire Risk Assessment should be carried out annually and we will appoint an external provider to do this on our behalf.

The school employees a contractors who are responsible for the provision and maintenance of firefighting equipment, including the fire alarm and emergency lighting. They are also responsible for other statutory checks such as the 5-yearly electrical checks. The annual testing of portable appliances is done by a company we appoint for this purpose.

Fire Safety Checks

The external contractors (see above) check the location and maintenance of firefighting equipment. We, as part of our daily risk assessment and during our termly Health and Safety tours check that exits are not obstructed. Staff training is crucial to fire safety and a record of training is kept in the Fire Safety log.

Roles and responsibilities

The Chair of Governors is the 'responsible' person under the terms of the legislation and will ensure that the head teacher regularly reviews the fire risk assessment and reports on it to the governing body.

The Head of school and the Fire Marshal, have the main responsibilities of this role are:

- to call the Fire Brigade

- to clear the building of staff and public in the event of a fire
- to ensure that everyone reports to the assembly points
- to ensure that the class teachers take a roll call of the children
- to take a roll call of visitors
- to ensure that no one re-enters the building
- will liaise with the emergency services
- will maintain records of all events
- to ensure that weekly call point tests are undertaken by the site assistant and recorded in the fire safety log

The duties of this role are to:

- know the area of responsibility
- know the premises – means of escape, alarms, doors
- close all windows/doors –IF SAFE TO DO SO
- know the position of all firefighting equipment
  Check firefighting equipment is in good condition
- know & plan 'PEP' procedures (personal evacuation procedures)
- ensure there is appropriate cover in event of absence

Because our premises and staff are so small and because our children are so young, the roles of Fire Marshall Co-ordinator have been combined with those of the Fire Marshall. This enables nursery staff to concentrate on evacuating the children.

All visitors to the building to be told to go into the garden via either classroom door or go the amphitheatre if the fire alarm sounds.

PREVENTION

The aim of fire safety is to provide a safe working and learning environment by preventing the potential for a fire to start in the first place.

We will reduce risks by:

•keeping fire exits clear of obstruction
•use and store combustible materials safely
•remove all unnecessary ignition sources from the school
•not allowing the build-up of waste materials
•keep the cleaners cupboard locked while the children are here
•keeping the oven and hob in the staffroom clean
•keeping combustible materials clear of the cooker and hob
•pulling the toaster out from under the cupboard before use and only returning it to its place after it has been switched off and cooled down
•carrying out annual testing of portable appliances
•ensuring staff have relevant training and know our fire procedures
•ensuring that the building is a no smoking area

EVACUATION PROCEDURE IN CASE OF FIRE

There is an automatic fire alarm system installed in the school but if anyone spots a fire before the alarm is activated then they must activate the nearest fire call point.

When the alarm rings:

•Fire Marshall to dial 999
•Rest of staff to start evacuation of children into the garden via the doors in each classroom (designated routes)
•One member of staff to collect the class register
•Staff direct the children in an orderly fashion into the garden by both designated routes
•All children to assemble by the amphitheatre. Take the register

• Meanwhile, Fire Marshall to:
Code for back gate padlock (situated next to the school bell in the cloakroom)
Collect visitor book, contact information file, mobile phone
Open front door and make final check of corridor, cloakroom, bathroom, staffroom
Then joins staff and children outside.
• All other visitors, students, parents leave the building by the designated routes and assemble in the garden
- No member of staff, pupil or visitor to re-enter the building without the permission of the Fire Marshall. When there are police or fire officers present, the Fire Marshall shall seek such permission from the officer in charge.

EMERGENCY EVACUATION PROCEDURES

If there were a fire in school, we would assemble in the garden and re-enter the premises when the senior fire officer said it was safe.

If it were not safe to re-enter the building after a fire, or if some other kind of emergency meant we had to leave the premises, then we would have to evacuate the premises completely.

If the evacuation was because of a fire, we would leave the premises by the garden gate which leads on to Grosvenor Road. If we were leaving for another reason we would either leave by this route or via the front door. We would make this decision on the basis of where the danger was coming from and according to advice from the police or other emergency authorities.

In either case, our designated place of safety is St Gabriel's CE Primary School.

St Gabriel's CE Primary School

Churchill Gardens, London SW1V 3AG *Tel: 020 7186 0080*

www.stgabrielsprimary.co.uk

Each term we send them an updated copy of our parents' contact details. We would also take a copy with us and phone parents once we reach St Gabriel's.

We have a fire drill every term so that all children and staff know how to leave the school quickly and safely.

EMERGENCY INVACUATION PROCEDURE

If for any case the garden becomes unsafe, staff working in the garden must immediately evacuate the children into the blue and yellow rooms. If there is a dangerous intruder the garden doors in both rooms should be immediately locked (a spare key is kept above each

door to the garden, for use in an emergency). The children should be sent to the room they are situated in that week and the register should be taken. A decision will need to be made at that time if we need to leave the premises. If we do need to leave we will leave the nursery by the front door and go to St Gabriel's Primary School.

EMERGENCY & CONTINGENCY PLAN

In the event of an emergency, we would want to continue offering our children an education. There could be circumstances in which we would have to close, e.g. terrorist attack, fire etc.

Decisions about when to close (and when to subsequently re-open) will be made by the Head Teacher or maybe made by WCC Emergency Planning department. The following points will inform the decision:

•Maintenance of legal adult/child ratios 2-5 year olds (1 to 13) 2 year olds (1 to 5)
•Ability to maintain ratios over the lunch period and ensure staff get a break of at least 45 minutes
•Possibility of partial opening, for full time children at least
•Operation of schools meals or in their absence the feasibility of providing our own lunch e.g. bread and soup and fruit
•The availability of agency supply staff, but we would never employ more than 2 unknown supply staff at a time because of quality and continuity

We would make every effort to give parents advance notice of closures by telephone/ school website.

We would keep the following people informed and involved in our decision making:

- Chair of Governors
- Director of Education

Emergencies in school hours including notification of school closures and issues which are a significant threat to safety, health and well-being:

First Contact:

- Weronika Schultz, Senior Corporate Health and Safety Advisor WCC |07534 401 676| wschultz@westminster.gov.uk
- Mark Orton, Corporate Health and Safety Advisor WCC 07971 024118 | morton@westminster.gov.uk
- Tony Andrews, Emergency Planning Manager (RBKC and WCC) 07977 931 697 | 07817 055070 | tandrews@westminster.gov.uk

REVIEWS

The Head of school will review the Fire safety & Emergency Evacuation & Invacuation policy with staff annually or more frequently if equipment/layout/organisation of nursery changes significantly in the interim.

Head of school or induction mentor will go through the policy with all new members of staff.

Directives from the LA will be passed on to staff.