

FIRE POLICY

Wentworth Nursery School and Children's Centre

November 2017

INTRODUCTION AND OBJECTIVE

- Wentworth Nursery School and Children's Centre is a responsible employer and we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all employees, pupils, authorised contractors and visitors under the The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) into force from the 1st October 2006.

These include the provision of a safe place of work, where fire safety risks are minimized. Due to its importance, this fire safety policy also forms part of the company's overall health and safety policy.

Is our aim to guarantee a BS5839 Classification L2 alarm system which include automatic fire detection on all escape routes and rooms leading

onto escape routes. And also include additional areas deemed as a high risk not included in the escape routes and, such as boiler houses. The sounders in the building loud above the normal noise level although not exceeding 120dB (A).

RESPONSIBILITIES

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The Leadership team (from now on referred as LT) have the ultimate responsibility for the implementation and management of this policy.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Action	Person responsible	In case of absence
Evacuation of all staff and children.	Teacher/group section leader	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Administration Staff	Administration Staff N/A
Checking of toilets (all areas)	HT	Deputy Headteacher
Checking rooms	HT	Deputy fire warden EYT/ L4
Calling the fire brigade	Administration Staff	Administration Staff
Calling and meeting the fire brigade	HT	Next in charge

MANAGING FIRE SAFETY

We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken which will be reviewed

annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes. All new team members, temporary team members and all staff will be provided with fire evacuation training including:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of firefighting equipment e.g. fire extinguishers and fire blankets.
- Location assembly area and procedure for calling the fire service
- Exit routes including alternatives escape routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building in case of emergency.

New staff will be provided with fire evacuation training in their induction.

This training will be carried out by the Head teacher or a member of the Leadership Team and will serve as refresher training.

- All escape routes will be clearly signposted and kept free of obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any team members notice defective or missing equipment, they must report it to the site manager or a member of the LT.
- Alarm systems to be tested regularly and results to be logged.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.

DISABLED PUPILS/ MEMBERS OF STAFF

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.



FIRE PLAN

Action on discovering a fire	<p>Raise the attention of others by sounding the fire alarm. Evacuate all occupants according to fire procedure. On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire and the address of the site. Notify a senior manager as soon as possible and give precise details about fire. Use fire-fighting equipment only if necessary to make your escape.</p>
What to do if the fire alarm sounds	<p>Follow fire procedure and evacuate all occupants to the assembly point. Admin staff to collect registers, signing in book and mobile phone. All areas to be checked for occupants.</p>
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information: Where is the fire located? Instruct them on location of main fire panel and zone map. What does the fire involve? Are all persons evacuated from the building?</p>
Escape routes and fire exit use	<p>Means for escape routes are checked daily. Doors currently without thumbscrews or quick release handles must be unlocked while in use. Staff must be aware of alternative escape routes.</p>

Firefighting equipment use	Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.
Responsibilities and duties to assist in case of fire	All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is our priority at all times.
Evacuation Drills	<p>Fire evacuation drills should be carried out at the start of each term. (Guidelines state 2 minutes per storey of a normal risk building).</p> <p>Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.</p> <p>All persons will receive immediate feedback on the success of the evacuation at their assembly point and this will be reported to governors.</p>

This policy will be revisited annually according to legal requirements.

DATE

SIGNATURE

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NEXT DATE REVIEW

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