



8.5 Fire Safety and Risk Assessment and Emergency evacuation

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions,

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

An annual risk assessment will be made. It will

- Identify any person especially at risk in case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation.*
- Review the evacuation plan*
- Look at the past years records of fire practices etc*
- Ensure the provision of adequate training*
- Review the Fire Risk Assessment*
- Review the provision of instruction to students or visitors to the school*

All emergency exits are to be kept clear and free from obstruction at all times.

All staff will make it their- responsibility to ensure: .

- Fire doors will not be propped open*
- Tops and fronts of heaters are kept clear*
- There is 1 metre clearance to the routes of exit doors*
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed*
- Combustible materials (paper, card, fabrics etc) are not. stored near to sockets or lights*
- Unnecessary lights or electrical appliances (Computers, printers, etc) are to be switched off and where possible unplugged.*
- All electrical items, plugs and cables are checked each year*
- Smoke alarms are checked monthly*



<p>1. Fire Hazards</p> <p>a) <i>Have you found anything that could start a fire?</i></p> <p>b) <i>Have you found anything that could burn?</i></p>	<p><i>Heaters & Electrical appliances, we put art work on the walls above one of the heaters, we also have a computer which is a potential fire risk.</i></p> <p><i>Our building is mostly made of wood, walls, ceiling and floors are wood panelling, also we have a bar with an alcohol store.</i></p>
<p>2. People at Risk</p> <p><i>Have you identified</i></p> <p>a) <i>Who could be especially at risk?</i></p>	<p><i>Our children firstly and our staff</i></p>
<p>3 Evaluate and Act</p> <p>a) <i>How can you make sure everyone is safe in case of fire?</i></p> <p>b) <i>How will everyone escape</i></p> <p>c) <i>What is evacuation plan</i></p>	<p><i>If a fire is discovered that person will shout "Fire" to warn everyone to vacate the building. The main door is our fire exit - The person in charge will ensure the staff and children leave the building with the register and go to the assembly point. A nursery worker will lead the children out and down to assembly point taking the register and phone with her, a second Nursery worker will follow the last child out, then call the emergency services- Another member of staff will check the toilets and cloakroom areas. The person in charge will check that all children and staff have left the building the she will assess the strength of the fire and decide whether fighting the fire is an option - if not she will close all windows and the door as she leaves the building.</i></p>
<p>4 Record, plan and train</p> <p>a) <i>Have you made a record of what you have found, and action you have taken</i></p> <p>b) <i>Have you planned what everyone will do if there is a fire and discussed this plan with your staff.</i></p>	<p><i>Yes a record is kept at school and is available for staff and parents to examine.</i></p> <p><i>Yes all members of staff know their role in the event of fire and are familiar with use of the fire extinguishers.</i></p>
<p>5 Review</p> <p>a) <i>Have you planned your next fire drill?</i></p> <p>b) <i>Do you keep your risk assessment under regular review.</i></p>	<p><i>Yes, fire drills take place once per term</i></p> <p><i>Yes, annually unless circumstances change</i></p>



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In the case of a fire or other incident requiring the evacuation of the building (e.g. bomb threat, gas leak or terrorist attack) the following must be observed:

- *Leave immediately via the nearest safe exit. It is the responsibility of all staff to ensure they are familiar with the exits in the area in which they work.*
- *Priority given to persons with restricted mobility or wheelchair users to be taken to a safe refuge.*
- *Staff must ensure the safe exit of all children in the class.*
- *The PIC will check that all persons of whom they are aware, in the building, have exited safely, and will collect the daily register with contact details of all children together with a mobile phone.*
- *A senior member of staff or PIC will advise at the completion of the evacuation'*
- *Do not return to the building until given permission by a senior member of staff.*
- *All staff are required to be familiar with the Evacuation Procedure and their own responsibilities therein.*
- *Assemble in the designated point. The designated assembly point is*

***Melrose House,
39 Melrose Rd
SW18 1LX (0208 874 7769)***



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Fire Drill

- *Fire drills are carried out at least once a month*
- *All staff are familiar with the Fire Procedure*
- *The designated person who takes responsibility for the fire safety at Schoolroom Two is Miss Geraldine Steward*
- *A daily attendance register is taken and kept on the Principals trolley*
- *The premises consist of one large room with one toilet facility leading off and one toilet down the hall.*
- *The children are in one group of mixed ages from 2 to 5 yrs.*
- *Fire extinguishers are checked and serviced annually and demonstrated to staff.*
- *A fire blanket is kept in the kitchen.*
- *Fire exits are checked for easy opening.*
- *Fire exit signs are placed as advised*
- *A telephone is available on the premises.*
- *The fire drill will start with the sound of a whistle which is kept on the Principals trolley*
- *The children will then be required to line up at the door and lead out immediately.*
- *Assembly point is at the bottom of the garden.*
- *The Fire Brigade will then be called from our mobile phone or the land line.*

In Case of Fire

First consideration must always be the safety of the children.

Close windows and doors(where possible)

Staff to quickly evacuate the children from the premises.

Do not leave the children unattended at any time

Ensure the register is taken with you

Do not try to put out the fire.

Calling the Fire Brigade

Lift the receiver and dial 999

Give the operator your telephone number (07745250093)

When the fire service answers clearly state;

“Fire at Schoolroom Two

Southfields Lawn Tennis Club

Gressenhall Road

Southfields Sw18 1PQ

Do not replace the receiver until the address has been repeated by the operator.



Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The staff have received training in fire safety sufficient to be competent to carry out the risk assessment;
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals .
 - Means of escape.
 - Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.



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- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new [members of staff,] volunteers and parents; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

The evacuation procedure must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005



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Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by	Schoolroom Two
On	<hr/> 11 th January 2015
Date to be reviewed	<hr/> 7 th October 2018
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Janet Jakeman
Role of signatory	<hr/> Principal
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