

Schoolroom Two

8.6 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 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>

Evacuation Procedure

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)***

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(when 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.

This policy was adopted by

Schoolroom Two

On

January 2020

Date to be reviewed

Signed on behalf of the provider



Name of signatory

Janet Jakeman

Role of signatory

Principal

