

The Lea Nursery School

Wexham Road. Slough. Berks SL2 5JW

Fire Safety Policy

Approved by Governing Body	
Date:	Spring 2018
Review Date:	Spring 2020

1 Introduction

The Statutory Framework for the Early Years Foundation Stage states that:

“Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.”

https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Other fire safety requirements state that schools must:

- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

2 Aims and objectives

The aim of this policy is to minimise the risks that may arise to staff and children in the case of fire.

The objective of this policy is to ensure that effective precautions are taken to avoid the occurrence of fires and to ensure that procedures are in place for minimising the effects of a fire and evacuating the school, and that all members of staff, students and volunteers are aware of the procedures set out in this policy.

3 Fire safety

Our fire safety and emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the school. **The all staff have valid fire awareness training. The majority of staff have fire extinguisher training. The caretaker, admin staff, teachers and Early Years Practitioners have valid fire warden training.**

Fire safety procedures are explained to all new staff, students and volunteers as part of the induction process. If there is an outbreak of fire, the saving and preservation of life takes precedence over saving property or equipment.

Records are kept of fire drills (stating date, time, duration, number of staff/children involved and any amendments that may need to be made), and the servicing of fire safety equipment.

Fire safety is achieved through risk assessments. These are carried out by the site manager who has received sufficient training in fire safety and risk assessment.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. All staff will be provided with basic training in using fire extinguishers.

Fire extinguishers will only be used by trained staff if the fire is minor and can be tackled without putting those staff at risk.

Fire doors and fire exits are clearly marked, are not locked or obstructed at any time and are easily opened from the inside.

Fire extinguishers and fire alarm systems are regularly tested in accordance with the manufacturer's guidance.

The headteacher will be responsible for arranging fire drills by liaising with Wexham Road Children's Centre and Mighty Acorns Day Nursery and tests and these will take place every week.

4 General fire safety/Good housekeeping

We take all steps possible to prevent fires occurring. All staff make it their responsibility to ensure that:

- power points are not overloaded with adaptors;
- the school 'Non Smoking' policy is always observed;
- any potentially flammable materials are stored safely;
- fire doors/fire exits are not obstructed, are kept closed at all times and never propped open;
- no locks are placed on any fire exits;
- no flammable visual displays will hang from the ceiling in proximity to light fittings;
- the tops and fronts of heaters are kept clear;
- displays will not be above heaters where possible, and securely fixed if this is unavoidable;
- combustible materials e.g. paper, card, fabrics are not stored near to sockets or lights;
- all electrical items, plugs and cables are tested each year;
- a fire blanket is kept alongside all cookers.

5 In the event of a fire an alarm will sound loudly

Should a fire be discovered we will ensure that:

- a member of staff will immediately raise the alarm and the emergency services will be called at the earliest possible opportunity;
- all children will be immediately escorted out of the building to the assembly point using the nearest marked exit in a calm, safe manner; (See appendix A and B for escape route plans.) If the fire is located in the plant room this needs to be communicated to Mighty Acorns Day Nursery and Wexham Road Children's Centre so that escape route B can be used.
- the staff members inside the Nursery will check the toilets and keyworker rooms while exiting;

- where possible staff members will carry their iPad in order to complete the electronic register.
- reception staff will unlock the door between the SEN room and the library. They will take the sign in folder and a first aid kit to the designated meeting point.
- no attempt will be made to collect personal belongings or to re-enter the building after evacuation;
- the entire premises will be checked by a member of the senior leadership team and the register will be collected, providing that this does not put anyone at risk;
- the senior most member of staff will inform the campus school that an evacuation is taking place as a result of the fire alarm going off.
- on exiting the building, where possible, staff will close all accessible doors and windows to prevent the spread of fire;
- the register will be called and all children and staff accounted for. A member of the admin staff is responsible for doing the staff/visitor/contractor register. Keyworkers are responsible for doing the register of their keygroup. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, a member of the senior leadership team should access the emergency contacts list that is stored off site;
- a member of staff's first duty is to look after the children, which means evacuating the building. No attempt should be made to fight the fire until their safety is ensured, and then only if this is possible without exposing any person to risk.
- The responsible Fire Warden is the Caretaker (if on site.) Alternatively the Headteacher, Assistant Head, Senior Teacher or a member of the admin staff will assume responsibility.

6 Evacuation of disabled children/persons

Two year olds and children with special educational needs and disabilities may need extra support when evacuating. Some of these children may have an adult working with them who will support the evacuation. If the child is not supported by one particular adult at that time it is the responsibility of keyworkers to ensure that they are supported with evacuation.

7 Monitoring and review

This policy is reviewed every two years.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Appendix A

(Marked building plan to be added.)

Appendix B

(Marked building plan to be added.)