



Policy Document

Policy Area: Fire & critical incident Safety Policy
 Date: February 2016
 Review: August 2017 Reviewed by: Esma Izzidien
 Next Review: August 2018

The designated fire warden (Aimee Nash) makes sure the nursery and school premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The designated fire warden has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the team. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The designated fire warden checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits	Person doing daily risk assessment check	Every morning	Front door First floor exits x 2 Second floor exits x2
Fire extinguishers	Approved company	Every morning visual check extinguishers are in place. Annual check of workings by approved company.	As per checklist
Evacuation pack	Aimee Nash	Every week	To be kept on first floor landing
Smoke alarms	Insole court	Twice a year	Throughout building
Fire doors closed and in good repair	Person doing daily risk assessment check	Every week	All doors



Fire alarm check	Insole court	Once a week testing	In entrance hall
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Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The nursery and school operates a strict no smoking policy.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by blowing the whistle or calling out / using the alarm button on the walkie talkie system.
- Immediately evacuate the building under guidance from the Fire Warden
- Using the nearest accessible exit lead the children out, assemble on the lawn in front of the main house building in lines according to classes. If this area is not safe due to a large fire the head of early years will direct everyone to exit to the stable block or car park depending on the fire location.
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- All class lead teachers must bring the class register with them on exiting the building provided it is safe to do so

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the head of early years of your location and identity of the children and other adults with you.

The Fire Warden is to:

- Pick up the staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service



- In the fire assembly point area – in front of the building, on the front lawn, check the children against the register (if this area is not safe due to a large fire the Fire Warden will direct everyone to exit to the stable block or car park depending on the fire location.)
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- Inform the Director, Esma Izzidien, as soon as possible of the event if she is not on site.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

Critical incidents procedure:

In the event of a terrorist or critical incident threat (such as a gunman present or an explosion) to the school or nearby area the following procedure applies:

If the proposed threat is outside the school:

- The school will enter into lock-down. No staff / visitors or children can leave or enter the building.
- Classes will carry on as normal as possible to avoid distressing the children. Children will not be informed of the event.
- If not on site, the Director, Esma Izzidien, will be alerted as soon as it is safe to do so by the Head of Primary, Kate Evans.
- The Director, or in their absence, the Head of Primary, Kate Evans, will make contact with the police and follow further instructions.

If the proposed threat is inside the school:

The school will follow the fire evacuation procedure BUT instead of congregating on the lawn or car park staff will direct children to the visitor information centre and staff will liaise with the Insole court staff to lock the doors and alert police and await further instruction.

Please note the fire evacuation procedure relating to if you are unable to evacuate safely applies. ie:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the head of early years of your location and identity of the children and other adults with you.

The only difference being that staff should lock the door to secure the children inside the class if the threat is in the building.