

Plymouth Nursery Schools Federation

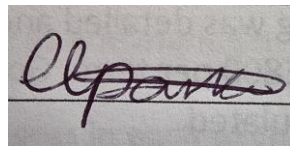
**FIRE SAFETY PLAN**

Headteacher



Dated 25/05/23

Chair of Governors



Dated 25/05/2023

Review date- April 2023

To be Reviewed- April 2024

## Ham Drive Nursery School and Day Care

### FIRE SAFETY PLAN

**PLAN STATEMENT** Written – 27<sup>th</sup> September 2017

**Last Review:** 25<sup>th</sup> April 2022

**HAM DRIVE NURSERY SCHOOL AND DAY CARE** is wholly committed to its statutory and moral obligation to comply with the requirements of:

- The Regulatory Reform (Fire Safety) Order 2005 (RRFSO);
- The general duties conferred by the Health & Safety at Work etc. Act 1974 and the various regulations made there under in relation to the protection of life from fire; and, where necessary
- The Building Regulations 2000 (as amended).

This Plan applies to all premises occupied by **HAM DRIVE NURSERY SCHOOL AND DAY CARE** and supports the statements contained within the Plymouth City Council General Health & Safety Policy Document.

Where necessary **HAM DRIVE NURSERY SCHOOL AND DAY CARE** will make and give effect to such arrangements as are considered appropriate and necessary for the effective planning, organisation, control, monitoring and review of all measures put in place to ensure adequate fire safety measures exist within all buildings on the school site.

**Person in Control:** Heidi Price (Executive Head)

The Head of School (Esther Archer) or Assistant Headteacher (Stephen Martin) shall, in their absence, act as the Person in Control (PIC).

The Fire Safety Plan is to be presented to the School Governing body and reviewed on an annual basis or following an incident, building alteration or refurbishment.

Important Telephone Numbers:

Fire Emergency Services	999
Education LA	01752 307463
Police reporting	101
Police Emergency	999
Ambulance Services	999

### **FIRE SAFETY PLAN - the aim of the plan**

The aim of the Fire Safety Plan is to explain how fire safety will be managed and communicated within

### **Ham Drive Nursery School and Day Care**

Where necessary, it will identify those personnel who have been assigned specific duties or responsibilities and it will indicate what those duties and responsibilities are. It identifies all procedures that must be followed by all staff members and visitors and other relevant persons in the event of a fire emergency.

The Plan will be made available to all staff members. Where necessary, the method of communication will take into account the relevant and specific needs of the individual.

### **PERSON IN CONTROL (PIC)**

The PIC for **Ham Drive Nursery School and Day Care**

is **Heidi Price**.

### **FIRE MARSHALS**

**Hayley Webb**

**Day Care**

**Debbie Morrison**

**Nursery School**

**Senior member of staff on duty LARK Children's Centre**

In the event of a fire or alarm, Fire Marshals will search ('sweep') their designated areas to ensure that all staff and pupils are leaving the building. The Fire Marshal will then direct any other visitors and staff members who have not evacuated to the appropriate fire exit and to the assembly point/s. They then report that their area is clear or otherwise to the PIC at the assembly point.

In the absence of the designated Fire Marshal, the most senior team member will 'sweep' their area and ensure everyone exits via the nearest fire exit.

### **Fire Risk Assessment**

The PIC will arrange for a suitable and sufficient assessment of the risks to which relevant persons are exposed to be undertaken for the purpose of identifying the general fire precautions needing to be taken to comply with the requirements and prohibitions under the RRFSO.

This was undertaken by Fire Safety Plus on 5<sup>th</sup> October 2018.

### **Review of the Fire Risk Assessment**

The Fire Risk Assessment will be reviewed by the PIC (and other members of staff, Governors etc.) with support from PLP Property and Compliance Advisors, at the conclusion of a 12-month period as a minimum. In the interim, the assessment will be subject to periodic review where:

- a) There is reason to suspect that it is no longer valid; or
- b) Where there has been a significant change in the matters to which the assessment relates, including personnel changes.
- c) If an event takes place.

Where changes to the fire risk assessment are required as a result of any such review, the PIC will arrange this.

### **Training**

The PIC will ensure that all staff members are provided with adequate training in relation to fire safety measures within the school site. The PIC undertakes to provide this training to staff members in accordance with the following frequency:

- At the time when they are first employed.
- On being exposed to new or increased risks because of:
  - The introduction of new technology into the school.
  - The introduction of a new system of work into, or a change regarding a system of work already in use within the school.
  - The introduction of new work equipment into, or a change regarding work equipment already in use within the school.
- Following school building alteration or refurbishment.
- During the annual review of training requirements.

The PIC will ensure the training referred to above will:

- Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by all members of staff in order to safeguard themselves and pupils within the school;
- Be repeated periodically where appropriate;
- Be reviewed every 12 months with records kept in the Site Control Logbook.
- Be adapted to take account of any new or changed risks to the safety of the staff members concerned;
- Be provided in a manner appropriate to the risk as identified by the risk assessment; and
- Take place during working hours.

### **Testing of Fire Safety System and Equipment**

All Fire Safety Equipment will be checked and tested (weekly, quarterly and annually) in accordance with the Site Control Logbook with all details recorded. For further information and details, please see section 8.0 FIRE of the Site Control Logbook.

### Fire Doors and Emergency Exits

All emergency exits and escape routes are to be kept clear and free from obstruction at **all** times, including external areas and pathways leading away from the building. Fire doors should remain closed and not to be wedged or held open unless using a self-closing door stop compliant with fire safety standards (e.g. BS EN155). Any defects to the easy operation of all doors and fire escape door mechanisms should be reported immediately as detailed in Section 8.0 of the Site Control Logbook.

### General Fire Safety

**ALL** staff will make it their responsibility to ensure:

- **All** fire exit doors are unlocked during the working day. However, the Caretaker is responsible for the unlocking of all exit doors in the morning and locking the doors at night.
- That **ALL** heaters are kept clear and unobstructed.
- That escape routes and fire exits doors are kept clear at **ALL** times.
- Classroom displays where possible will not be above heaters, and, if this is unavoidable, they will be securely fixed and regularly maintained.
- Display boards to main escape corridors are not excessive so as to cause a fire hazard.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets, lights or other electrical appliances.
- That plug sockets and extension leads are NOT overloaded.
- That all lights or electrical appliances (Computers, printers, TV, DVD and video, fans, laminator toaster, etc) are switched off when not in use and where possible unplugged.
- All electrical items, plugs and cables are checked each year by visual inspection and to be PAT tested every 1-5 years as directed. All electrical items to display a current PAT test label as good practice.

### Smoking

Smoking is strictly prohibited in or around all school buildings within the fenced boundaries.

### Advice on the procedure in the event of a fire

#### Discovering a fire

1. Evacuate the room and close all doors and windows. Do not attempt to remove equipment or personal belongings.

2. Do NOT attempt to use a Fire Extinguisher. (Only trained staff or Fire Marshals should attempt to extinguish the fire).
3. Alert nearby colleagues by calling '**FIRE! FIRE!**'
4. Operate the nearest fire alarm call point by breaking the glass.
5. Call the Fire Brigade by dialling **999**.
6. Leave the school building **by the nearest available fire exit** and make your way to the designated assembly point/s.

#### **On hearing fire alarm**

1. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
2. Close all doors and windows on leaving your room or classroom.
3. Proceed to your designated assembly point/s and take the register.
4. Report to Fire Marshal and/or PIC that the register has been taken and whether all pupils and persons have been accounted for.

#### **After the event**

1. Do not re-enter the building until advised to do so by the Senior Fire Service Officer, PIC or Fire Marshal.
2. If the fire has been extinguished by a trained member of school staff, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working condition before re-occupying.
4. Follow instruction from the PIC or a Fire Marshal.

#### **Know**

1. Your means of escape, primary and secondary-see route map.
2. The nearest fire-alarm call-point.
3. The nearest Fire Extinguisher and how it should be used. (If a trained Fire Marshal).
4. Your designated assembly point.

#### **FIRE DRILLS**

Fire drills will be carried out 3 times a year at differing times during the working day. This will include a simulated evacuation drill. All fire drills will be detailed and recorded in the section 8.0 of the Site Control Logbook, including time taken to evacuate the School and

associated buildings. All class teachers / keyworkers / CC group leaders are responsible for evacuating their class/group/families to the designated assembly point.

Children's Centre Staff/Groups/Families :	Pavement at end of lane adjacent to the school building.
Admin/Foyer	Outside main front entrance of school
Nursery School	Playground by exit gate
Day Care	Playground by exit gate.

**N.B.** In the event that the fire is at the front of the building and causing risk to the normal assembly point the children will evacuate through the playground gate at the rear of the Day Care and thence via the pedestrian access to the lane.

### SAFE EVACUATION PROCEDURES

All emergency evacuation procedures should be tested regularly by way of emergency drills with the objective of monitoring such events.

The emergency drills will allow teaching, non-teaching staff, parents, contractors, visitors and pupils to become familiar with the exit routes and doors, which may not be used during normal occupancy.

An emergency drill is to be carried out early in the new school year to allow both staff, pupils and parents to become familiar with their new surroundings. All new staff should be made aware of emergency procedures on arrival. An informal walkabout should be undertaken to highlight evacuation procedures.

- Staff should be made aware of the procedures, which are necessary to ensure that all children and groups/class members are escorted to a predetermined assembly area.
- Teachers/keyworkers/ CC group leaders should accompany their classes/groups until all pupils & parents have reached the assembly point.
- Where staff may be required to carry children or lift them into wheelchairs, nominated persons should assist. Exact details for such evacuation needs to be agreed. **(See PEEP below if required).**
- The Head of School/Senior Administrator should notify the relevant emergency services.
- On leaving the building a key person/s, as identified in advance by each service, will collect attendance registers for their groups to enable a head count to take place once staff, families and children have been evacuated from the building. The Admin team will take out the visitors, families and staff registers from the reception desk. This should identify all persons present in school for the day. The PIC will undertake a roll call to ensure all staff are accounted for.

- Staff should also be aware of parent helpers and other visitors to the building who may be allocated to a specific class/group or be working onsite (Contractors etc). A separate headcount should take place for other members of staff and helpers in school using the visitor's book for reference.
- A detailed list of pupil contacts will be regularly updated and taken from the building (Red Emergency Box) on departure by the Senior Administrator/ Headteacher. This will enable staff to contact parents in the event of an emergency.
- Everyone should be accounted for at the assembly point/s. Registers should be available to recall pupils present. A visitors' book should be available to account for any visitors to the building. A staff register should be available to check all staff present. **The PIC/Head Teacher will be responsible for collating this information and communicating to the emergency services on their arrival.**

Practice emergency drills will be called by the Head teacher /PIC who may or may not inform members of their intended action. Emergency drills should be carried out at different times of the day so those pupils are aware of the different exit routes from different parts of the school.

All evacuation procedures should be displayed throughout the premises. The suggested time taken to fully evacuate the building should be in the region of four to five minutes at the maximum.

#### **Personal Emergency Evacuation Procedures (PEEP)**

As Part of the fire risk assessment consideration needs to be made for any staff, pupils or visitors who are affected by the Equality Act 2010 (formerly DDA). For visitors a fire warden or suitably trained staff member should be appointed to look after the requirements of any visitors. An Emergency Evacuation Assessment and questionnaire (See SCL Section 8.0 FIRE) will be completed by all staff members affected, to decide if they require a Personal Emergency Evacuation Procedure to be put in place. For any children affected there should be one completed for them to assess their requirements and what control measures are required if appropriate.

A general PEEP should be agreed for any visitors who may be on site during school events.

#### **ASSEMBLY POINT**

The designated assembly point/s for **HAM DRIVE NURSERY SCHOOL AND DAY CARE** are:

- **Playground and Entrance Area to the front of the school.**
- **For LARK Children's Centre at the end of the lane to the side of the school building.**

All staff with registers will report to the head teacher (PIC) that the roll call is complete. This PIC will then brief the Fire Service Officer that the roll is complete, or if any persons have not been accounted for.

## Further Guidance on Fire Safety

There are two factors, which determine the degree of risk present in relation to fire.

Fire Hazard - A fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire may occur, (e.g. a science experiment, which uses naked flames).

Fire Risk – A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused. The risk assessment will take into account the competence of teachers, non-teaching staff, parent helpers, contractors and other visitors to the school and the age and competence of pupils.

Unwanted fires can occur by:

- Accidental ignition
- Malicious ignition

A fire can only happen if three phenomena are present:

- Oxygen - in the air or in chemicals.
- Fuel - paper, wood, flammable liquids, chemicals, furniture.
- Heat or ignition source - chemicals, friction, electrical resistance/fault, nearby heat source or open flame.

Accidental fires are caused in many ways:

- Carelessly discarded smoking materials.
- Manipulation of flammable liquids or gases in close proximity to a naked flame.
- The lack of maintenance on machinery.
- Installation of electrical wiring by non-competent persons.
- Dangerous siting of portable heat-producing appliances.

If a fire is discovered at an early stage it can be extinguished before significant damage is done. If however, the fire is allowed to develop considerable building damage may be caused, to the extent where the building may possibly need to be demolished.

Malicious fires are started deliberately. They are usually, but not always, started outside the period when the school is in use. However, care must be taken to ensure flammable materials are not stored outside or close to a building. Common examples would be rubbish and debris stored in an open 'wheelie' bin close to a building, or where they could be easily moved adjacent to a building. Building or Roofing contractors must also make

sure that all flammable materials must be removed from the site over night or stored in a lockable container.

### Basic fire rules

There are a number of basic fire safety rules for schools, many of which are no more than general good housekeeping.

- Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a designated storage area or disposed of.
- Corridors, stairways, entrances and emergency exits should be kept clear at **ALL** times.
- Classroom displays and works displayed in corridors should be set up with care and kept to a sensible minimum. Ensure no Fire Safety equipment, such as extinguishers, emergency lighting etc. hidden or obscured from operation or view. Decorations are a fire risk if they are hung near to heat sources or light fittings.
- Waste paper bins should be made of metal or other non- combustible materials. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances. Good housekeeping.
- The school is a smoke free site and operates a no-smoking policy.
- Stock rooms for stationary and other combustible materials should be securely locked.
- The boiler room is to be kept clean and tidy, with the door locked at all times.
- Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be over loaded and wiring must be checked regularly.
- All electrical appliances, equipment, sockets and sources are to be regularly checked and tested as laid down in the SITE CONTROL LOGBOOK. However, when using an electrical appliance, it is the user's responsibility to make sure the appliance has no obvious visible or operating defect that could cause it to be a Fire Safety or Health risk.
- Clothing and costumes that may be used for school plays and shows can be highly flammable. They should never be placed or stored close to a heat source, (e.g. floodlights, radiators or stage lighting).
- DO NOT wedge open Fire Doors. Doors may be wedged when moving or carrying in equipment or materials, however, wedges must then be removed immediately.



**Action in the event of a Fire**

Action notices should be displayed in all classrooms, changing areas, administrative offices, managerial rooms, main hall, dining areas and corridors.