

**North Islington  
Nursery School &  
Children's Centre**



## **Fire Safety**

**Signed on behalf of Governing Body: Sally Franklin**

**Date: September 2023**

**Review Date: September 2024**

## **Aims**

It is the overall aim of North Islington Nursery School to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

## **Fire safety management**

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff fire training has taken place
- To produce an emergency plan and put up fire notices
- To conduct regular fire drills
- To check adequacy of fire fighting equipment and its maintenance
- To implement recommendations from the Fire Risk Assessment within agreed timescales
- To consult with the Local Authority/fire safety contractor on matters of fire safety
- To conduct regular fire safety inspections and record the findings in accordance with the Regularity Reform Order (Fire Safety) 2005 (RRO)
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Management folder/log book is kept up to date and accessible

## **Employees' duties**

Under the Fire Safety Order (RRO) and Health and Safety at work Act all employees have a legal duty to:

- Act in a way that does not put themselves or others at risk
- Co-operate with their employer on any fire safety matters
- Inform someone who is responsible if they are aware of any dangers in the workplace

## **Persons responsible for fire safety**

Responsible Person	Sally Franklin - Headteacher
Competent Person	Laura Finch – School Business Manager
Fire Marshalls	Appendix 3
Fire safety training, induction and revision	Sally Franklin and Laura Finch
Fire risk assessments	Laura Finch /Independent company
Fire drills	Laura Finch
Updating of management folder	Laura Finch
Updating of fire log book / recording	Laura Finch
Checks on call points	Laura Finch
Checks on emergency lighting	Laura Finch
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Laura Finch
Checks on electrical safety	Annual PAT testing – Laura Finch Staff should check their own rooms daily and report any concerns.

## **Fire procedures**

Notices displaying the fire procedures are displayed at each fire alarm call point (Appendix 1).

## **Role of our Fire Marshals**

The role of Fire Marshal is voluntary.

We have 6 Fire Marshals for our premises. The staff trained to take on this role are spread across different areas of the building to ensure there is still someone on hand to take on the role in case of sickness or annual leave.

In the event of a fire alarm sounding the Fire Marshal role is as follows:

- Put on the high visibility jacket as a means of identification
- Check their designated area and close doors and windows behind them when working towards the fire escape
- Meet at the assembly point for roll call
- Inform the Responsible Person if:
  - everyone in their area is accounted for
  - they are unable to check any locations
  - anyone has refused to leave
  - any other information they should be aware of

Fire Marshals are trained every 3 years. Fire Marshals will meet within school on an annual basis for a refresher.

Details of the Fire Marshals for each area can be found on the Emergency Procedure form in each room (Appendix 1). A full list of current Fire Marshals and their locations see Appendix 3.

## **Fire safety training**

Appropriate specific training for the responsible and competent persons including Fire Marshalls will be undertaken at least every three years.

All staff will have internal training annually. This will include:

- Understanding the emergency plan/ fire procedure
- The role and importance of fire doors
- The significant findings of the Fire Risk Assessment including outstanding issues
- Guidance on the use of relevant fire fighting equipment e.g. fire extinguishers, fire blankets – to protect life safety
- The importance of signing in and out
- Reporting to the assembly area and roll call
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Training Fire Marshalls every three years
- Assisting visitors and any disabled persons from the building

### **In addition:**

- All agency/temporary staff to be given fire procedure information on arrival
- New staff to be given a briefing on fire safety within their induction period (first week)

All records of training & induction to be recorded in Fire Safety Management Folder located in the main office.

## **Fire Risk Assessment review**

To be carried out annually by Laura Finch and reported back to Sally Franklin. If anything changes within the building prior to the annual review then a risk assessment will be carried out at this time.

Future risk assessment reviews may be carried out by Local Authority/ Fire Risk Assessment contractor as decided by the school/ service level agreement.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures. In any case the action should always be completed to demonstrate and provide evidence to an enforcement officer.

## **Evacuation Drills**

The procedure for emergency evacuation is displayed by each fire alarm call point.

The main alarm indicator panel is situated in the reception by the front door. Fire drills are executed by the nominated person via this panel.

Evacuation drills are carried out termly (minimum 6 monthly). Fire drills are carried out at varying days/times and staff are not informed when the drills will take place. A report is completed following the fire drill and kept on file in the Health and Safety folder in the main office (Appendix 2).

## **Staff roles and responsibility in the event of an evacuation alarm**

<b>Action</b>	<b>Person responsible</b>	<b>In case of absence</b>
Evacuation of all staff/ pupils	Fire Marshal	Early Years Lead Teacher/Lead Practitioner
Evacuation of all contractors/ visitors	Person with designated responsibility/visitors contact	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Receptionist	Senior Admin Officer
Collection of mobile phone	Responsible Person	Competent Person
Checking of toilets (all areas)	Fire Marshal	Lead Practitioner
Checking rooms in designated areas	Fire Marshal	Lead Practitioner
Administering First Aid (where applicable)	First Aiders	First Aiders
Calling the fire brigade	Responsible Person	Competent Person
Meeting the fire brigade	Responsible Person	Competent Person

All staff will assemble at the designated assembly point, unless the source of the fire makes this impossible then the alternative assembly point should be used.

Fire Marshals will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Responsible person.

## **Fire Doors and exits**

All doors should be closed after the last person has exited where safe to do so. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

### **Follow up to evacuation drills**

Drills must be recorded in the Fire Safety Management Folder/log book located in the main office. Timing of each evacuation must be recorded accurately (Current guidelines state 2 ½ minutes per storey of a normal risk building). All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the responsible person will periodically check the Fire Safety Management Folder/log book and the evacuation schedule to ensure completion.

The report following a drill will be circulated and discussed at the following Governing Body meeting.

### **Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants (Chubb).

Staff will also carry out the routine tests on the systems and precautions as follows:

<b>System</b>	<b>Frequency</b>	<b>Method of test</b>
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/Battery test
All external and internal fire doors	Daily	Confirmation that doors open and close fully and aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Monthly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annually	Service

Records for these tests are kept in the Fire Safety Management Folder/log book located in the SBM office.

### **Disabled pupils/members of staff**

Any persons that require assistance to evacuate the building must have a written Personal Emergency Evacuation Plan (Appendix 4). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service. Disabled pupils and visitors are never left alone in the building, a member of staff is always on hand and assigned a responsible person for their safety.

The school has a Generic Emergency Evacuation Plan (Appendix 5) which is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

The school has an evacuation stair lift for disabled persons.

This policy will be revisited annually according to legal requirements.

# Emergency Procedures In Case of Fire

## Admin Office

### If you discover a fire:

1. Raise the alarm by pressing the call point. The alarms are situated in each classroom, rainbow room, kitchen, outside the health room, outside the disabled toilet upstairs and all main exit doors.
2. Laura Finch to take a walkie talkie and communicate with staff as necessary.
3. Evacuate the building in an orderly manner and go to the designated assembly point – back of toddler garden. The exits available are dependent on what location the fire and are as follows:
  - **Option 1 (Preferred option where possible): Collect any signing in/out sheets on reception. Leave the building via the reception and through toddler room assisting with children where possible. Meet with Sunshine class at the end of toddler garden. Account for all parties and await further instruction from the fire warden.**
  - **Option 2: If the fire is in the reception area and you are unable to make it to the exit then please remain in the office and ensure the door and shutter remain shut and await further instruction from the fire brigade.**
4. Teachers and support staff leave the building and supervise the assembly of children in their care after ensuring that there are no children left in toilets, etc. They then begin a headcount.
5. Registers, late book and visitors book to be taken outside by the office staff and children and visitors names to be checked against them.
6. **On no account should anyone new be admitted to the premises whilst the alarm is sounding.**
7. The Headteacher or in their absence the designated fire warden will call the emergency services if required.

Note: Staff to attack fire, if possible, with the equipment provided but do not take any personal risks.

It may be necessary for either some or all of the children to vacate the site by another route. Fire marshals will direct people to the most appropriate exit.

**The fire marshals for this section are Sally Franklin, Louise Wright, Laura Finch and Rebecca Powell. Please follow their directions.**

## Fire Alarm Drill Report

**PLEASE CHECK WITH FIRE ALARM COMPANY BEFORE INITIATING ANY DRILL.**

Date of Report:	Completed By:
Date of Drill:	Time:
Areas/staff who participated:	
Number of adults:	Number of children:
Was an alarm sounded for the drill?	Yes      No
Which areas of the building were affected?	
Was an evacuation of these areas completed?	Yes      No
If an evacuation was not completed, explain why.	
Effectiveness of the Drill:	Satisfactory      Unsatisfactory
1. Staff response:	
2. Occupant/visitor response:	
3. Staff familiar with duties:	
4. Effectiveness of procedures:	
5. Speed of Evacuation:	
6. Communication during drill:	
7. Areas for improvement:	
Signed:	Date:

General notes:

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Headteacher comments:

Signed:                      Date:

**Fire Marshals**

Becky Powell	Office/Under 3s
Noorheza Sobratty	Toddlers
Carol Dunne	Ocean
Louise Wright	Office
Laura Finch	Office
Sally Franklin	Office

## Appendix 4

# Personal Emergency Evacuation Plan (PEEP)

i.) To be completed by a member of SMT.

PERSONAL EMERGENCY EVACUATION PLAN			
Name			
Workspace e.g. Ocean, Office			
Ext			
AWARENESS OF PROCEDURE			
_____ is informed of a fire evacuation by: (please tick ✓ relevant box)			
existing alarm system	<input type="checkbox"/>	designated staff member	<input type="checkbox"/>
pager device	<input type="checkbox"/>	Other (please specify)	_____
DESIGNATED ASSISTANCE			
The following have been designated to give _____ assistance to get out of the building in an emergency.			
<b>Name</b>			
<b>Contact Details (room, ext no.)</b>			
<b>Name</b>			
<b>Contact Details (room, ext no.)</b>			
METHODS OF ASSISTANCE (e.g. transfer procedures, methods of guidance etc)			
ii.)			
iii.) EQUIPMENT PROVIDED (Including means of communication)			
iv.)			
v.) PERSONALISED EVACUATION PROCEDURE (A step by step account)			
1	vi.)		
2	vii.)		
3	viii.)		
4	ix.)		
x.) Monitor and Review			
Signed by Manager		Date	
Signed by Individual		Date	

## Appendix 5

### Generic Emergency Evacuation Plan (GEEP)

#### **Purpose:**

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

If you feel that this document does not provide you with sufficient information or that you require further assistance, please see Sally Franklin, Headteacher or in her absence the Senior Manager in charge.

#### **The building:**

Our building comprises of 2 floors, the second floor is accessible by using the lift. Emergency egress using this lift is not possible during an evacuation.

The safe refuge area for the second floor is the disabled toilet which is situated outside Galaxy/Unicorn room (see attached floor plan).

Several accessible fire exits are available at ground level. Please refer to the Fire Evacuation Procedure notices situated on the wall by the exit doors within each area.

#### **Action required on hearing the fire alarm:**

If able, you should leave the building immediately by the nearest fire exit (see attached floor plan) and report to the assigned assembly point.

A responsible person will be named to assist you with evacuation.

If you are unable to evacuate the building from the 2<sup>nd</sup> floor, please proceed to the safe refuge point where a responsible person will wait with you.

#### **Other recommendations:**

It is recommended that all visitors to the school should familiarise themselves with the fire alarm signals, building layout and evacuation procedure notices. The evacuation procedure notices are situated on the wall by the exit doors within each area. Floor plans have been provided with this document.

#### **Equipment provided:**

Accessible fire exits are available on the ground floor of the building.

A safe refuge area is available on the second floor.

Fire fighting equipment is placed in each room – only to be used where staff feel confident to do so.