

# Tudhoe Moor Nursery School

## Fire Safety Policy and Emergency Plan



### Policy Statement

The staff and governors of Tudhoe Moor Nursery School believe that the safety of the children in our care is of paramount importance and as such we make our setting as safe as possible for them. We ensure that our premises present no risk of fire by ensuring the highest standard of fire precautions. Where necessary we seek the advice of a competent person, such as a fire officer. There are regular checks on our fire fighting equipment and regular tests on fire alarms and emergency lighting.

### Procedures

#### Fire Safety Duties –

The following persons have fire safety responsibility within the school –

- |                  |  |
|------------------|--|
| Head Teacher     | – will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.<br>- will ensure that regular fire drills are carried out throughout the school year. |
| Caretaker        | – will during the course of his/her duties ensure that fire safety measures are in place and regular testing is carried out.   |
| Teachers         | – will take charge of children to ensure they evacuate the building in an emergency.<br>- will actively ensure that the means of escape in their classroom is never obstructed or blocked.           |
| Day Care Staff   | – will cooperate in the emergency procedures in event of a fire.   |
| Sure Start Staff | - will cooperate in the emergency procedures in event of a fire.   |

### Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

### Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

### Shared Premises

As the premises is shared with Sure Start and Day Care the school will co-ordinate with other responsible persons to inform them of any significant risks, and how the school will

seek to reduce/control those risks which might affect the safety of their children or employees.

All organisations using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

## **Details of the Schools Emergency Plan**

### **How people will be warned if there is a fire**

In the event of a fire the fire alarm will sound – the sound is a high pitched siren and flashing lights situated at various point in the building.

### **What staff should do if they discover a fire**

- Staff quickly and safely leave the building with all children under their control, raising the alarm by pressing the nearest call point on their way out.
- The teacher checks areas that have been designated to them and then follows the children and staff from the building to the assembly point.
- Staff to take with them class registers if they are still in the classroom.
- Admin staff to alert the fire brigade and bring registers, mobile phone and admission files.

AND

- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient training to use the fire-fighting equipment safely.
- Staff should not stop to collect personal belongings
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Assistant Head Teacher.

### **What pupils or visitors should do if they discover a fire**

Visitors should exit the building by the nearest exit, informing a member of staff on the way out of the location of the fire.

### **How the evacuation of the premises should be carried out**

- Everyone to leave by the nearest clearly marked fire exit.
- Staff responsible for pupils to ensure that **all** children (including the children that may be in the care of 'Jack in the Box' staff) are out of the building before they leave the building. The teacher should be the last one out of the classroom.
- Everyone should walk quickly but not run.
- The school secretary will take the registers (if they are in the office), the mobile phone and admission details
- 'Jack in the Box' staff will be responsible for taking their register (in the event that these staff are out of the room, the teacher will collect their register)
- All children, staff and visitors will go immediately to the assembly points.
- The key person for each group will take the register for their children.
- In the event of an emergency evacuation happening at lunchtime, or the end of a school day everyone will still report to the assembly points; the lunch staff will be responsible for taking the lunch register to the assembly point.

- In the event of an emergency evacuation happening at a special event the head teacher will make an announcement, prior to the start of the event, asking parents to let the staff evacuate the children and take them to the assembly point as would normally happen

#### **Procedure for checking the premises have been evacuated**

- Sure Start staff to collect visitors in the building along with visitors' book.
- Day Care manager to check toilets and cloakroom areas and take registers to assembly point.
- Teacher to check the classroom and other rooms joining it.
- Head Teacher to check toilets – staff and children's.
- First Aider to collect First Aid box.
- All other staff to marshal children to the assembly point.

#### **Where people should assemble after leaving the premises**

- All Sure Start staff and visitors to the centre to assemble on grassed area in front of the main entrance – Assembly point B
- Day Care staff and nursery staff to take children to the grassed area at the front of the building – assembly point A.

#### **Identification of key escape routes & how they are accessed to escape to a place of safety**

- Sure Start - staff and visitors to the centre to use main entrance.
- Day Care - staff and children to use their nearest emergency exit.
- Nursery - staff and children to use the most convenient emergency exit.
- Kitchen – via the fire exit in the dining room straight on to the grassed area

#### **Arrangements for fighting fire**

- Staff should only attempt to fight a fire if they can do so without risk to themselves and others and they feel competent to do so. If staff are unsure they should leave the fire fighting to the fire service.
- Details of which fire extinguisher to use is detailed in the health and safety handbook.

<b>Type</b>	<b>Use</b>
Water	Combustible materials such as wood, paper, cardboard. <b>Do not use on fires involving electrical equipment.</b> <b>Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b> <b>Do not use on flammable liquids.</b>
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

- Do not attempt to fight a fire unless there are exceptional circumstances, for example it is required to escape the building, or a fire is already contained, e.g. in a bin or waste paper basket. Use of a fire blanket or fire extinguisher can be used in these instances but not at the risk of personal safety.

### **The duties and identity of staff who have specific responsibilities if there is a fire**

- Sure Start/nursery admin staff to phone fire brigade and take registers, visitors books and children's contact details to the assembly points.
- Sure Start Co-ordinator to take charge of any visitors and their safety.
- Day Care manager to take charge of day care children and staff.
- Head Teacher or Assistant Head Teacher to check the building has been evacuated by everyone, liaise with fire brigade, and take control of all nursery staff and children.
- Assistant head teacher or other staff to check the classroom and joining rooms are empty, collect registers(if they are still in the classroom) and take roll call at the assembly point.
- Staff are to take control of the safe evacuation of all persons from the nursery building and marshal them at the assembly point
- Kitchen staff to turn off any appliances before leaving the building.

### **Arrangements for evacuation of people especially at risk**

- Any children with special needs support that require support on evacuating the building will have a PEP.
- Visitors to the school are required to inform the school of any special requirements before they arrive.

### **Any appliances or power supplies that have to be isolated if there is a fire**

- Kitchen equipment

### **Specific arrangements for high risk areas**

- If open when the alarm sounds the flammable material storage cupboards will be shut by the member of staff using the materials. (the caretakers cupboard is locked during the day)
- Kitchens – cooking appliances will be isolated.

See attached plan for boiler house and gas house location.

### **Contingency Plans for when safety systems are out of order**

- In the event of the fire alarm failing a whistle will be blown in all areas.

### **How rescue services will be called and who is responsible for this**

- Admin staff will call the fire brigade but in the event of this not happening all telephones in the building can access 999.
- Telephones are situated in the main office, admin desk, staff room, consulting room, Head Teachers office, nursery, baby room and toddler room.

### **Procedure for meeting rescue services on their arrival and notifying them of any special risks**

- Coordinator or Head Teacher or both will liaise with emergency services at the main gate of the centre.

### **What training employees need and the arrangements for ensuring that this training is given**

- Fire drills will be held every term.
  
- The emergency procedure will be shared with staff, including the induction of new staff.
  
- Staff will be given information on the type of fire extinguisher to use in different circumstances and instruction on how to use the fire fighting equipment.
  
- Fire fighting equipment training will comprise of –
  - which extinguisher to use
  - the location of the nearest appliance to relevant workplace
  - information on how to operate the extinguishers
  - instruction to keep themselves between the fire and the exit.

### **Plans for dealing with people once they have left the premises**

The Council Offices are to be used for immediate cover in the event of a fire or disaster. Children, staff and members of the public will be accommodated at Green Lane until alternative arrangement can be made for them to get home.

### **Liaison between building owners, employers, residents and rescue services**

- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils
- Alternative accommodation, if required, will be the local council offices.
- Emergency premises assistance can be obtained from –

Property Helpdesk – 03000

Emergency Plan drawn up by - Steph Collings