



Birmingham Federation
Maintained Nursery Schools

Allens Croft Nursery School
Jakeman Nursery School
Shenley Fields Nursery School

Lillian De Lissa Nursery School
Newtown Nursery School
St Thomas Nursery School

Adderley Nursery School
Gracelands Nursery School
Highfield Nursery School

FIRE SAFETY AND FIRE EVACUATION POLICY

Gracelands Nursery School **Jakeman Nursery School**

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Chair of Governors: Sean Delaney

Executive Head Teacher: Samantha Richards

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RRS – The UN Convention on the Rights of the Child links

Article 2 (non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 6 (life, survival and development) Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Introduction

This document sets out the strategy regarding fire safety and details how Gracelands Nursery School and Jakeman Nursery School will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant connected legislation. Such legislation includes the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992, as amended 1999.

This policy is based primarily on preventing a fire occurring. However, in the event of fire, a means of rapid discovery and control will be employed. This methodology will be supported by reliable and tested procedures for evacuating all persons within our premises to a place of ultimate safety.

Policy statement

It is school policy to guard all persons from the hazards of fire by ensuring we have safe premises and systems of work as far as are reasonably practicable. We will operate in accordance with statutory legislation, applicable British Standards and Approved Codes of Practice. We will:

1. Arrange for the carrying out of Fire Risk Assessments and the recording of any 'Significant Findings.'
2. Formulate a 'Remedial Action Plan' for any Significant Findings and put into practice control measures within practical timescales.
3. Provide appropriate information, instruction, training and supervision to all relevant persons, with regard to fire safety.
4. Ensure adequate fire action procedures are prepared and displayed in a prominent position within our premises.
5. Carry out regular fire drills to ensure the adequacy of our arrangements.
6. Provide and uphold all fire safety equipment, as deemed necessary through the risk assessment process.
7. Ensure all other pertinent equipment is adequately maintained to limit the potential for fire.
8. Maintain adequate fire safety records and ensure they are readily available for inspection by Enforcing Authorities.
9. Review the Fire Risk Assessment whenever it is considered to be no longer valid and in any case at intervals not exceeding 12-months.
10. Appoint and train competent persons within the organisation (where necessary).
11. Monitor the effectiveness of the above arrangements by carrying out periodic management checks.

Responsible person

The person responsible for ensuring that the Fire Safety Policy Statement is implemented and that responsibilities are allocated, accepted and fulfilled at all levels is:

Name: Samantha Richards

Position: Executive Head Teacher

Staff responsibilities

All staff working on at the Gracelands Nursery School and Jakeman Nursery School sites have accountability for ensuring that they are familiar with and understand the content of this Fire Safety Policy and our emergency and evacuation procedures.

Problems relating to fire safety must be reported to senior management at the earliest opportunity so that corrective action may be taken.

Every employee has a duty to take care of their own safety and that of others who may be affected by their work activities, under both health and safety and fire safety legislation.

Management responsibilities

The Executive Head Teacher, Deputy Head Teacher/Senior Nursery Manager and Buildings Site Supervisor will assume day-to-day responsibility for fire safety within Gracelands and Jakeman Nursery Schools and will assume the role of 'Responsible Person' as defined within the Regulatory Reform (Fire Safety) Order 2005. The primary duties of the Executive Head Teacher, Deputy Head Teacher/Senior Nursery Manager and Buildings Site Supervisor are:

1. To monitor the efficiency of the Fire Safety Policy and arrangements and revise and amend them as necessary.
2. To organise the initial induction and periodic continuation fire safety training for staff.
3. To organise a building fire drill at periodic intervals (a drill is to be carried out no less than once each term or when changes to the building, grounds or other circumstances prompt review.)
4. To organise and monitor the contracts for the testing and maintenance of the fire safety systems in the building by external competent contractors.
5. To ensure the investigation of any fire incident by a competent person and the carrying out of any subsequent recommendations.

Duties of fire marshals

The duties of Gracelands and Jakeman School Fire Marshals in the case of fire are to:

- Check their designated area to ensure all rooms, including toilets, have been vacated and to close doors and windows as they exit the premises. Staff should not put themselves unnecessarily at risk to do this.
- Report to the Executive Head Teacher, or Deputy Head Teacher. Or School Business Manager or Building Site Supervisor where applicable, at the designated assembly point, that their area is cleared, or they believe persons to still be in the building. They should also report any rooms that have not been checked.
- Prevent persons from re-entering the building until the Fire Service Incident Commander or Executive Head Teacher, Deputy Head Teacher, School Business Manager or Building Site Manager has given permission.

Fire safety management folder

A Logbook will be located and maintained at our premises. The following information must be recorded and available for inspection when required:

1. Fire Policy (this document)
2. Who manages fire risk at our school?
 - Responsible Person(s) Executive Head Teacher(s) & Deputy Head Teacher, School Business Manager, Building Site Manager
 - Fire Marshal training (EHT, DHT/SNM)
 - Fire Extinguisher Maintenance
 - Fire Alarm maintenance (Meridian package)
 - Fire call point check (weekly internal check)
 - Emergency Lighting (Meridian package and internal monthly check)
 - Students/Staff who require personal emergency evacuation plans (PEEP's)
 - Person in charge of School Emergency Evacuation – EHT, DHT/SNM
3. How we deliver our fire duties:
 - Current Fire Risk Assessment
 - Fire Evacuation Plan
 - Personal Emergency Evacuation Plan(s) (PEEP's – children & staff)
 - Staff Fire Training Records (Awareness no longer than 2 years)*
 - Fire Marshal Training Records (training suggested every 3 years)*

Daily Checks (not normally recorded)

Escape routes:

- Can all the fire exits be opened immediately and easily?
- Are fire doors clear of obstructions?
- Are escape routes clear?

Fire warning systems:

- Is the indicator panel showing 'normal'?
- Are whistles, gongs or air horns in place?

Escape lighting:

- Are luminaries and exit signs in good condition and undamaged?
- Are charging indicators (if fitted) visible?

Firefighting equipment:

- Are all fire extinguishers in place?
- Are fire extinguishers clearly visible?
- Are vehicles blocking fire hydrants or access to them?

Weekly Checks

Escape routes:

- Do all emergency fastening devices to fire exits (push bar and pads, etc.) Work correctly)?
- Are external routes clear and safe?

Fire warning systems:

- Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test)
- Did the alarm system work correctly when tested?
- Did staff and other people hear the fire alarm?
- Did any linked fire protection systems operate correctly? (e.g. Magnetic door holder released, smoke curtains drop)
- Do all visual alarms and / or vibrating alarms and pagers (as applicable) work?
- Do voice alarm systems work correctly? Was the message understood?

Firefighting equipment:

- Is all equipment in good condition?
- Additional items from manufacturer's recommendations

Monthly Checks

Escape routes:

- Do all electronic release mechanisms on escape doors work correctly?
Do they 'fail safe' in the open position?
- Do all automatic opening doors on escape routes 'fail safe' in the open position?
- Are fire door seals and self-closing devices in good condition?
- Do all roller shutters provided for fire compartmentation work correctly?
- Do all internal self-closing fire doors work correctly?

Escape lighting:

- Is emergency lights and sign lighting working correctly?
- Do all luminaires and exit signs function correctly when 'flick' tested?
- Have all emergency generators been tested? (normally run for one hour)

Firefighting equipment:

- Is the pressure in 'stored pressure' fire extinguishers correct?
- Additional items from manufacturer's recommendations

Three-monthly checks

General:

- Are any emergency water tanks /ponds at their normal capacity?
- Are vehicles blocking fire hydrants or access to them?
- Additional items from manufacturer's recommendations

Six-monthly check

General:

- Has any firefighting or emergency evacuation lift been tested by a competent person?
- Has any sprinkler system been tested by a competent person?
- Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?

Fire warning system:

- Has the system been checked by a competent person?

Annual Checks

Escape routes:

- Do all self-closing fire doors fit correctly?
- Is escape route compartmentation in good repair?

Escape lighting:

- Do all luminaires operate on test for their full rated duration?
- Additional item from manufacturer's recommendations
- Has the system been checked by a competent person?
- Lighting protection system (if fitted)

Firefighting equipment:

- Has all firefighting equipment been checked by a competent person?

Services:

- Gas Installation
- 5 Yearly Test (records – Electrical Mains test)

Miscellaneous:

- Has any dry / wet rising fire main been tested by a competent person?
- Has the smoke and heat ventilation system been tested by a competent person?
- Has external access for the fire service been checked for ongoing availability?
- Have any firefighters' switches been tested?
- Has the fire hydrant bypass flow valve control been tested by a competent person?
- Are any necessary fire engine direction signs in place?

Audit and review of our fire safety arrangements

Record of current Fire Risk Assessment Review (FRA) accompanied by any previous reviews is on-site. Reviews should be carried out by competent person in the following instances but for schools generally no longer than 2 years as some or all of the following will apply:

- Change in activities or the ways that they are organised
- Change of use to part of the premises

- Alterations to the building either internal or external
- The introduction of substantial fittings and furniture changes
- The introduction of, increase or change of use of hazardous materials
- The failure of any fire precautions equipment such as automatic fire detection or sprinklers
- Significant changes to display materials
- Significant increase in the number of people within the building
- The presence of people in the building with some form of additional needs
- Following any fire incident (or near miss)

Also required:

- Significant findings / Remedial Action Plan (RAP)
- Log of any fire incidents
- Log of Visits/Reports from the Fire and Rescue Service
- Log of any 'false alarms' and subsequent investigations

Emergency action plan (fire procedure)

Copies of the Gracelands and Jakeman Nursery School Emergency Action Plan are available at various locations throughout our premises.

All members of staff should make themselves aware of the contents of the Emergency Action Plan. The Executive Head Teacher and School Business Manager or nominated Manager/Supervisor will ensure that all contractors and visitors are made aware of the Emergency Action Plan. A copy of the Emergency Action Plan is included at Appendix A of this Policy.

Protective measures

A Permit to Work system will be operated within Gracelands and Jakeman Nursery Schools. It will be the responsibility of the Executive Head Teacher or nominated Manager/Supervisor to ensure that a permit to work is in place prior to any hot work being carried out on our premises. Where contractors are performing hot work the permit must be completed and signed by a manager and a copy given to the contractor.

Gracelands and Jakeman Nursery Schools operates a no smoking policy that must be adhered to at all times. Failure to do so may result in disciplinary action being taken.

The potential for arson has been considered as part of the Fire Risk Assessment process. All Gracelands/Jakeman Nursery School staff should remain vigilant however and ensure that security measures within the building are implemented.

Evaluation of risks

1. Constant supervision of children by a member of staff whilst cooking. Children are not to be left alone in such circumstances. Care should be taken when cooking for an adult's own purposes. The cooker should not be left unattended whilst in use and the electric rings should be kept clear when not in use. Cookers are to be switched off at the wall when not in use.
2. Mindful use and observation of the computers, electricity sockets and any other electrical equipment. All electrical items are checked annually by qualified contractors for faults. Staff should endeavour to switch off all equipment at the wall when not in use.
3. Water heaters are regularly checked by qualified contractors and monitored by staff. The top of these heaters and other sources of heat should be kept clear.
4. Potential arson. The security of our building is as rigorous as possible. There is a secure entry system and procedure. CCTV is in place in parts of the buildings, with a camera fitted to the

entrance by the main office. Exterior bins are kept securely away from the building to reduce the risk of arson attack.

5. All flammable products used within the building are kept in the locked cupboard, away from sources of heat and out of the reach of children.
6. Furniture meets the new fire retardant/resistant standards.
7. Unwanted waste materials are to be disposed of daily by the BSS
8. Fire alarms and fire extinguishers are regularly tested by qualified contractors.
9. Fire action plan/notices are disseminated to all staff and displayed around the building in relevant areas.
10. Fire exit signs are in place with pictorial representations.
11. A Local Authority 'no smoking policy' is in place and enforced within the building and its grounds.
12. Any matches kept within the building are stored in an air-tight metal container in a locked cupboard
13. All windows and doors are closed and secured at the end of the day. Fire doors are unlocked each morning by the BSS and are kept clear of equipment and furniture at all times.
14. Detection and warning. Staff are in all areas/rooms at all times of the day to detect and warn of fire.

Maintenance of fire safety equipment

The building fire detection and alarm system will be tested on a weekly basis. This will normally be completed at approximately the same time each week. The results will be recorded in the Fire Property Logbook. Where necessary, routine maintenance and testing will also be arranged via a competent person and records will be kept as necessary.

As emergency lighting is provided, a competent person will undertake all relevant tests in accordance with the requirements of BS 5266-1.

The Executive Head Teacher and DHT/SNM will ensure that visual inspections and an annual check are carried out on all fire extinguishers.

Smoke alarms

Smoke alarms are fitted throughout the building and regularly tested by an outside contractor.

Number & Location of CALL POINTS

JAKEMAN NURSERY SCHOOL:

- | | |
|-------|--|
| No. 1 | Lobby area (adjacent to main front door) |
| No. 2 | Rear exit door (onto tarmac) left side of building from reception lobby |
| No. 3 | Rear exit door (onto tarmac) right side of building from reception lobby |
| No. 4 | Exit from Base 1 (right hand side on entry) onto new tarmac |
| No. 5 | Exit from base 2 (left hand side on entry) onto new tarmac |

No. 6 Exit from kitchen to entrance path at front of building

No. 7 External Boiler House

GRACELANDS NURSERY SCHOOL

No. 1 Main entrance foyer

No. 2 Big nursery children's toilets by the exit door

No. 3 Big Nursery fire exit within classroom

No. 4 Big Nursery main classroom by window looking out to canopy

No. 5 Little nursery exit door

No. 6 Staff room

Emergency Lock Down

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Why develop dynamic lockdown?

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase should be taken. Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes, efficient use of CCTV, deterrent communications and active security zones.

In preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

Planning should consider;

- How to achieve effective full lockdown
- How to let people know what's happening
- Training your staff
- STAY SAFE principles

For Full Lock Down

- A whistle will be blown by the person who identifies the risk (all staff are issued with a whistle). Staff will gather children in the emergency safe place, this will be done quickly and calmly. Waiting further information from a senior leader via a walkie- talkie/classroom phone.
- The individual with site responsibility will consider the need to inform parents/ carers of developments on site via the use of the school text system and/or the schools' Facebook page. Parents/ carers may need to be advised to stay away from the site until and all clear can be given.

Full Emergency Bomb Evacuation

- A sounding of a hand bell will notify all staff of a 'bomb alert' and that we are going into a full emergency evacuation.
- All staff will calmly lead children outside of the building to the evacuation points. Senior leaders will inform the Police (999 or 112) and Executive Head Teacher. Children will be moved to the emergency **off site** place of safety. When gathered at the place of safety the senior leader will notify parents if it is safe to do so.

Appendix A: Emergency Action Plan

Gracelands and Jakeman Nursery School staff are to make themselves familiar with the Emergency Action Plan and fully comply with it in the event of the fire alarm sounding or discovering a fire.

Gracelands and Jakeman Nursery School staff are to ensure that all children & parents are told how to react to an emergency and what to do and where to go if there is an evacuation.

Gracelands and Jakeman Nursery School staff are responsible for ensuring any contractors they employ are aware of and comply with the procedure.

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm is to be raised immediately by breaking the nearest break-glass call point.

Gracelands and Jakeman Nursery School does not require anyone to attempt to extinguish a fire unless they have been trained and it is safe for them to do so. If a small fire occurs (e.g. a wastepaper bin) and the staff member finding the fire, feels competent that they are aware of the correct extinguisher to be used and knows how to use that extinguisher safely, they may tackle the fire.

The senior member of Gracelands and Jakeman Nursery School staff present in the building when a fire is discovered or the alarm sounds will call the Fire Service or give instruction for them to be called.

On hearing the evacuation alarm, evacuate your area immediately. Do not wait to conclude discussions or telephone calls. Take personal belongings with you if they are immediately to hand but do not go back to collect them.

Leave the building by the nearest fire exit

As you make your escape, close doors (particularly those designated as fire resisting doors) and windows

Report to the dedicated fire assembly point – playground

FIRE PROCEDURE

1. Sound the nearest alarm.
2. Ensure you and the children are evacuated safely as a priority.
3. Only tackle the fire using the appliances provided if you are trained to do so and it is safe to do so.
4. On hearing the alarm, the Executive Headteacher/Deputy Head Teacher/Senior Nursery Manager and office manager/assistant will carry out a sweep of the building and the EHT/DHT/SNM will call the fire service.
5. Leave by the nearest exit and close the door behind you.
6. Assemble at the area in the corner of the garden which is marked with a green notice "ASSEMBLY POINT". The admin team (Senior Leadership Team in their absence) will bring the registers.
7. In the event of a serious fire on site, the emergency assembly point will be:

Jakeman will assemble at: Jakeman carpark (ensuring gates are closed)

Gracelands will assemble at: Montgomery Primary Academy
B11 1EH, White Road Sparkbrook or Ackers
Adventures Golden Hillock Rd, Birmingham B11 2PY

DO NOT RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCES UNTIL TOLD TO DO SO

REMAIN CALM AND GIVE CLEAR INSTRUCTIONS