

Fire Safety Evacuation Policy and Procedure

Designated Senior Person for Fire Safety Evacuation: Miss Annette Elstob

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Deputy Designated Senior Persons for Fire Safety Evacuation: Miss Malin Garner and Miss Juliette Raymondeau

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This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Annette Elstob **September 2021**

Next date of Annual Review: **July 2022**

Signed:



We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Miss Annette Elstob and all staff are familiar with the current legal requirements. Each year we undergo a formal fire risk assessment by Mr Keith Simmons G.I.FireE.

A weekly fire risk assessment is checked through every week on a Wednesday afternoon by the school caretaker.

Fire doors are clearly marked, they are never obstructed and they are easily opened from the inside.

Smoke detectors, alarms and fire-fighting appliances conform to BSEN standards and are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer and weekly by the caretaker.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

1. Clearly displayed in the premises;
2. Explained to all members of staff (as part of their induction programme) and all students and volunteers
3. Practised regularly at least once every term
4. Records are kept of fire drills and the servicing of fire safety equipment; these records are stored in the school office.

Fire Evacuation Procedure:

Children come first- Do not leave them alone

If a fire breaks out or if the fire alarm sounds:

1. If possible close the doors and windows.
2. Lead the children out of the premises by normal routes – if these are blocked leave by the nearest available exit.
3. A designated member of staff will check the toilets; kitchen and storage room to ensure the areas have been cleared (Gill Harvey is the named fire officer).
4. All are to congregate in the designated assembly point- the corner of Oxford Gardens and Portobello Road and await further instructions from the Headmistress and fire brigade.
5. Key teachers are responsible for their own key children; if the key person is away then the senior teacher is responsible for that staff member's key children.
6. All staff are asked to take their register with them, to move quickly and to remain calm – the evacuation should be a natural procedure, if staff are worried, then the children will be frightened.
7. Senior teachers are then to call the register and report any missing children or staff to the fire officer and person in charge.
8. The Headmistress collects all of the registers and then acts as directed by the fire brigade.

Fire-fighting:

If it is appropriate for you to use a fire extinguisher in the event of a fire, please make sure you are aware of the different types of extinguisher:

1. CO2 - Electrical equipment and flammable liquid only
 2. Dried Powder Multipurpose – will give shield
 3. Water - Must not be used on electrical or flammable equipment
- Staff should be aware of the position of all fire extinguishers in the building
A fire blanket is located in the kitchen of Rolfe's Nursery School

Fire Officer Procedure:

We have trained fire officers who can support and coordinate a planned or unplanned evacuation.

1. Dial 999
2. Give the full details of the school building:
Telephone number (020) 7727-8300, 34A Oxford Gardens, London, W10 5UG
3. Give clear details of where the fire is located in the building and the nearest entrance to the location
4. Do not replace the receiver until the address has been repeated.

The fire drill record forms will be completed by the school caretaker at the end of each fire drill and a brief evaluation will take place.

The Alpha Plus Group are responsible for ensuring that the fire alarm system and fire appliances are tested and maintained in accordance to Health and Safety Regulations.