



# FIRE SAFETY POLICY

Reviewed on	Approved by
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**Company Registration number: 3174367 Registered Office: Unit 2.02, High Weald House, Glovers End,  
Bexhill, East Sussex TN39 5ES**

## Introduction

***Charters Ancaster Nursery and Forest School is a responsible employer that takes fire safety seriously. For this reason, we have formulated this guidance to help us comply with our duty of care to pupils, staff, and visitors and our legal obligation to comply with the Regulatory Reform (Fire Safety) Order 2005 ('the Order').***

## Aim

**The aim of this Policy is to address our obligations under the Order that require Charters Ancaster Nursery to:**

- Develop a plan to minimise the risks associated with fire;
- Reduce the risk of an outbreak of fire;
- Reduce the risk of the spread of fire;
- Provide a means of escape from buildings;
- Demonstrate preventative action and
- Maintain documentation and records in respect of fire safety management.

**This Fire Safety Policy forms part of, and should be read in conjunction with, our general Health and Safety Policy and the Fire Evacuation Policy.**

## Organisation

Charters Ancaster Nursery has appointed a 'responsible person' who is in overall charge of the managing the safety of children, employees, and other persons who may legally come onto the premises (e.g. contractors, parents and visitors), and anyone not on the premises who may be affected by our actions or omissions.

The responsible person is the Site Manager. In his absence, this responsibility lies with the Nursery Manager.

Under Section 7 of the Health and Safety at Work Act 1974 all employees have a duty to take responsible care for the health and safety of themselves and others affected by their acts or omissions. They have a duty under the Act to cooperate with Charters Ancaster Nursery and Forest School to enable us to fulfil our legal obligations; this means complying with any permanent or temporary procedures Charters Ancaster School may introduce as a measure to protect the safety and well-being of children, staff, and visitors to the premises.

## Fire Risk Assessment

A Fire Risk assessment will be carried out by a competent person on the primary buildings of Charters Ancaster Nursery at regular intervals and/or when the purpose of that building changes.

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## Documentation and Records

Charters Ancaster Nursery records appropriate information to demonstrate that it acts responsibly and also to facilitate subsequent investigation, analysis and the development of procedures to prevent a reoccurrence of a dangerous, or potentially dangerous, incident. Inspectors will require inspection of the records during enforcement visits and therefore the following records are kept on the Charters Ancaster Nursery premises:

- Fire Safety Policy;
- Fire evacuation procedures;
- Findings of Fire Risk Assessments for each building;
- A record of fire drills carried out; the record includes dates and times of drills and evacuation and any other significant comments (Fire Report Form);
- Records of visits, audits and inspections by appropriate external authorities, such as representatives of the local Fire and Rescue Service or the Health and Safety Executive (HSE);
- Records of 14-day inspection of fire alarms and fire exits;
- Records of annual inspections and tests of all fire- fighting equipment;
- Records of regular testing of emergency lighting;
- Records of all scheduled and other maintenance of fire detection and alarm systems;
- Records of inspection, risk assessment and maintenance of work place and electrical equipment, storage of hazardous substances and any other hazards connected with fire safety.

## Communication

Charters Ancaster Nursery will ensure that any person employed by us (directly or indirectly) is provided with all relevant information related to fire safety. We will consult with employees on all matters of fire safety management, policy, organisation and arrangements. We will keep staff informed of changes and updates to fire safety procedures and fire risk assessments. Fire safety matters will be addressed at meetings of the Board of Directors.

## Arrangements

Charters Ancaster Nursery has established the following arrangements in the interest of maintaining high standards of fire safety:

- All employees will be given training on the actions to be taken by them in the event of a fire, as part of their induction and as refresher training as appropriate. Additional training may be required if any changes occur which may affect fire safety;
- Fire evacuation and action procedures will be practised at least termly throughout all buildings (House, Chalet, and Hall). In the Autumn Term, the fire practice is to take place within the first half of the start of the term;
- All escape routes are to be established and kept in good working order and free from obstruction at all times. The operation of fire doors will be tested and recorded.

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- Fire-fighting equipment will be provided. This will comprise a minimum of portable fire extinguishers but fire blankets may additionally be provided where deemed appropriate by the findings of risk assessments;
- All fixed and portable fire-fighting and related equipment will be regularly serviced and maintained by a competent person and servicing records. It is the duty of all employees to report to the Site Manager any defective or missing fire equipment or signage;
- Alarm systems will be tested regularly, and the results recorded;
- Emergency lighting will be provided for designated escape routes where applicable. The need for and the extent of the lighting will be determined by the findings of risk assessments;
- Appropriate signage and notices will be displayed giving instructions to employees and others as to what action is required in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate emergency exit routes;
- The risk of fire spreading will be controlled by provision of fire resisting construction, and/or fire/smoke resistant doors. These provisions will be kept in good order in line with a regular maintenance schedule. All employees are required to ensure that fire doors remain closed at all times when they are not actually in use;
- Other safety systems provided will be checked regularly to ensure their correct operation where necessary (e.g. emergency lighting, fire doors etc).
- Smoking Ban: On 1<sup>st</sup> July 2007 England introduced a new law to make virtually all enclosed public places and workplaces smoke free. Charters Ancaster Nursery supports and complies with this law; smoking and vaping by staff or visitors is not permitted in any areas of the Nursery and Forest School grounds.

## Fire Drill Arrangements

There will be fire practices at least once a term. Fire notices in each room will give exit routes and every practitioner must be familiar with these routes. When the alarm sounds children should be ushered through the nearest fire exit with all possible speed but walking calmly and quietly. They must assemble on the allocated grassed area with their backs to the building. No item of furniture or equipment should ever be left blocking a doorway or passage way or obstructing an exit route.

- On hearing the alarm, the following persons will call the fire brigade:
  - Nursery Manager or in their absence most senior member of staff
  - The call will be made after their own evacuation, ie by mobile or portable phone.
- Any visitor in a classroom will be evacuated by the member of the Nursery staff in that classroom.
- Staff should shut doors when leaving the rooms if possible.
- Any staff working with children away from the main class group should not return with them to the classroom, but should take them to the nearest exit, and re-join the class outside;

- No effort should be made to remove possessions.
- Once on the grassed area the children should be checked using the register on Family App.
- The most senior member of Management will check the signing-in book to make sure visitors are accounted for;
- Nobody will re-enter the building until the Site Manager has given clearance.

This Fire Safety Policy is supported by the following documents:

- Health and Safety Policy.
- Fire evacuation procedures.