

SINCLAIR HOUSE

Fire Safety Policy and Emergency Evacuation Procedures

This policy, which applies to the whole of the Early Years Foundation Stage, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the school's website. On request a copy may be obtained from the school's office

Legal Status:

- Regulatory Requirements
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Applies to:

- the nursery and any extra-curricular activities inclusive of those outside of the normal hours;
- all staff, the proprietors and volunteers working in the school

Availability

- This Policy is made available to families and staff: via the school Website and from the nursery office from where a request for a copy of the Policy may be obtained
- The Fire Safety Policy and Emergency Evacuation Procedures along with relevant procedural documents, are shared with all new employees.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and will be reviewed by no later than May 2023 by the Proprietor, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: 10th June 2022



Mrs. Carlotta T.M. O'Sullivan
Principal

Fire Safety

Our Fire Safety Policy and Procedures are based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. The fire safety arrangements in Sinclair House School have been dictated by the provisions of the Fire Safety Acts, where, in such premises, there are at any one time either:

- a) more than twenty people at work; or
- b) more than ten people at work elsewhere than on the ground floor,
then the owner or occupier of the premises is required to apply for a fire certificate.

On establishing Sinclair House School, the Proprietor liaised with the local Fire Authority to determine the need for a Fire (Means of Escape) Certificate required by the Act. The Nursery Manager have undertaken a fire risk assessment in accordance with the Fire Precautions Workplace Regulations. The Principal ensures compliance, and this is viewed as a minimum standard to be achieved. The Nursery Manager will ensure, on behalf of the Proprietor, any further modifications required as a result in changes in legislation or established best practice are approved by the local fire authority. In accordance with legislation, there is an annual Health and Safety Fire Risk Assessment.

In compliance with both regulations and best practice, the Proprietor has ensured that:

- each week, the fire call point is tested;
- adequate and suitable fire extinguishing appliances are provided and maintained;
- suitable means of fire detection and signalling of the presence of fire is provided and maintained;
- adequate means of escape are provided and maintained;
- suitable signs designating firefighting equipment and means of escape are provided and maintained;
- a fire logbook is provided and maintained;
- fire training is provided to employees;
- evacuation drills are undertaken at least termly and the results recorded;
- suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

Emergency Contact

A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the School Office as soon as possible. Notification of any change to these details must be reported to the School Office. Every employee at the School has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a "disclaimer" must be signed.

Were there ever to be a disaster or crisis affecting the staff and/or pupils of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress.

- The primary aim of our Fire Policy is to safeguard life and to this end the Principal and the Proprietor will assume this responsibility. Policies and procedures are available for all staff who are required to be familiar with and apply them.
- Regular health and safety inspections are carried out by the site manager as the HSM.
- Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.
- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Public events are assessed for all risks including fire.
- Fire Drills are held regularly, at least once a term and timed. Records of fire drills are kept in the School Office.
- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and pupils are instructed on action to be taken in the event of an emergency.
- Every room has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The fire warden for each floor checks that areas are evacuated and is on hand to assist those with a disability.
- Arrangements are in place for summoning the Fire Brigade.
- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A register is taken using the fire class registers, staff signing in sheet and visitors book.
- The alarm system is tested weekly, and is audible in every part of the premises.

- The alarm is never switched off and is routinely serviced.
- All the firefighting equipment is recommended by the Fire services and checked on a regular basis.
- Electrical equipment is regularly checked and maintained by an approved electrical.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the Health and Safety Manager

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements.

There is a fire drill/emergency evacuation procedure every term. Neither staff nor children are warned of an impending practice. It is essential therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the School. These are detailed into this document. In case of a fire or bomb threat, evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

The School has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- Evacuation Procedures

In accordance with statutory requirements there is an annual fire safety audit which includes checking all firefighting equipment by an approved contractor and records maintained. All emergency lighting and fire sounders are tested weekly and records maintained.

Fire Drill

Staff are also informed of the location of the fire extinguishers. All employees and voluntary helpers are provided with a personal copy of the fire drill procedures including:

- evacuation from the premises;
- exit routes;
- checking the children are present;
- their responsibilities regarding the children they are supervising.

A copy of these procedures is also available in each classroom.

Execution

Our fire safety policy regime mirrors closely the Sinclair House School health and safety (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. Our School’s H&S Policy starts with a statement that the Proprietor of the School has a duty to take reasonable precautions to safeguard the lives of employees and other visitors. In this case pupils at our School are included as employees rather than visitors to the site.

Allocation of Responsibilities. Responsibilities are as follows:

	Tasks	Comments
Proprietor	Responsible in law for what happens on the premises	
Responsible Person: Lisa Dawson & Nursery Manager	Plans, implements, monitors and reviews the policy	
Fire Marshalls	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Nursery Manager
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	

Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site	
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Risk Assessment. The Responsible Persons produces the risk assessment for the purpose of identifying the general fire precautions that he needs to take. The Risk Assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. The overall risk has been assessed and agreed with the Fire and Rescue service

Fire Precautions Maintenance. The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	HSM
Weekly	Test fire panels on Friday's	HSM
Termly	Test fire panels and emergency lighting	HSM
Annually	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	External Contractor

Smoking

Smoking can be a major source of fires. Smoking on the School's premises is prohibited.

Training

The Persons Responsible will arrange annual training for staff.

Practice Evacuation

There will be a number of practice evacuations each term. The aim of the practices is to familiarise children and staff with evacuation procedures, a full evacuation is considered successful when a building is evacuated within 4 minutes. The practice supervisor will set off the fire panel and monitor the time it takes to evacuate the buildings, these details are to be passed to the Responsible Person for record keeping purposes. The following practices should occur every term:

	Detail	By whom
Whole Nursery	One day-time evacuation practice	Nursery Manager/HSM

Action on Hearing a Fire Evacuation Bell. The following actions should occur when anyone hears a fire evacuation bell:

- **Evacuate** all buildings and carry out roll call
- **Confirm** what has happened; decide whether to call the fire brigade
- **Control** re-entering to buildings. The site manager should investigate all false alarms, recording all details for record keeping purposes.
- **Firefighting** The aim is to evacuate the buildings as quickly as possible. Staff are prohibited from fighting fire unless all available exits are blocked.

Annual Review

This document will be reviewed annually as part of the H&S Annual Report.

Overview of hazards, people at risk, level of risk, records and review

1. Identification of hazards.

- a. **General introduction.** With only a small numbers of people likely to be effected it is relatively easy to keep risk management under continual review.

- b. **Sources of ignition.** The number of sources of ignition are relatively few. There are no hot surfaces, electrical sockets etc are constantly kept under review to minimise risk, there are few chances of mechanically generated sparks – contractors are supervised by School staff.
 - c. **Sources of fuel.** The School is on both mains gas and electric supply.
 - d. **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are no stored oxygen containers on site. All doors are fire doors and must not be wedged open.
2. **People at risk.**
- a. **By day.** By day the numbers fluctuate and although at this stage we are a very small School with a high staff ratio there are often external people using the premises.
 - b. **By night.** after 9pm there is nobody in the School.
 - c. **During holidays.** During the holiday periods there could again be occasions when the School is used for activities and continuing professional development but these numbers are low.
 - d. **People especially at risk.** At this stage, there are no people with a registered disability in this category. However, many of our pupils require English as an additional language, therefore there is a need for great clarity in giving instructions.
- Evaluation of risk.**
- e. **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **LOW** because there are no ignition sources and combustible materials are kept away from them. Smoking is not permitted anywhere on the School premises or the entrance area. Electrical equipment is inspected regularly and tested, and the chance of arson is assessed as low due to the security arrangements of the School.
 - f. **Evaluation of risk to people from fire.** Risk to people from fire is low.
 - g. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
 - h. **Reduction of risk to people.**
 - i. **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting, warning bells and a sprinkler system.
 - j. **Firefighting.** All staff are trained in using fire extinguishers. Although the School policy is not to fight fire unless it is to ensure a safe evacuation.
 - k. **Fire Marshals.** All fire marshals will receive annual training.
 - l. **Escape routes.** The School follows the principal that main escape routes are all signed.
 - m. **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.
3. **Records and Review.** The Responsible Persons plan, implements, monitors and reviews the fire safety policy. She is responsible for record keeping and maintaining the emergency evacuation and liaison with other interested parties.

Fire Prevention and Control

Fire Marshall

ALL STAFF

Introduction

The Nursery Manager is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. To assist the Nursery Manager, all staff have been appointed Fire Marshals.

Tasks

Fire marshals have the following tasks (in priority order):

1. To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
2. To assist with the control of pupils, staff and visitors in the fire assembly area
3. If there has been a false alarm the Nursery Manager will decide when to silence all fire panels and re-enter the building.
4. To assist the fire safety co-ordinator by reporting faulty firefighting and fire detection equipment.
5. To make recommendations to improve fire safety.

Appropriate procedures are in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures include Fire Drills and the use of Fire Extinguishers. A copy of the School evacuation procedure is available in all key areas. There is one exit door from each room and on leaving the room the exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire/bomb threat. The procedure for this purpose at Sinclair House School is in full at the bottom of this document.

Bomb Threats

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Proprietor must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said.

Fire and Bomb Alerts

In the event of a fire or bomb alert the designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).
- Phone 9999 for the fire brigade and police.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident.
- All children and adults must remain outside.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Emergency Evacuation Procedure: Fire

- the bell will ring continuously.
- leave all bags/belongings.
- close all windows and turn off lights.
- lead out in single file and in silence.
- last person out close the door.
- go to form positions on bottom lawn.
- wait for form tutors in register order.

Emergency Evacuation Procedure: Bomb

- the alarm will ring continuously.
- leave all bags/belongings.
- open all the windows, turn off the lights.
- lead out the as in single file and in silence.
- last person out close the door.
- go to form positions at the appropriate emergency points, keep well away from the building.
- Children to be registered.

Prevention of Arson

Arsonists in schools often start their first fires by chance.

With the number attacks on schools rising rapidly and the number of large fires also rising fast, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the school a good chance of preventing the fires.

The school policy on arson prevention is therefore:

- As far as is practicable inflammable materials are locked away.
- All waste bins are emptied into the outside a bin.
- The Nursery Manager and HSM make occasional unannounced checks that the procedure is being adhered to.

Fire Drills

- Evacuation drills are carried out once a term.
- The first drill should be carried out as soon as the new year begins so that all new pupils and staff are aware of the procedures.

Fire Alarm Test

The fire alarms are tested once a week by the HSM and records are kept in the School office. The HSM is responsible for reporting any defect and ensuring that they are repaired.

Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Emergency Evacuation Procedures

A separate chart states and clarifies these procedures, and is to be found in all main rooms.

The Nursery Manager will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.

APPENDIX ONE **FIRE PREVENTION POLICY**

This policy, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the school's website. On request a copy may be obtained from the school's office

RESPONSIBILITY

It is the responsibility of the Nursery Manager and HSM to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings.

It is the responsibility of the Nursery Manager and the HSM to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the school and that all gas and electrical appliances are monitored for safety on a regular basis. The HSM also keeps records of Fire Safety Inspections and takes advice from the visiting Fire Officer.

The SM will keep records as follows

- The fire risk assessment and its review
- The fire prevention policy
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment

It is the responsibility of all employees at the school to take reasonable precautions to prevent fire.

All visitors to the school are required to sign in at the Office.

When running an event in school, it is the responsibility of the person leading the event to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

FIRE HAZARDS

The following fire hazards are identified:

- Smoking
- Electrical Equipment
- Naked flame and gas appliances (Applicable from September 2014)
- Portable heaters
- Laboratory equipment
- Lightning
- Flammable I combustible substances
- Arson

TO REDUCE RISK OF FIRE

- Smoking

The school is a non-smoking site. Smoking is not allowed on any part of the school site. (Read Health and Safety Policy)

- Electrical equipment is PAT tested every year.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.

Portable heaters

Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

Flammable I combustible materials

- All new school furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH.
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs).
- All containers and storage areas are clearly and appropriately signed.
- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at the school office at appropriate site during the working day.
- No unaccompanied visitors are to be on site at any time.
- Any strangers should be challenged, if it is safe to do so. In the event
- of any suspicious activity, the police should be called.

FURTHER MEASURES FOR FIRE SAFETY

- Escape routes should never be blocked and fire safety equipment should never be obstructed.
- Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely.
- At busy times supervising staff will ensure that bags are not left in corridors or doorways.
- Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.
- Emergency lighting of the fire exits is regularly tested.
- Smoke detectors are in use throughout the building and these are tested termly and records of the tests are kept.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Fire extinguishers of different kinds (water, foam, powder and CO₂) are located strategically around the school site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The SA conducts a 'walkabout', to check for clear signage.
- Maintenance of firefighting /identification equipment, maintenance of fire alarms and emergency lighting is undertaken by a competent BAFE (BS 5306 Part 3 Portable Extinguisher Maintenance and Modular Scheme SP203) approved company. (Elite Fire Protection Ltd, Moorgate House, 5-8 Dysart Street, London EC2A 2BX) Lon

IN THE EVENT OF FIRE

- Evacuation procedures are regularly practiced at different times of the day every term.
- Fire notices are distributed throughout the buildings.

- Escape routes are clearly marked.
- There are regular reminders of this information during the year.
- Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.

TRAINING

- Staff receive general fire safety training at time of joining Sinclair House School, records of the training are kept.
- HSM and Competent Persons are trained at Fire Marshall Level (Principal, Nursery Manager and Deputy Manager)
- Fire Marshall's deliver refresher fire training to school staff as part of SHS ongoing training
- Fire Marshall Training is updated every 3 years.

ARRANGEMENTS FOR THE DISABLED

- If a pupil with a disability joins the school, an assessment of need is made prior to his/her arrival and risk assessment is carried out according to individual need.
- Ramps are available for use should a wheelchair user need to be evacuated from the building.
- All pupils are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a designated member of staff would be responsible for the evacuation of the disabled individual.

LONE WORKING

Staff are encouraged to inform the Nursery Manager if they are planning to work at times when the school is not normally in operation.

OTHER USERS OF THE SCHOOL SITE

Any organisation or group hiring school premises for their own use hold their own fire drills at different times of the day, using the regular evacuation procedures.

Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments.

MONITORING & REVIEW

This Policy is subject to continuous monitoring and refinement by the Nursery Manager