

Adderley Nursery School

Fire Safety Policy and Evacuation Arrangements

The Birmingham Federation of Maintained Nursery Schools follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Partnership (BSCP) which includes the Government's Prevent Strategy.

Local Committee Approved: 22.10.24

Full Governing Body Approved: 9.12.24

Date for next renewal Autumn 2026

Chair of Governors Sean Delaney

Headteacher Nicky Hinchliff

INTRODUCTION

This document sets out the strategy regarding fire safety and details how Adderley 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 etc 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 Adderley Nursery 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. Specifically, Adderley Nursery School 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 Review the Fire Risk Assessment whenever it is considered to be no longer valid and in any case at intervals not exceeding 12-months.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: Nicky Hinchliff

Position: Head Teacher

STAFF RESPONSIBILITIES

All staff working on at the Adderley Nursery School site 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 Head Teacher, SENDCo, Senior Office Manager and Caretaker will assume day-to-day responsibility for fire safety within Adderley Nursery School and will assume the role of 'Responsible Person' as defined within the Regulatory Reform (Fire Safety) Order 2005. The primary duties of the Head Teacher, SENDCo and Senior Office manager 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.
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 MARSHALLS

The duties of Adderley Nursery School Fire Marshalls 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 Head Teacher, SENDCo or Senior Office manager 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 Head Teacher, SENDCo or Senior Office 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) Head Teacher, SENDCo and SOM.
- ☐ Fire Marshals
- ☐ Fire Extinguisher Maintenance
- ☐ Fire Alarm maintenance (3D package)
- ☐ Emergency Lighting (Meridian package and internal monthly check by Caretaker)
- ☐ Students/Staff who require personal emergency evacuation plans (PEEP's)
- ☐ Person in charge of School Emergency Evacuation – Head Teacher
- ☐ Other named individuals who assist with School Evacuation Plan School – SENDCo and Senior Office Manager.

3. **How we deliver our fire duties:**

- ☐ Current Fire Risk Assessment
- ☐ Fire Evacuation Plan (attach here)
- ☐ 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?
- ☐ Is emergency lighting and sign lighting working correctly?

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?
- ☐ Are external escape stairs safe?
- ☐ Do all internal self-closing fire doors work correctly?

Escape Lighting:

- ☐ 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?

4. Monitoring our Fire Safety:

- ☐ Level 1 Checks – monthly walk around looking for any fire related issues.
- ☐ Fire Drills / Fire Drill outcomes (including any PEEP's findings)

5. Audit and Review of our Fire Safety arrangements:

- ❑ Current Fire Risk Assessment Review (FRA) accompanied by any previous reviews carried out on original FRA. 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 e.g. offices now converted to other uses.
 - 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).
- ❑ Significant findings / Remedial Action Plan (RAP) – (Progress against items)
- ❑ Log of any fire incidents
- ❑ Log of Visits/Reports from the Fire and Rescue Service
- ❑ Log of any Fire Alarm actuations and subsequent investigations

EMERGENCY ACTION PLAN (FIRE PROCEDURE)

Copies of the Adderley 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 Head Teacher, School Business Manager, SENDCo 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 Adderley Nursery School. It will be the responsibility of the Head Teacher, Senior Office Manager, SENDCo 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.

Adderley Nursery School 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 Adderley Nursery School staff should remain vigilant however and ensure that security measures within the building are implemented.

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 Head Teacher and Senior Office Manager will ensure that visual inspections and an annual check are carried out on all fire extinguishers.

Appendix A: Emergency Action Plan

All Adderley 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:

MAKE SURE THAT YOU KNOW:

- **What to do in the event of a fire**
- **What to do on hearing the fire alarm activate**
- **Your nearest means of escape**

Adderley 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.

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

Co-located partners are to ensure all employees and visitors are told how to react to an emergency and what to do and where to go if there is an evacuation. Outside 8 till 5 and term time, co-located team leaders will contact emergency services in the event of a fire.

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.

Adderley 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 Adderley 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.

- ❑ Switch off any equipment or electrical appliances which, if left unattended, may constitute a fire hazard.
- ❑ As you make your escape, close doors, particularly those designated as fire resisting doors.
- ❑ Report to the dedicated fire assembly point – e.g. Playground

Appendix A

FIRE PROCEDURE

1. Sound the nearest alarm.
2. Ensure you and the children are evacuated safely as a priority.
3. Only tackle the fire if you are safe to do so, using the appliances provided.
4. On hearing the alarm, the Headteacher (Senior Leadership Team in their absence) will call the fire service. (Co-located partner team leader when Nursery is closed)
5. Leave by the nearest exit and close the door behind you.
6. There are 3 assembly points which are marked with a green notice 'ASSEMBLY POINT'. The admin team (Senior Leadership Team in their absence) will bring the (electronic) registers. SEND Support Services and Birmingham Education Partnership have their own registers.
 - A. Nursery children and staff will assemble in the main playground.
 - B. Admin staff, visitors, anyone upstairs (including Training Room attendees) and SEND professionals from Building 2 (INCLUSION & SEND SUPPORT SERVICES) will assemble on the adult footpath between the main building and building 2.
 - C. Birmingham Education Partnership will assemble on the green to the rear of the rooms by the forest.
 - D. In the event of a serious fire on site the emergency assembly point will be Norton Hall Family Centre Ralph Road, Saltley B8 1NA. Final exit routes have key pads on gates and the code for release is 9999 (Exit Routes - Main building main door, Main building external bin area, main building forest area and car park, building 2 side gate and building 2 main front door,

E. The main car park gate release code pad is 1955. Press the fob and the gate will open.

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

At all times: REMAIN CALM AND GIVE CLEAR INSTRUCTIONS

See site map attached