

Willow Nursery School Fire Safety Policy.

General Fire safety

Fire drills are carried out several times each term, to ensure as many children and staff as possible take part . The time taken to evacuate the school is recorded.

The fire alarm system is tested by an approved contractor on a regular basis.

Any faults on the systems are reported to the contractor immediately.

Break glass points are tested weekly by the caretaker from a different point each time and a record of this is held.

All records of fire alarm servicing are maintained by the Caretaker and monitored by Charlene Selth in her role of Admin Assistant -Property.

Fire assembly points are known by all.

Staff signing in book and visitors signing in book are taken to the assembly point by the administrative officer to carry out a head count of staff and visitors.

Fire extinguishers are serviced regularly.

Fire exits are checked regularly to ensure that they are not blocked.

Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.

Fire signs are adequate and updated to comply with recent changes to regulations.

Staff "sweep" the building in the event of a fire or alarm to ensure it is empty and that doors are closed.

Fire Instructions and Drills

A. The action to be taken on discovering a fire

Whoever discovers a fire will set off the fire alarm, using the key if necessary. The key for the fire alarm sits on top of the main fire alarm box in the front entrance. The same person will ensure the relevant services are called.

B. The action to be taken on hearing the fire alarm.

When the alarm rings, the staff are responsible for getting the children out of the building in an orderly fashion. The office staff will take the phone and

signing-in books and the Disaster Recovery/ Business Continuity out with them.

C. Raising the alarm and location of fire alarm points

The fire alarm is situated in the entrance hall next to the stock cupboard. The fire alarm points are located around the school. There is one under the alarm in the front entrance. In Room 1 there are two fire alarm points, one next to each of the two exterior doors. In Room 2 there is a fire alarm point near to the rear exit door and classroom store cupboard. In Room 4 the fire alarm point is just inside the fire exit door to the little garden. In the 'Link' area of school there is a fire alarm point near to the door that exits into the Main Nursery playground. In Room 5, the point is just inside the only exterior door, which exits onto the car park.

D. Procedures for calling the fire service.

It is essential that the emergency services are contacted as soon as possible. The person who raised the alarm will contact the relevant service or delegate one of the office staff to do so. If the electricity fails, the office telephones will not work. A mobile phone will be kept for emergency use in the front office. This phone could be used to alert the emergency services if the main school phones fail. This phone would be taken outside during school evacuations.

E. The location and use of fire fighting equipment.

The staff utility room is equipped with a fire blanket and carbon dioxide fire extinguishers. There is a further carbon dioxide extinguisher in the library. Water fire extinguishers can be found in Room 4 and inside the front door. There are foam extinguishers in Rooms 1 and 2. There is a powder extinguisher in the boiler house. The Baby Belling cooker that is stored in Room 3's cupboard has a fire blanket.

Emergency exit routes and fastenings on the fire exit doors.

The emergency routes are the back doors from the classrooms and the front door if necessary. When leaving the classrooms, the safety locks should be unlocked and the key left in the outside of the lock.

Fire doors

Fire doors should not be locked nor the exits blocked in any way.

Evacuation procedures

When the fire alarm rings, the staff in each room are responsible for getting the children in that room out of the building. The mag-locks on each door will release when the fire alarm sounds. Staff in Rooms 1 and 3 will close the doors that lead onto the library area and ensure that the children in their room exit through the back door. They should then collect the registers and check that the room, including the bathroom area, is empty. As staff leave their classroom, they should make sure the mag-lock is turned to the "off" position, close the door behind them and put the mag-lock key in the outside lock. Staff in Room 2 will check the library area, staff toilets and the staffroom and take any remaining children with them through Room 2's door, closing the

door between Room 2 and the library area and following the same procedures with the mag-locks and key.

Staff working in Room 4, should collect registers, check that the classroom is empty, including the bathroom area and exit into the Little garden.

If children and staff are working in Room 5, they should exit into the car park and then go through the Little garden to their assembly area.

Once outside, Big Nursery children will congregate in three groups with their keyworker in a designated space in the Main Nursery garden. Little Nursery staff will meet with their children in the Main Nursery garden. The Room 4 staff and children will meet in the Little garden. Registers should be passed to the appropriate staff and a register taken to check that we have the correct number of children. The member of office staff who has taken out the signing-in books will check to ensure we have all the adults present. This member of office staff will also have the "Disaster Recovery/ Business Continuity" file with them.

The main concern will be to keep the children calm until they are allowed to re-enter the building. If it is clear that the children will not be able to re-enter the building, they should be taken to Hadrian Academy. At this point, the Deputy Headteacher will take charge of the children, while the Headteacher remains on site to liaise with emergency services. Once at Hadrian, contact details in the registers can be used to inform parents and to ask them to come and collect their child.

Evacuation of the buildings for reasons other than fire i.e. gas leak, bomb threat etc. will be carried out in exactly the same way. All fire drill details are to be entered in the Fire Log.

Proper fire safety precautions are essential and mandatory. The Local Authority and the governors, through the Headteacher, are responsible for providing fire escape routes, sign-posting of the routes, fire fighting equipment and its servicing, fire alarms and appropriate advice. All staff members are responsible for the proper use of material and information provided by the Headteacher. Fire extinguishers may not be moved from their designated sites and signs and notices may not be removed or covered up.

Teachers and other staff must make themselves familiar with regulations.

Policy reviewed: Autumn 2025

Next review: Autumn 2026