



231-233 Main Road – Southbourne – West Sussex PO10 8JD

Fire Safety – Policy & Management Plan

And Emergency Plan

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DISCLAIMER

HURTWOOD FIRE RISK MANAGEMENT LTD (HURTWOODFIRE) has produced this document as a general guide to Fire Safety Management for a Company. Whilst this is a comprehensive document, users should satisfy themselves that the arrangements and procedures detailed within this document are suitable and sufficient for their intended application and meet current national regulations as amended. Users are to seek specialist advice where special conditions exist. HURTWOODFIRE and its servants and distributors shall not be liable for any claim for consequential liability damage or loss howsoever caused.

STATEMENT OF INTENT

Green Roots Nursery Pre-School (Goodshelter LLP) acknowledges their legal responsibilities as an employer under current national and European legislation and will, so far as reasonably practicable, provide a safe and healthy environment for staff and children and visitors to its premises. The standard set by the legal requirements is seen as the absolute minimum standard by which **Green Roots Nursery Pre-School** will operate, we will strive to meet the highest standards and we will take steps to ensure that our statutory duties are met at all times, including the provision of sufficient funds and facilities to meet the requirement of this fire safety policy.

'Responsible Person'

Overall responsibility for fire precautions within **Green Roots Nursery Pre-School** rests with the person who has control and management of the building and it is his/her responsibility to implement the management of this Fire Safety document in his/her capacity as the Manager but the partner of **Goodshelter LLP for which the trading name is Green Roots Nursery Pre-School, Harry Lawson**, is, ultimately, the **'Responsible Person'** under the Fire Safety Order.

The **'Responsible Person'** must appoint a **'Competent Person(s)'**, where necessary, to provide effective and appropriate procedures, tests, inspections, reports or other special arrangements to safeguard **'Relevant Persons'** from the effects of a fire in or within the property and its grounds.

This statement and standard reflects the importance **Green Roots Nursery Pre-School** attaches to Fire Safety Management. **Green Roots Nursery Pre-School** is committed to achieving best practice in the management of fire safety by assessing and managing fire risks to prevent harm to **'Relevant Persons'** and anyone else that may be affected by its activities. **Green Roots Nursery Pre-School** recognises that fire safety is an important management function and is committed to the integration of fire safety into the management of activities and facilities.

The aim of **Green Roots Nursery Pre-School** fire safety policy is to encourage and promote the safe management of work so as to reduce the risk of a fire. This document details those responsibilities and it seeks to ensure that all members of staff are trained in such a manner that they know how to reduce the risk of fire occurring and what to do in the event of a fire. Additionally, it will comply with the requirements of Standard 6 of the National Standards for Under Eights Day Care & Child-minding guidance document published by the D for E & E.

The **Green Roots Nursery Pre-School** Fire Safety Policy establishes a framework for safety and this document supports that policy. Including the requirements for a fire risk assessment, fire hazard identification, dealing with dangerous substances, where necessary, and arrangement for those with disabilities

(Definitions):

'Responsible Person' – is, in relation to the workplace, **the employer**, if the workplace is to any extent under his control; or, the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not), that person that has responsibility for complying with the Fire Safety Order rests

'Relevant Person' – is, (under the definition of the Fire Safety Order) any person (including the responsible person) who is or may lawfully be on the premises; and any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

'Competent Person' – is.....any person is regarded as competent.....where he/she has sufficient training & experience or knowledge & other qualities to enable him/her to properly assist in undertaking the preventative & protective measures in respect of fire safety for a building e.g. servicing the fire alarm, fire extinguishers, emergency lighting, electrical testing, fire risk assessments.

Green Roots Nursery Pre-School Employees

The 'Responsible Person' requires that all **Green Roots Nursery Pre-School** employees comply with the Fire Safety Order and all measures set in place by **Green Roots Nursery Pre-School** to ensure their safety with respect to fire.

They must:

- Not interfere with or misuse anything provided by **Green Roots Nursery Pre-School** in the interests of fire safety
- Take reasonable care of themselves and all others who may be affected by their acts and omissions
- In the event of a fire alarm sounding, evacuate the building as quickly as possible, follow and adhere to the detailed fire emergency plan, instructions from the **Manager or deputy** and only re-enter upon the instructions of the **Manager or deputy**
- Cooperate fully with local fire safety induction, training, fire drills and familiarisation arrangements

Green Roots Nursery Pre-School will as far as reasonably practicable comply with the Regulatory Reform (Fire Safety) Order 2005 [RR (FS)O] (referred to as the '**Fire Safety Order**' or **FSO** in this document) and any other applicable legislation.

Green Roots Nursery Pre-School will seek to reduce fire incidences by:

Minimising the potential for a fire to occur that would disrupt the work of **Green Roots Nursery Pre-School** and cause damage to property and the environment

Minimise the potential for unwanted fire alarms to occur, which disrupts work and places an undue burden on the Fire Service

Providing appropriate instruction, information and/or training for all persons, including contractors and temporary employees as necessary, on the actions to be taken in the event of fire

Providing relevant Fire Risk Assessments, this policy and Fire Emergency Plans stating the precautions to be observed and steps to be taken to protect people and property,

Ensuring that measures that are commensurate with the risks, and that the significance of consequential losses are taken into account to protect buildings, installations and equipment from fire; with an emphasis on business continuity and containing and preventing the spread of fire.

Providing regular meetings (minimum annually) to review and report upon fire related issues that help develop and improve general fire safety and awareness of the risks of fire in the building. Any changes, alterations or amendments will be agreed, recorded in this document.

Fire Safety Plan - General

Responsibilities

The person with overall control of the building and hence the responsibility for fire safety in these premises is:

Harry Lawson – Director of Green Roots Nursery Pre-School / Goodshelter LLP

Delegated responsibility for the day to day running of fire safety is the responsibility of the **Manager**:

In the **Manager** absence the role MUST be delegated and another person allocated/assigned:

The **Deputy Manager** will maintain the role of Temporary **Manager** in the absence of the manager

Managing Fire Precautions

Green Roots Nursery Pre-School is committed to managing fire precautions and fire risks through the processes of risk assessment and risk control measures in respect to all facilities, which it owns or leases.

Green Roots Nursery Pre-School will take steps to ensure the safety of relevant persons on its premises, from death or injury in the event of a fire or an associated explosion, **Green Roots Nursery Pre-School** will use its best endeavours to;

- provide appropriate Means of Escape in case of fire and ensure that the means of escape are kept free from obstruction and suitably illuminated at all material times
- provide fire alarm systems to raise the alarm and to give warning in the event of fire, and maintain them in working order
- provide and maintain in working order all fire extinguishing appliances, emergency escape lighting
- provide and maintain in working order all other passive and active fire safety features and facilities of the building along with any equipment and facilities that are provided for use by the Fire Service
- provide suitable and regular fire safety training to both staff, Designated Person/s and new employees
- Ensure that fire drills are carried out on a regular basis

It is sometimes impracticable for all of the duties, functions and responsibilities that are imposed on the '**Responsible Person**' by the Fire Safety Order to be effectively and efficiently carried out by just one person who, in this case, is the Director of the premises/business and, like health and safety procedures, some of this work may be delegated to a properly **trained Manager, Deputy Manager** and to a lesser degree, the **Maintenance worker**.

Availability of staff

Depending on the occupancy of the premises, (this will increase steadily if, as, and when more young children take-up spaces in this centre), there will be a minimum of:

1. At least one **Nursery Practitioner** per work area (same as fire zone area) at work at any one time in the area being used, in addition;
2. At least one **Manager** or **Deputy Manager** will be available on-site. There will be sufficient to cover absence, leave, lunch, sickness and any other absences whenever the building is occupied with children.
3. The **Nursery Practitioner** will be sufficiently trained and have responsibilities to support the **Manager** or **Deputy Manager** in these duties and the training will involve some/all of the subjects detailed here:

(These figures take into consideration the OFSTED recommended ratios of child-minding carers (Nominated Practitioners and Managers) to children in one play area).

Function of the Manager or Deputy Manager

The functions of individual **Manager and Deputy Manager** may include, amongst other things:

- Undertaking regular checks of their area to ensure that fire safety is not compromised – (blocked exits, broken, defective or wedged doors, missing or damaged equipment etc.)
- checking that fire safety equipment in their area has been tested as required and is present and not obscured or otherwise compromised
- ensuring that people in their area are aware of the fire and evacuation procedures, in particular the means of raising the alarm
- undertaking fire safety inductions and training of new staff and refresher training when necessary
- ensuring that all areas are evacuated in the event of an emergency by **Nursery Practitioners** – by 'sweeping' it and then ensuring they report to the assembly area and to the **Manager or Deputy Manager** with their results
- in the event of an alarm and/or fire to ensure that staff will make safe their area, search & evacuate children & visitors and closing windows and doors if safe to do so and then evacuating
- in the event of a fire, fighting the fire if trained and if it is safe to do so, but not until all children have been evacuated safely
- checking the adequacy of means of evacuation if a disabled person/child is in their area
- checking that contractors working are not compromising fire safety by working out of nursery hours
- obtaining feedback from **Nominated Practitioners** any problems or defects in the fire safety precautions or procedures in their area

In general they need to ensure that they are aware of their fire safety policy, their particular part in it and the responsibilities placed on their employees. This is likely to include:

- principles of fire safety

- what fire is and how it spreads
- preventing fires occurring
- controlling the effects if they start

Fire Safety Assistance

The company has appointed **Hurtwood Fire Risk Management Ltd** to provide competent assistance, where requested, on fire safety matters in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005

Fire Safety Risk Assessment

A **Fire Risk Assessor** has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis.

The risk assessment is held at the offices of **Green Roots Nursery Pre-School** and one of the Directors (and 'Responsible Person'), **Harry Lawson**, is responsible for ensuring that the recommendations arising from the assessment are implemented.

Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards on the premises some of which are identified in the fire risk assessment, namely:

1. Any hot-work to be carried out will be when the premises are unoccupied by children
2. PAT testing on a regular basis
3. Closely monitoring general house-keeping in respect of fire safety and avoiding any unnecessary build-up of general waste and combustibles
4. Strict security measures and principles to reduce the potential of arson
5. Strict no-smoking policy. No area for smoking is permitted
6. Liaising with neighboring businesses, where required, to value mutual respect in relation to good fire safety practices
7. Providing readily available operational information for any attending Fire Service appliances
8. Adopting a policy of regular tests and inspections of fire safety equipment to British Standards
9. Carefully and regularly monitoring the storage, process and use of our stock of combustible products and packaging.
10. Trained **Maintenance Worker** assisting, where required, the **Manager** in completing a range of fire related tests, inspections, audits and training to meet the requirements of the Fire Safety Order and the fire risk assessment.
11. Encouraging staff to report any potential or actual fire risks identified in the building to the **Deputy Manager** or **Manager** and promote a fire safe environment and culture of fire safety.

Lightning Protection

No lightning protection provided in this building

Alarm System

The premises are covered by a zone based, single stage fire alarm system incorporating automatic smoke and heat detection with manual call points.

The alarm system is serviced routinely on a quarterly basis with monthly test completed as per BS 5839 Pt.1

The alarm system is tested by the on a weekly basis by **Maintenance Worker** activating a different alarm call point each time in rotation on one particular time and day of the week.

Staff in building are made aware of the fact that the alarm is a test e.g. the alarm is activated for testing each week and is sounded for a minimal amount of time to ensure that staff are aware that it is a test.

When the test is about to be made there should be one person at the fire alarm panel and the other person actuating the call point. There should be sufficient time available during the alarm test to check briefly the audibility of the alarm throughout the premises. This is also an opportunity to test the correct operation of equipment connected to the alarm namely any fire door release systems, which are held open on devices designed to release automatically on sounding of the alarm, and any locks which release on sounding the alarm. In addition, any battery operated door release systems can be checked i.e. DorGuard devices.

The results of all alarm testing (along with servicing visits, fire drills, fires and all other actuations) are to be recorded in the fire alarm log held online.

Emergency Lighting

An emergency escape lighting system incorporating battery back-up, which activates on failure of the lighting circuit is fitted. The system is subject to a monthly activation test and an annual full discharge test managed and organised by the **Maintenance Worker**. The results of emergency lighting tests are recorded online.

Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits, fire escape routes, fire actions, fire extinguisher locations

Signs are also displayed:

- to identify the location of the assembly point
- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware [*ie 'push bar to open', 'turn to exit', where applicable*]
- to show the correct operation of gas shut off valves
- to show 'fire action' required
- to identify fire doors which must be kept shut [*or kept clear*]

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our **routine weekly checks** The **Maintenance Worker** will check that safety signs are in place and clearly visible. The results of these and other checks, where necessary, are recorded and held online.

Escape Routes and Exits

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors providing a minimum of **30 minutes** fire protection.

Where building alterations take place which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

Some Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be. Where designed to or adapted to be held open by approved devices agreed with the **Manager**, fire doors are to be kept clear so that they can close correctly. If there are doors on hold open devices they should, as part of a routine, be shut at night time before the nursery closes down and vacated.

On a weekly basis the **Manager** or **Deputy Manager** will check that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals (where fitted) is checked by the **Maintenance Worker**. The frequency will depend on usage and potential damage.

The results of escape route and fire door checks are recorded and held online.

Fire Extinguishers

A suitable number and type of fire extinguishers have been provided and are located in accordance with the findings of the fire safety risk assessment. The fire extinguishers available for use are: Water, Dry Powder, and Carbon Dioxide and where necessary, Fire Blankets. **The Manager or Deputy Manager** have been trained in the use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

On a monthly basis **Maintenance Worker** will check that fire extinguishers are correctly located, mounted on hooks and appear to be in good condition. The results of these checks are recorded in the online **Fire Log**.

Disabled Persons and Others Requiring Assistance

(Note that you need to include this paragraph if you have persons present or likely to be present in this category, or could do. If this later applies, ensure also that the Fire Procedures section also incorporates any additional procedures necessary.)

(Describe any persons who are present or could be present requiring additional facilities and/or assistance during an emergency. Describe the additional arrangements which have been put in place. This may include visual beacons on alarm systems, vibrating pagers, buddy systems, escorting of disabled visitors, fire refuges for the mobility impaired. If there are fire refuges, describe the arrangements for communication and rescue.. A Personal Emergency Evacuation Plan – PEEP, is available for use should this situation arise.)

Fire Drills

Fire drills are carried out at least every six months.

A proportion of drills are undertaken, ideally, whilst simulating the lack of availability of at least one exit and on occasions, isolating a staff member to ensure an efficient evacuation and roll call process works.

Records of drills are recorded in the online **Fire Log**.

Training for all Staff

New starters are provided with information on emergency procedures on their first day of employment including the location of escape routes, the sound of the alarm and the location of the assembly point. A checklist has been produced for this purpose and it is expected that the new employee signs this and is countersigned by a **Manager** or **Deputy Manager**. This checklist can be incorporated into a general health and safety list if need be.

All staff will receive basic training in fire safety awareness and fire procedures, along with fire drill training, throughout the year from the **Manager or Deputy Manager** with a view to encourage all employees to encompass the company's intentions to provide a fire safe workplace. Those with specific fire safety roles such as the **Nursery Practitioners** will be provided with specialist instruction and fire safety training from the **Manager** or **Deputy Manager**, along with details and guidance of their responsibilities.

Records of all training are held with the **Manager**.

Training for the **Manager** and the **Deputy Manager** should include as a minimum:

1. Fire risks in the premises – identified fire hazards & risks
2. Basic fire legislation, responsibilities and how it affects businesses and employees
3. Contents and understanding of the Fire Risk Assessment
4. Fire, the science and how fire spreads
5. Fire safety measures in the premises – passive & active fire systems in the building
6. Testing & maintenance of fire safety features of the building
7. Ability to provide suitable fire safety training for staff where necessary
8. Action in the event of fire – (emergency fire plan)
9. Action on hearing the fire alarm – response, search and action taken for either a false alarm or a fire
10. Operation of fire alarm call points – function & purpose
11. Location & use of extinguisher's – classification of fires and use of appropriate fire extinguishers
12. Summoning the Fire Service & actions to take – meet, greet, inform and support

13. Persons nominated to assist with evacuation – priorities
14. Persons nominated to use fire extinguishers – theory only
15. Persons nominated to use fire extinguishers – practical session (optional)

Visiting Contractors and 'Hot-Work' permits

Contractors working on the premises should be briefed in the essential fire safety matters including location of escape routes, the sound of the fire alarm and the location of the assembly point. We ensure that contractors working on any gas and/or electrical systems are suitably qualified but predominantly they are in-house contractors who are familiar with the function and layout of the building.

Where contractors need to conduct hot cutting type work, we ensure that fire risks are adequately controlled and completed outside of the normal operational hours of the nursery

Fire Safety Line Drawings

The **Manager** is to ensure that a simple building plan line drawing is produced and displayed next to the fire alarm panel for the building, normally close to the entrance/exit and at prominent location that will quickly identify the zones and locations of an actuated fire alarm call point and/or smoke detector. This plan has an important role in ensuring that the **Manager or Deputy Manager (or others allocated the task)** can respond quickly to actuations and identify if a genuine fire exists, and, where necessary ensure a fast response in calling the fire service.

Additionally, it is highly recommended that a more detailed line drawing is made available which is to be handed to the senior fire officer on arrival in the event of fire or emergency. The line drawing should include a legend displaying symbols, which indicate, fire exits, fire routes and fire hazards etc. Once again this additional plan can benefit and support both the **Manager's** and **Deputy Manager** responsibilities in the general fire safety maintenance of the building. Fire safety equipment to be tested, day-to-day inspections, fire routes and exits etc. can be quickly and clearly identified, especially if they have been removed and this is particularly relevant if the building is large and/or has a complicated layout.

Cooperation and Coordination

It is the view of this practice that as a responsible business we feel that we should cooperate, and if need be, coordinate, with our immediate neighbours and provide them with our contact information if, as and where necessary, there is a situation on our site that may potentially affect the operations of their premises and business. We hope that this process is mutual and contact is made if the need arises, Green Roots Nursery Pre-School would be contacted.

There are three immediately neighbouring properties that are adjacent to our boundaries, they are:

- 1: 229 Main Road, Southbourne, PO10 8JD**
- 2: 235 Main Road, Southbourne, PO10 8JD**
- 3: 5 Trafalgar Close, Southbourne, PO10 8HQ**

Fire Evacuation – Strategy/Principle

With a single stage fire alarm system almost to a level of BS 5839 Pt.1 L1 system, the two storey building will operate on an immediate evacuation of both floors on the actuation of a fire alarm activation.

Manual call points linked to the fire alarm system are provided at all level and building exits to provide a manual alert to all persons in all parts of the building in the event of a fire being discovered by any of the occupants.

Suitable protected alternative fire escape routes are provided; self-closing doors with cold smoke seals and strips protect the corridors and staircases that lead to a range of final exits from the building.

Fire Procedure

A. Action on discovering a fire

1. Raise the alarm by immediately operating one of the manual fire alarm call points
2. Do not attempt to tackle the fire if you are a member of staff with ANY child care responsibilities.
3. You must initiate your search and evacuation procedures and leave by the nearest available exit and proceed to the assembly point at the front of the nursery where you will inform the **Manager** of the results of your evacuation
4. If a fire is confirmed, the **Manager** or other nominated person will call the Fire Service by dialing 999 from the office landline phone and provide the information given in paragraph **C5 below**
5. Inform an available work colleague of the location of the fire and if trained to do so, and only after a full and 'accounted-for' evacuation, should you return and attempt to tackle the fire.
6. Ideally, another available member of staff should oversee the fire-fighting from a safe distance ensuring that their escape route remains clear and safe at all times

B. Action on hearing the alarm – **Nominated Practitioner**

1. Do not stop to collect personal belongings (except a coat in severe weather situations)
2. Close windows and, especially, doors if it does not cause undue delay
3. Begin a search and initiate an immediate evacuate of your zone/area;
4. Encourage any parents who may be present to calmly take control and responsibility for their children during the evacuation but that they must take the lead from you (the **Nominated Practitioner**)
5. Leave by the nearest fire exit/route and proceed to the assembly area at the front of the nursery
6. En-route to the assembly area, inform the **Manager** of the results of your zone/area evacuation
7. Any other visitors present should leave by the nearest fire exit and where necessary, under the guidance of any nursery staff, proceed to the assembly area at the front of the nursery.

Do not return to the building until given the all clear by the **Manager**.

C. Action on hearing the fire alarm – Manager

1. The **Manager** should proceed to the Fire Alarm panel and establish which zone is affected.
2. The **Manager** will make the decision if & when to silence, but NOT to reset the alarm, based on the speed and the results of the evacuation from the **Nursery Practitioner**.
3. Once the **Manager** has confirmed a full evacuation of the building **OR** has a spare **AND** competent member of staff available, they will make their way to the zone and check the area for fire.
4. If the search reveals there is **NO** fire, the alarm may be reset and after a few minutes and the alarm has accepted the reset, occupants may return to the building.
5. However, if a fire is discovered, the actions in **A 4, 5 & 6** detailed above must be initiated by fighting the fire, if trained to do so, and the calling the Fire Service immediately by:
 - a. Dialing 999 from the office landline telephone, or if inaccessible, use a mobile phone
 - b. Give operator your telephone number and ask for the **FIRE SERVICE** and the number you are calling from
- c. When the Fire Service replies give them details of the reason for the call, as a minimum, as detailed here:

“We have a FIRE ALARM ACTUATION and a confirmed fire at”:

<p>GREEN ROOTS NURSERY PRE SCHOOL 231 – 233 MAIN ROAD Almost opposite: PEARS GROVE SOUTHBOURNE – EMSWORTH WEST SUSSEX</p> <p>PO10 8JD</p>

- d. Inform them of the results of the evacuation and especially if anyone is unaccounted for.
- e. Do not hang-up until the details have been confirmed by the Fire Service and that they are en-route.

D. Action for Manager and other nursery staff in the event of a **FIRE**

1. Once the Fire Service has been called and everyone accounted for, the **Manager** should, if not already done so, silence but NOT reset the alarm & obtain the building plans.
2. The area in front of the nursery should be safe enough to allow any attending fire appliances to park and a staff member (in a hi-visibility jacket) should also stand by the pavement to highlight to the Fire Service your precise location
3. The **Manager** will decide if the children should be taken to the ‘place of safety’ - St Johns Church, Main Road Southbourne.
4. On arrival of the Fire Service the **Manager** should:
 - a. hand-over the building plans to the Fire Officer;
 - b. inform them of the findings of your evacuation;
 - c. the location of the fire;
 - d. and, if there was any fire-fighting action by staff, who and what with.
5. If there has been a fire AND it has been extinguished, the Fire Service should still be called but they **MUST** be informed that the fire is: “ALL OUT”. It is very likely that will attend to check the fire has been extinguished fully.
6. Once the **Fire Brigade** announces that the building is safe, tell assembled staff and visitors that they may return to the building but NOT before the fire alarm has been re-set;
7. The **Manager** should ensure details are recorded in the Fire Alarm Log