



Blackshaw Nursery

201 Blackshaw Road, Tooting, London. SW17 0BZ.

Fire Safety Policy

Scope

1. The aim of this policy is to ensure the safety of employees, parents, children, contractors, visitors, and members the public who may be affected by a fire whilst on the premises.

Regulations taken from:

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O)

Fire Risk Assessment

The Fire Risk Assessment should cover the following and be kept on site/cloud (A copy will be held with 1st Aid Fire if a copy were required later)

1. Identify the fire hazards.
2. Identify people at risk.
3. Evaluate, remove, or reduce the risks.
4. Record your findings, prepare an emergency plan, and provide training.
5. Review and update the fire risk assessment regularly.

You will also need to consider:

- Emergency routes and exits.
- Fire detection and warning systems.
- Firefighting equipment.
- The removal or safe storage of dangerous substances.
- An emergency fire evacuation plan.
- The needs of vulnerable people, for example the elderly, young children or those with disabilities.
- Providing information to employees and other people on the premises.
- Staff fire safety training.

Arrangements.

1. Blackshaw Nursery will comply with the following:

We will appoint one or more competent persons to carry out the preventative and protective measures required listed in the RR(FS)O.

Note:

- A competent person' is one with sufficient training and experience or knowledge or other qualities to be able to implement these measures properly.
- We will provide our employees with clear and relevant information on the risks to them as identified by the fire risk assessment, about the measures to prevent fires and how these measures will protect them.
- We will consult our employees regarding the nomination of persons to carryout roles in connection with fire safety and about proposals for improving fire precautions.
- We will inform non-employees, such as parents, contractors, and visitors, of the risks relevant to them, with information about the nominated competent persons and about the fire safety procedures for the premises.

- We will cooperate and coordinate with other responsible persons in premises adjacent to the building, inform them of any significant risks we find and how we will seek to control those risks which might affect the safety of their employees.
- We will provide the employer of any person who is working on our premises (e.g. official visitors or contractors) with clear and relevant information on the risks to those employees and the preventative and protective measure taken.
- We will also provide those employees with appropriate instructions and relevant information about the risks to them. We will consider the presence of any dangerous substances and the risk these present to relevant persons in the event of fire.
- We will establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances held on site.
- We will provide appropriate information, instruction and training to our employees, during working hours, regarding the fire precautions in their workplace, when they start working for us and from time to time, as necessary, throughout the time they work for Blackshaw Nursery.
- We will ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a, table system of maintenance and are maintained by a competent person in an operational state, efficient working order and in good repair.
- Our employees must cooperate to ensure that our workplace is safe from fire and its effects. They must not do anything that will place themselves or other people at risk.

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Fire Emergency Plan

References:

- Regulatory Reform (Fire Safety) Order 2005.
- Fire Risk Assessment dated 17/06/2020.

1. Introduction:

The purpose of this Fire Emergency Plan (FEP) is to ensure that people in the addressed premises know what to do if there is a fire. The information contained herein must therefore be drawn to the attention of all relevant persons within the premises. In law this means:

- Any person (including the Responsible Person) who is or may be lawfully on the premises.
- Any person in the immediate vicinity of the premises who is at risk from a fire on the premises (Adjacent buildings)

This document has considered the requirements of the Regulatory Reform (Fire Safety) Order 2005 (Reference A) and reflects the findings of the Fire Risk Assessment for the addressed location. All actions identified in the Fire Risk Assessment must have been completed to validate this plan.

2. The "Responsible Person".

The "Responsible Person" is the senior person present on the premises and the person who is legally

responsible for the safety of everyone present at the time of a possible incident.

Fire Emergency Plan:

1. Review.

The Fire Risk Assessment, Fire Emergency Plan and all related documents should be considered as a 'living/live' documents and they must be reviewed if:

- There is any change of work practice or usage.
- There is a significant change in staff levels or make up.
- There are any structural changes to the premises.
- There is any change of 'fire loading' to the premises.
- There is a change to the current level of threat to either the premises or the people in it.
- There has been a near miss fire related incident.
- Or, at intervals not exceeding 12 months.

3. Action on fire.

Fire Action posters (Blue Poster 2 – Action in the Event of a Fire) should be placed at each fire point and on the “Health and Safety” notice board will contain the following information:

- On discovering a fire:
Raise the alarm; shout "Fire! Fire! Fire!" and activate the nearest manual call point.
- On hearing the alarm:

Leave the building by the nearest exit.

Report to the Fire Assembly Point located at:

- The nursery gardens.
- The far side of the electrical sub-station.

Do not stop to collect personal belongings.

Do not re-enter until told it is safe to do so.

4. Fire Marshals.

It is recommended that all staff members should be trained as Fire Marshals.

Whenever the nursery is in use, the Responsible Person will:

- Allocate trained staff members to each 'significant area' and the Fire Alarm Point.
- Brief 'duty' staff members and ensure that they understand their duties on a regular basis.
- Secure all rooms and areas not in use.
- Duty staff members will complete the Fire Marshal checklist for their area, take action to reduce the risk of fire and report any concerns to the Responsible Person (for that shift) without delay.
- Duty staff members who need to leave the premises or who are unable to respond as a Fire Marshal must relay this to the Responsible Person so that a replacement can be found and the Duty List updated.

5. Fire Detection and Alarm System.

All aspects of the Fire Alarm and Detection System are identified on the attached plan.

Detection. Detection will be automatic by smoke / heat detectors or manually by individuals responding to smoke or fire and raising the alarm.

Alarm. The alarm will be raised by fire bells or by individuals shouting "Fire! Fire! Fire!"

6. Evacuation Procedures.

All staff, visitors and contractors are to leave the premises by the nearest safe exit. All emergency exits and routes from the premises are identified using pictogram exit signs complying with BS5499 and are identified on the attached plan.

a. Fire Exits.

There are four designated fire exits from the premises leading to a place of final safety; they are the:

- Tiny Tots play area (to the electrical sub-station).
- Tweenies play area (to the electrical sub-station).
- Office exit (to the nursery garden).
- School Room play area (to the nursery garden).

b. Evacuation Routes.

- From the staff room: turn left and exit via the rear entrance.
- From the Tiny Tots sleeping area, play area, changing area and Milk Kitchen: via the Tiny Tots play area and exit by the rear entrance.
- From the Tweenies quiet room, play area and WC: via the Tweenies play area, turn right and exit via the rear entrance.
- From the Kitchen: via the Tweenies play area, turn right and exit via the rear entrance.
- From the Toddler quiet room, play area and WC: via the Office exit, turn right and exit to the nursery garden.
- From the Office: via the Office exit, turn right and exit to the nursery garden.
- From the School Room quiet room, play area and WC: via the School Room playroom and exit to the nursery garden.
- From Laundry: via the School Room playroom and exit to the nursery garden.

c. Fire Marshals.

On alarm activation, duty staff members will:

- Switch on their mobile phone (one Tweenies Staff Member, one Toddlers Staff Member and one School Room Member).
- Allocate staff to assist disabled persons to the Fire Assembly Point (If present)
- Without **endangering themselves**, search their allocated area and evacuate anyone there.
- Without **endangering themselves** and if time permits, switch off electrical equipment and close doors and windows.
- Direct all evacuated persons to the Fire Assembly Point.
- Report to the Responsible Person, that the area is clear of all persons and any evidence of smoke or fire.
- Prevent any re-entry to the premises until authorisation is given (by the London Fire Brigade)

7. Assembly Point.

There are two Fire Assembly Points (FAP): one located in the nursery garden and one the far side of the electrical sub-station. These are places of temporary safety and their position allows for further withdrawal if required.

8. Contacting the Emergency Services.

- Automated. There is an auto dialler system at the premises.
- Manual. In the event of a fire the Responsible Person is the person designated to ensure that the Fire & Rescue Service is called.
- London Fire Brigade on 999 or 112.
- Postal Address. The full postal address, which is also located on the Fire notice board and in the Fire Logbook (at the Office exit), is:

Blackshaw Nursery 201 Blackshaw Road Tooting

London SW17 OBZ.

9. Fire Confirmation.

- Where the fire alarms have been activated but no sign of smoke or flames is apparent or has been seen by staff members or evacuees, and prior to calling the Fire and Rescue Services, the Responsible Person is to send two staff members, with a radio or 'open' mobile communications, in to the building to verify the activated zone. The verifiers should narrate their every movement over the radio or phone.
- The verifiers are to silence, but not reset the alarms and proceed to the zone indicated on the Fire Control Panel. When approaching the affected zone, they are to “look, listen and feel” for signs of fire before opening any door not fitted with a vision panel. On locating an activated detector (red LED) or activated call point, with no signs of fire, they should report the fact to the Responsible Person. A full sweep of the building is to be undertaken before the alarm system is reset, the Fire and Rescue Services stood down (if called) and people allowed to re-enter the building.
- If signs of fire are identified at any time, the verifiers should call “Fire! Fire! Fire!” and leave the building by the nearest exit.
- False alarms should be recorded in the Fire Logbook and any subsequent alarms responded to as though they were real.

10. Safe Evacuation of Vulnerable & "At Risk" Persons.

The “Responsible Person” is to pay special attention to the needs of vulnerable and “At Risk” groups, allocating them “sponsors” as required to assist them in an emergency. Such groups include:

- Babies and children.
 - Emergency evacuation cots are provided for the evacuation of multiple infants.
- Disabled persons.
 - Once identified, every disabled person must be assessed regarding their individual needs in an evacuation and a Personal Emergency Evacuation Plan (PEEP) agreed with them.

11. Fire-fighting Equipment (Extinguishers)

All equipment is specified and located in accordance with the Fire Risk Assessment and shown on the attached fire plan. The equipment provided has been determined using guidance issued by the Home Office and is equal to or exceeds the number and types required.

12. Emergency Lighting.

All emergency lighting is specified and located in accordance with BS5266, this should be regularly tested and recorded.

13. Signage.

All signage is specified and located in accordance with BS 5499.

14. Specific Arrangements for High-Risk Areas.

All rooms not in actual use should be kept locked. The following high-risk areas have been identified:

a. Laundry.

- Fire door fitted and kept closed.
- Room kept clear of clothing, dust and other combustibles; dryers regularly cleared of fluff/lint.
- Sign "No access to unauthorized personnel" should be displayed.

b. Kitchen.

- Fire doors fitted and kept closed.
- Kept clear of paper, cardboard, dust and other combustibles.
- Sign "No access to unauthorized personnel" should be displayed.

15. Liaison with Emergency Services.

On the arrival of the Fire & Rescue Service, the "Responsible Person" will liaise with the Senior Fire Officer and give the following information:

- Whether all persons, contractors, and visitors are accounted for or not.
- The location of the incident.
- Any specific hazards which might cause injury to emergency service personnel.
- Provide plans of the premises (in Fire Logbook).
- Location and type of chemicals stored (in Fire Logbook).
- Any other information requested.

The "Responsible Person" is to comply with any request made by the Senior Officer of the Fire and Rescue Service.

16. Fire Hydrant.

Information for the LFB - The nearest Fire Hydrants can be found:

- On Blackshaw Road at Ingleby Gate to St George's Hospital
- At the junction of Fountain Road and Blackshaw Road.

17. Training.

Appropriate training must be given, at the earliest opportunity, to all staff regarding:

- The importance of general fire safety and good housekeeping.
- The importance of keeping fire doors closed.
- What action to take in the event of discovering a fire.
- How to raise the alarm.
- Action to be taken on hearing the alarm.
- Procedure for alerting members of the public and visitors, including where appropriate, directing them to exits.
- Evacuation procedures.
- Location of escape routes.
- How to open escape route doors.

- Location of and, when appropriate, the use of firefighting equipment.
- Location of both assembly points.
- Roll call / building evacuation protocols.
- Arrangements for calling the Fire and Rescue Service.

18. Responsibilities of Fire Marshals.

For the area(s) they have been allocated, duty staff members have the following responsibilities.

a. General duties.

- Be familiar with their area, the escape routes and their designated area of responsibility.
- Be aware of disabled persons and ensure that 'sponsors' are allocated to assist them during evacuation.
- Be aware with location of Fire Assembly Point(s).
- Inform the Responsible Person when leaving site or when they are unavailable to carry out duties, in order that their responsibilities can be reallocated.
- Report all defects and concerns to Responsible Person.
- Undertake initial and refresher training of new and existing staff members regarding fire procedures, if requested and competent to do so.
- Maintain appropriate records (i.e. the Fire Marshal's checklist daily/weekly/monthly etc.).
- Assist with fire drills and routine testing of emergency systems.
- Attend any update training provided to maintain their competency.

b. Fire Prevention and Preparation.

In accordance with, and recorded on the Fire Marshal checklist, staff members should address the following in their allocated area:

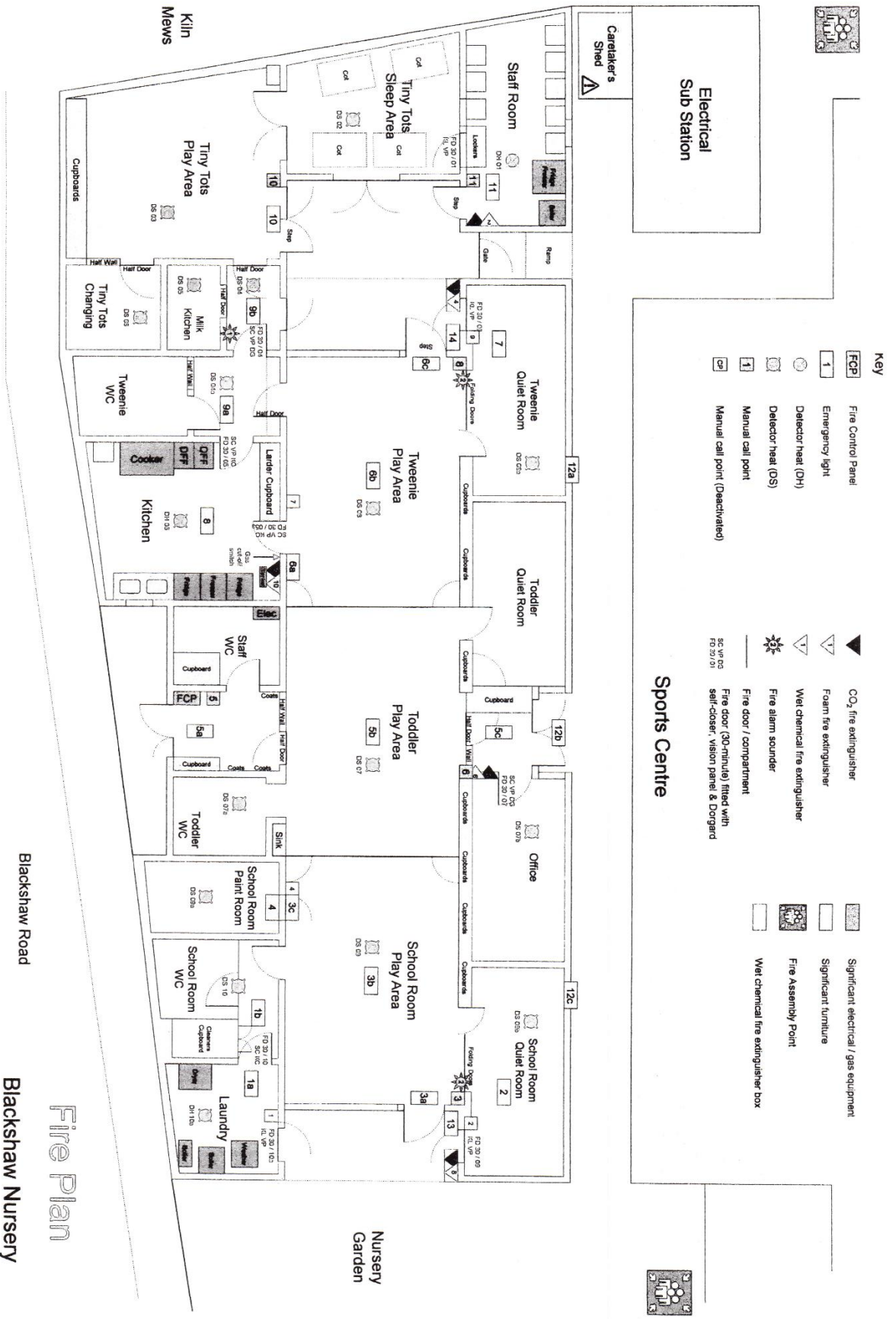
- Keep rooms and access routes clear of obstructions, including the removal of excess rubbish or flammables.
- Ensure that fire doors close properly and retaining mechanisms release as required.
- Check that final exits operate correctly and remain unobstructed.
- Check all call points and alarm sounders operate correctly.
- Check that all emergency lighting operates correctly.
- Check that fire extinguishers are in accordance with Fire Risk Assessment and are ready for use.
- Complete the fire Logbook as required.
- Remain vigilant for fire related hazards and report all problems to the Responsible Person for action.

c. In the event of a Fire.

- Ensure that alarm has been raised.
- Ensure that all persons are evacuated including visitors and contractors.
- Ensure that 'sponsors' are designated to assist disabled persons and that they are directed to a place of safety.
- Search their designated area of responsibility to ensure the complete evacuation of the building; closing all windows and doors, if safe to do so.
- Direct all evacuated persons to the Fire Assembly Points (FAP).
- Use portable fire equipment's on small fires, only once the alarm has been raised, the evacuation is underway, and it is safe to do so.
- Report to Responsible Person or person in charge at the Fire Assembly Point.
- Prevent any re-entry to the premises until given clearance to do so.

- Distribution of this Fire Emergency Plan must be disseminated to all person at risk within the premises to which it relates.

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- Key**
- Fire Control Panel
 - Emergency light
 - Detector heat (DH)
 - Detector heat (DS)
 - Manual call point
 - Manual call point (Deactivated)
 - CO₂ fire extinguisher
 - Foam fire extinguisher
 - Water chemical fire extinguisher
 - Fire alarm sounder
 - Fire door / compartment
 - Fire door (30-minute) fitted with self-closer, vision panel & Dorgard
 - Significant electrical / gas equipment
 - Significant furniture
 - Fire Assembly Point
 - Water chemical fire extinguisher box

Fire Plan

Blackshaw Road

Blackshaw Road

Blackshaw Nursery

Nursery Garden