FIRE SAFETY POLICY

Approved by: SLT

Approved date: June 2024

To be reviewed by: SLT

Review date: June 2026

Accessibility: Available on request

Scope: Ashbridge Independent School and Nursery, Ashbridge-on-Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

This policy is to be used in conjunction with the Fire Evacuation Notice and the Fire Risk Assessment produced by external Health and Safety consultants Comply North West Ltd.

There are a number of procedures and safety measures in places to both reduce the risk of fire and manage the safety of children, employees and anybody else on site should a fire occur.

Buildings and Premises

- Regulation fire doors are fitted where appropriate
- Door closures are fitted where appropriate
- All rooms are well ventilated and have opening windows
- Almost all classroom areas have doors leading to the outside
- An approved fire detection and alarm system is fitted, regularly tested and maintained
- All fire exits are clearly labelled
- Automatic door release fitted on coded doors where appropriate
- Access for the fire brigade is good and all surrounding access roads and entrances are well maintained

Materials and Resources

All furniture and equipment in use:

- Meets approved safety standards
- Is in good condition and regularly checked
- Consumable resources e.g. paper, card etc is safely / appropriately stored

Equipment & Appliances

- Appropriate fire extinguishers are located in all areas and hung on brackets or in fire extinguisher holders
- Other fire safety equipment such as fire blankets located wherever required
- All electrical equipment and fire extinguishers are subject to an appropriate timetable of testing

Practices and Systems

- Smoking is prohibited on the premises and within all areas of the site
- Daily risk assessments are made by the management team of all areas
- Regular fire drills and evacuations are completed
- Daily end of day checks in all area are carried out
- Any visitors attending the school are required to sign in at the main reception, using the visitor's log and are informed of the fire procedures in place by reading the visitor's checklist.
- Rubbish and waste materials are removed from building daily
- Procedures are in place should specific personal emergency evacuation plans be required

Roles and Responsibilities

The Director of Compliance manages Fire Safety across the company; although at The Fledglings, Myerscough College hold many responsibilities.

The *Headteacher* or *Nursery Managers*, together with *Director of Compliance* are responsible for:

- Fire safety and risk assessment on the premises
- Recording and reporting procedures
- Monitoring of service agents checks and work
- Liaising with outside agencies e.g. Fire Service, HSE and DfE
- Ensuring fire drills and other associated procedures are carried out at the appropriate time

The *Nursery Management Team* are responsible for:
- Ensuring procedures and policies are explained and adhered to within their teams and areas

All staff are responsible for:
- Adhering to company policies and procedures relating to fire safety and risk
- Reporting any fire hazards or concerns

Training and Induction Procedures
During initial induction all staff read policies and undertake training on fire safety including:
- Fire safety risk assessments and management
- Location of fire exits / extinguishers
- Use of fire extinguishers
- Means of escape / evacuation procedure
- How to raise the alarm

Managers and key supervisory staff undertake Fire Marshal training and are also instructed in:
- How to contact the fire service
- Use of fire alarm system
- Management of a fire drill / evacuation procedure

EMERGENCY EVACUATION PROCEDURE
- A detailed emergency evacuation procedure is in place with practice drills carried out at regular intervals
- Emergency/Fire Action Notices are displayed in each building and displayed at final exit points
- Nominated members of staff have been appointed and training as Fire Marshals to supervise the evacuation
- There are designated assembly points around the site
- Nominated Fire Marshals are responsible for ensuring that the children and staff for their building are correctly accounted for at the correct assembly point.
- The Headteacher and Nursery Management Team, together with the Director of Compliance are responsible for co-coordinating the evacuation procedure and for liaising with the emergency services