



Fire safety Plan

Written Nov 2021

Reviewed March 2025

Next review March 2026

Aim

It is the overall aim of Bentilee Nursery School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed in each room of the nursery school.

Persons responsible for fire safety

Responsible Person (Juliet Levingstone in the first instance)	The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building))
Competent person – LA nominated designated workers who come into building and do regular checks- see fire book logs- upstairs in Bentilee Family Hub	A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc.
Fire safety training, induction and revision	Responsible person and Nicole Forrest – other fire warden who works Mon, Tues, Wed am
Fire risk assessments	Responsible person or nominated Competent person
Fire drills	Responsible person
Updating of log book / recording	Responsible person
Checks on call points	Competent person
Checks on emergency lighting	Competent person
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person

Fire safety training

Appropriate specific training for Juliet Levingstone and other fire warden Miss Nicole Forrest persons will be undertaken at least every three years.

All staff will have internal training annually during the month of September. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire fighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building - PPEPS

In addition:

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- All supply staff to be given fire procedure information with induction pack
 - New staff to be taken through annual training schedule as part of induction package
 - All records of training & induction to be recorded in termly governors report
 - **Fire Risk Assessment reviews**
 - This will be carried out on an annual basis by the Juliet Levingstone and nominated staff
 - All issues that present a fire risk will be actioned in a risk assessment
 - **Evacuation Drills**
 - The procedure for emergency evacuation is displayed in each room in the nursery school
 - The main alarm indicator panel is situated upstairs in Bentilee Family Hub by Reception . Fire drills are executed by the nominated person/competent person via this panel.
 - Evacuation drills will be carried out at least termly.
 - Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.
 - **Staff roles and responsibility in the event of an evacuation alarm**
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Action	Person responsible	In case of absence
Evacuation of all staff	HT/Teacher	Most senior person in section
Evacuation of children	Class teacher	Support staff
Collection of registers and staff/ visitor signing in book/ sheets	Office manager	Office staff
Collection of school mobile phone	Office manager	Office staff
Checking of toilets (all areas)	Nominated person (HT)	Office manager
Checking rooms	Fire Warden	Teacher support assistant
Calling the fire brigade	Nominated person	Nominated person
Meeting the fire brigade	Nominated person	Office manager

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- In general all staff will assemble at the agreed assembly point. On field adjacent to nursery school. Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person.

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- **Fire Doors and exits**
 - All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.
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 - All fire exit routes are signed clearly with directional arrows.
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 - **Follow up to evacuation drills**
 - Drills must be recorded in the Termly Governors report. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.
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 - As part of Health and Safety monitoring, the health and safety governors will review fire procedures and question at termly governors meetings.
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 - **Maintenance of fire doors, fire exit doors, fire equipment and systems**
 - Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.
 - Staff will also carry out the routine tests on the systems and precautions as follows:
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 - **A plan of where fire extinguishers are located, and their specific use can be found in the Office.**

System	Frequency
Fire alarm	Weekly
Emergency lighting – Function test	Monthly
Emergency lighting – discharge test	Annual
Fire extinguishers	Annual (5-yearly)

Records for these tests are kept in the Fire Safety Log Book located in the reception area of Bentilee Family Hub .

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to

evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised. **See Below;**

Action on discovering a fire	<ul style="list-style-type: none"> • Raise the attention of others by sounding the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at INSERT Name & full address of premise. • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if necessary to make your escape.
What to do if the fire alarm sounds	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Admin staff to collect registers, signing in book and mobile phone • Ensure all windows and doors are closed. • All areas to be checked for occupants. • Keep silent to ensure instructions from Head teacher can be heard
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> • Where is the fire located? – give site map □ <p>What does the fire involve?</p> <ul style="list-style-type: none"> • Are all persons evacuated from the building?
Escape routes and fire exit use	<ul style="list-style-type: none"> • Means for escape routes are checked daily. • Staff must be aware of alternative routes.
Fire fighting equipment use	<p>□ Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.</p>
Responsibilities and duties to assist in case of fire	<ul style="list-style-type: none"> • All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times • Once evacuation complete fire procedure to be put into place