



## Putnoe Woods Preschool

### Fire Policy

At Putnoe Woods Preschool we make sure the preschool is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager/designated fire marshal makes sure the preschool premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

#### Introduction

This Fire Safety Policy is designed to help Putnoe Woods Preschool comply with their duties under the Regulatory Reform (Fire Safety Order) 2005.

The safety of children, staff, visitors and volunteers working at Putnoe Woods Preschool is of paramount importance to Putnoe Woods Preschool. It is our aim that the environment is as safe from fire as can reasonably be achieved and if a fire does occur; our staff are well trained in procedures for safe evacuation.

Putnoe Woods Preschool recognises and accepts its statutory responsibilities as an educator and employer as defined in the relevant fire safety legislation. It will take all reasonably practicable steps to secure the safety of all children, staff, parents, and volunteers from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

Putnoe Woods Preschool also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire. Putnoe Woods Preschool will ensure, so far as reasonably practicable, that all staff, pupils, contractors, and visitors are protected from the risks of fire whilst on the premises.

#### Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.



The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This Policy explains how the preschool complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Putnoe Woods Preschool will take all reasonably practicable steps to meet its responsibilities, paying particular attention to:

- Establishing and managing a fire risk assessment
- Managing and maintaining its premises to adequately control the risk from fire
- Maintaining adequate fire precautions, with reference to:
  - means of detection and giving warning of fire
  - provision of means of escape
  - means of fighting fire
  - training of staff
- Providing safe systems of work, based on risk assessment, to minimise the risk of fire
- Providing suitable and sufficient information, instruction and training at all levels, to ensure competence in fire prevention and fire safety at work
- Making adequate provision for the control of fire in work processes, including the control of hot working
- Keeping suitable and sufficient records
- Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met
- Making adequate resources available to meet the requirements of this Policy

### **Policy Aims and Objectives**

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To set minimum standards of fire safety, to control the risk to from fire and minimise the risk of fire and to limit fire spread
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment
- To establish and maintain consistency across Putnoe Woods Preschool in the management of fire safety and fire precautions
- To describe Putnoe Woods Preschool arrangements for managing fire safety in the workplace



To achieve these aims Putnoe Woods Preschool will implement a system involving:

- Policies and procedures that are clear and safe
- Allocation of responsibilities
- Fire safety audit
- Fire risk assessment
- Communication of safe procedures to staff
- Establishment, operation and maintenance of effective monitoring and review systems
- Provision of appropriate information, instruction, and training

This policy will be reviewed annually, and any necessary revisions will be notified to all relevant persons.

### **Responsibilities of Trustees / Preschool Manager**

The Board of Trustees and Putnoe Woods Preschool Chairperson will ensure that an appropriate policy is in place in the preschool and that arrangements are made for effective implementation

The Preschool Manager / Designated Fire Marshall has the responsibility for the implementation and management of this policy. In their absence the Preschool Deputy Manger will assume these responsibilities

### **Responsibility of Preschool Manager / Designated Fire Marshall**

The Preschool Manager / Designated Fire Marshall has day to day responsibility for managing fire safety.

The Preschool Manager / Designated Fire Marshall will:

- Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting
- Provide and maintain in working order all firefighting appliances and devices including:
  - fire detection and alarm systems
  - emergency lighting systems



- firefighting equipment
  - notices and signage relating to fire procedure
  - means of escape, considering the needs of any young persons, children with SEND, disabled users.
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- Carry out a fire safety risk assessment within the preschool building to ensure that the preschool's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments
  - Provide appropriate instruction and training for all preschool staff on the action to be taken to protect people and property including regular fire evacuation practices for the preschool
  - Ensure that all staff, students, contractors, visitor are made aware of and comply with the preschool's fire procedures
  - Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks
  - Liaise with third parties; Citation, the emergency services, and the preschool's insurers to ensure that best practice for fire prevention and procedures is in place
  - Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed

The manager/designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g., a large intake of children or a new member of staff joins the preschool. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager/designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.



**Fire Checklist**

Area	Responsibility	Frequency	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Team Leaders	Daily	All rooms
Fire extinguishers and blankets	Manager	Monthly	All rooms
Smoke/heat alarms	Manager	Monthly	All rooms and corridor
Fire alarms	Manager	Weekly	All rooms and corridor
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Team Leaders	Daily	All rooms

**Responsibilities of staff**

Staff will:

- Take reasonable care of the health and safety of themselves and of children who may be affected by what they do or neglect to do whilst at school
- Have a particular duty to other persons (e.g. children, staff, volunteers and visitors) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise means of escape or security



- Co-operate with the Putnoe Woods Preschool with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire-fighting equipment; signage etc
- Draw the attention of Preschool Manager / Deputy Manager/ Business and Finance Manager or team leaders without delay to any preschool situation which might present a serious and imminent danger to themselves or others
- Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety
- Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others
- Report all incidents and any near misses, which result in the potential outbreak of fire
- Assist fully in the reporting and investigation of any incident/near miss in connection with the potential outbreak of fire
- Attend all training courses/briefings covering fire safety as requested and delivered by Citation
- Report unsafe conditions, practices, tools, premises or equipment to their Preschool Manager / Deputy Manager/ Business and Finance Manager where appropriate

### Monitoring

- Putnoe Woods Preschool utilises the services of various outside personnel to carry out effective monitoring of its duties.
- The school fire detection and alarm system are maintained and checked by ACE Fire and Security Ltd.
- The alarm sounders are tested on a weekly basis by the Preschool Manger / Designated Fire Marshall
- The school emergency lighting is checked annually by Bedford Borough maintenance services and on a weekly basis by the Preschool Manger / Designated Fire Marshall
- Notices and Signage are updated as and when required and checked annually by the Preschool Manager.
- Firefighting equipment is checked weekly by the Preschool Manager / Designated Fire Marshall and extinguishers are replenished or replaced annually by ISE fire.





- A Fire Logbook which contains records of fire safety issues is maintained by the Preschool Manager / Designated Fire Marshall and is located in the preschool office.
- The Preschool Manager / Designated Fire Marshall will manage the development and maintenance of all fire safety information to include:
  - details of the fire alarm and records of testing and maintenance
  - records of routine fire safety monitoring checks
  - records of fire drills and staff training
  - records of testing and maintenance of fire-fighting equipment
  - records of testing and maintenance of emergency lighting

### **Fire Risk Assessment**

A comprehensive fire risk assessment will be completed by a competent person as provided by an external reliable source whose expertise is writing fire risk assessments for establishments. This will be completed every 3 years.

The fire risk assessment consists of a visit from an external assessor and a comprehensive, yet straight-forward report will be produced which will highlight any non-compliances and has provided the preschool with an action plan. This ensures compliance with the Regulatory Fire Safety Order 2005.

Putnoe Woods Preschool will ensure that Fire risk assessors are accredited ensuring that the report is sufficient and suitable for Putnoe Woods Preschool.

These assessments are kept in the Risk Assessment file and also on Atlas - The Citation Platform.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually or if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating



- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

### **Fire Safety Training**

- All staff receives basic fire safety training and all new staff receives induction and training before they commence work, i.e. fire drills and attend refresher sessions
- All staff complete Fire Safety Awareness training as provided by Citation
- The Preschool Manager / Deputy Manager / Business and Finance Manager complete Fire Marshall training and Fire Extinguisher Use in addition to the above
- A fire drill is carried out each term
- Fire drills are planned each term to evaluate the effectiveness of the preschool's evacuation procedures. The findings of the drill are reported to staff through staff meetings and any conclusions and remedial actions are recorded and implemented

### **Fire Assembly Points**

- All staff are aware of the positions of the Fire Assembly Points which are covered during induction, together with Fire Evacuation Procedures
- It is the responsibility of each person using a room or area to be familiar with evacuation instructions and the exit routes available
- Children, staff, parents, volunteers, and visitors should be led out to assemble at the relevant Fire Assembly Point, leaving by the nearest safe exit.

### **Fire Drill Procedure**

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass and repeating Fire. If children and staff are on the rugby field the air horn will be sounded
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using the nearest accessible exit lead the children out, assemble at the field on the left opposite our car park. The place of safety is the dance studio at Mark Rutherford School.
- Close all doors behind you wherever possible





- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager/fire marshal/team leader is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area - assemble at the field on the left opposite our car park
- Check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

The evacuation procedures which are to be followed in the event of a fire alarm are as directed on the notice attached to this policy.

#### **Children with Disabilities / SEND**

- A risk assessment will be completed for children with disabilities / SEND concerning evacuation procedures
- Putnoe Woods Preschool will ensure they consider the individual needs and requirements of the child
- A member of staff will be allocated to support the child in the event of a fire evacuation



## **Snowdrop Room**

- Putnoe Woods Preschool will ensure they consider the age, individual needs and requirements of the child
- The Preschool Cook will immediately vacate the kitchen and support the staff in Snowdrops with the evacuation procedure
- The preschool administration assistant will immediately vacate the office and support the staff in Snowdrops with the evacuation procedure

## **Visitors with Disabilities**

- On arrival, disabled visitors to the preschool should be asked to identify any special requirements in the case of an emergency evacuation
- The Preschool Manager / Deputy Manager will ensure the visitor's safety in the event of an emergency evacuation
- Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be assisted by a member of staff

## **Children's Reporting Procedure**

- All children will be signed in and out of Putnoe Woods Preschool by a member of staff on I Connect Daily
- Children will be escorted to the assembly point by preschool staff
- The Preschool Manager will check with the Deputy Manager that all children are accounted for using I Connect Daily, ensuring numbers correspond with those recorded in the daily diary of the total amount of children in attendance in the different preschool rooms on that day and will await the arrival of fire brigade and respond to and relay fire officer's instructions
- No-one may leave the Assembly Point until instructed to do so by the Preschool Manager

## **Visitors Reporting Procedure**

- All visitors will be asked to sign in and out of Putnoe Woods Preschool and required to read the Visitors Responsibilities as stipulated in the Visitors Signing In book



- Visitors will be made aware of the fire evacuation procedures and Visitors to the preschool will be escorted by a member of staff, along with the children in their care, to the assembly point
- The Preschool Manager will check with the Visitors Signing In book that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions
- The Preschool Manager will check with the Deputy Manager that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions
- No-one may leave the Assembly Point until instructed to do so by the Preschool Manager

#### **Staff / Volunteers Reporting Procedures**

- All staff and volunteers are required to sign in and out of Putnoe Woods Preschool Staff signing in and out book
- Staff and volunteers will be made aware of the fire evacuation procedures initially during their Induction
- The Preschool Manager will check with the Staff Signing In book that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions
- The Preschool Manager will check with the Deputy Manager that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions
- No-one may leave the Assembly Point until instructed to do so by the Preschool Manager

#### **No smoking Policy**

The preschool operates a strict no smoking policy - please see this separate policy for details.

**This policy is in compliance with the Data Protection Act 2018**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students,**



**volunteers, trustees and parents and expects all staff and  
volunteers to share this commitment.**

Date of Policy: September 2015	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2016	Jo Skelton	Added I Connect Daily
September 2017	Jo Skelton	
May 2018	Jo Skelton	GDPR statement added Competent persons regarding completion of Fire Risk Assessment

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
November 2019	Jo Skelton	Admin assistant added to Snowdrops	
August 2020	Jo Skelton	Paragraph re Covid 19 added Air Horn and Hand Sanitiser added to Evacuation Procedure	
December 2021	L Whitney	No amendments	
November 2022	Nikki Adams	GDPR replaced with Data Protection	
November 2022	Jo Skelton	Removal of reference to Covid 19	

# Putnoe Woods Preschool



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		External RA added every 3 years	
May 2023	Jo Skelton	Code Red changed to FIRE	
June 2023	Jo Skelton	Fire Drill procedure updated	



## Fire Evacuation Procedure

In the event of a fire the following procedures will occur:

- The alarm will be raised by staff repeating **FIRE**
- Should persons be on the rugby field an air horn will be sounded
- ALL persons will be evacuated from the building via the nearest emergency exit
- ALL persons will then exit the building, following the footpath to the grassed area opposite the preschool car park
- The Deputy Manager will take a tablet for the purpose of I Connect Daily registration of the children in attendance and mobile phone
- The Deputy Manager will then call the register and check all children are present
- Numbers of children present will then be checked with the numbers that are recorded in the daily diary by the Preschool Manager
- It is the responsibility of the Preschool Manager to take the Staff Signing In book and Visitors Book, check the building and ensure windows and doors are closed
- The Preschool Manager will call the Staff and Visitors register and check all are present
- The alarm will automatically be raised with the fire service
- The Preschool Manager will liaise with the Fire Officer on arrival as necessary
- NO PERSON WILL RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO
- The Preschool Manager, will complete all the necessary paperwork following the evacuation



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In the event of not being able to return to the preschool building the nominated place of safety is Mark Rutherford Upper School.