

## FIRE RISK (Prevention) Policy



### Introduction

Ramillies Hall adheres to the following procedures in compliance with the Regulatory Reform (Fire Safety) Order 2005.

This policy summarises the measures which Ramillies Hall Ltd takes which are detailed in related policies; Fire Risk Assessment Policy, and Fire Procedure Policy both of which are reviewed internally annually or following any significant changes to the buildings.

Overall responsibility for Fire Safety within the school premises lies with the Estate Manager, Robert Poole and the other directors.

The Estate Manager will be responsible for the implementation of the requirements of Fire Safety Legislation.

### Our Commitment

***Safety and suitability of premises, environment and equipment:***

*Providers must take reasonable steps to ensure the safety of children, staff and others in the case of a fire or other emergency procedure.*

Fire Risk Assessment of premises and appropriate control measures put into place will be overseen by the Estate Manager and undertaken by ELAS. A full inspection and Fire Risk Assessment was carried out by an external agency in February 2020, and a report showing its conclusions and recommendations is kept in the Main Office and is reviewed annually

### Policy Statement

#### Annual Fire Risk Assessment and Emergency Evacuation Plan

A fire risk assessment is organised by the Estate Manager annually and any deficiencies will be identified and action taken to remedy any deficiencies will be undertaken. Directors and Senior staff will be informed of any actions arising. As part of the risk assessment, the Emergency evacuation plan will be reviewed and any amendments made will be communicated to all staff by way of information bulletins and practised in following drills. All staff have access to both documents.

Where a child, or member of staff has a disability, we will make sure all reasonable adjustments are made to the facility or to our procedures to enable safe evacuation in keeping with our Inclusion and Equality Policy.

### Staff Training

All staff will be required to undertake training in Fire Safety Awareness and to renew this training at least every 3 years. This will cover action to be taken in the event of a fire, as well as how to prevent fires.

All new staff undergo an initial induction as part of which they are informed of the Fire Assemble Point

and their role in an evacuation.

### **Registers / Visitors book**

Office based managers will take responsibility for bringing visitor information to the assembly point. Department leaders and nursery manager are responsible for bringing an electronic device on which Contact details can be viewed online, at least one of which must be a phone with internet access.

### **Fire Marshalls**

Nominated fire marshals have had relevant training and are aware of their role in fire prevention and during an emergency. Where safe to do so, Marshals will sweep all buildings and will then assist in getting everyone to the Fire Assembly Point.

### **Fire Drills**

- Fire drills take place termly and are recorded in the Fire Book kept in the Main Office.

### **Routine inspection and Maintenance**

- Corridors are wide enough to give space for children and staff to proceed to the fire exits.
- Escape routes and signage are inspected as part of daily checks
- Fire extinguishers are checked regularly by the Estate Manager to ensure tamper-proof tags are still intact and that labels are in place.
- Fire Extinguishers are serviced annually by Fire Queen. These have luminescent labels which display information about their contents.

The fire alarm system will be service annually but will be tested weekly.

### **Fire Precautions**

- The Premises has an L1 (British Standard 5839 Part 1) Fire Alarm system, and the alarm is checked weekly in-house by the Estate Manager (a log of this is kept in the school office), and regularly serviced by an external specialist.
- Smoke detectors are fitted in each classroom.
- Fire alarm call points, and fire exit signs, are posted at appropriate points, with the sign by the external door illuminated.
- Fire resistant doors with closers and intumescent strips are fitted throughout.
- Toddlers, Early Years, Holiday Club all have their own fixed wired smoke alarms independent to the main school. If the building is close to the main building the main building alarm is manually activated.
- Security lighting on entrances and around grounds
- Effective security on all doors
- Furniture and furnishings are in good repair and in accordance with safety regulations
- Internal waste bins are emptied regularly
- External bins are stored in a safe location and are emptied regularly
- There is a strict no-smoking policy on the site.
- Fire procedure notices are displayed in each room, next to the door and throughout the premises.
- Emergency lighting is fitted and serviced twice a year throughout the premises.
- Fire doors / exits are kept clear at all times.
- Fire escapes and pathways are inspected and cleared if necessary.
- All fire equipment is tested and inspected weekly.
- Daily risk assessments are carried out in the Nursery departments in the morning and afternoon and a checklist is completed.

## Gas and Electrical safety

- All electrical equipment is PAT tested annually, and no equipment that is not PAT tested may be used within the premises. This does not include new equipment under a year old that has a guarantee and a proof of purchase.
- All items of electrical equipment are fitted with fuses of the current rating.
- Cables are tidied and their length kept to a minimum required.
- Gas central heating boilers are serviced annually and all gas appliances are checked and receive a gas certificate.

## COSHH

### Significant Hazards

A full COSHH risk assessment is carried out annually and any new substances are added to the risk assessment as needed. The storage of dangerous chemicals ensures they are kept under lock and key, in a safe environment. Any flammable substance is locked away in the Paint Shed. Key holders are restricted to personnel trained in the safe storage and handling of hazardous / dangerous substances, under the regulations of COSHH.

Main risk of fire arises from:

- Computers and other electrical equipment
- Books and bookcases
- Children's coats and bags
- Kitchen appliances using gas, electric and oil.
- Central Heating Boilers
- Paper and Cardboard
- Cleaning and work chemicals

In addition, there is a risk of blocking of escape routes.

### Fire Safety Information

The Fire Risk (Prevention) Policy and the Fire Procedure Policy are in the policy documents in the Staff Room and on the Shared File on the server. Fire safety information is also conveyed at Staff Induction. Named information on current Fire Marshalls is located around the premises, staff room and main office. The fire drill information is in each room throughout the premises

Staff training will be repeated periodically in Fire Risk Prevention and Fire Safety.

Date written / reviewed	November 2020
Written by / Signed by Estates Manager R. Poole	
Next Review	November 2020