



Longwood School and Nursery

“Longwoodese – A Language We All Speak”

Promoting

- Enthusiasm
- Experience
- Expertise
- Emotional Intelligence and Wellbeing
- Environment

Fire Procedure and Precautions

Agreed and reviewed: January 2021 by ML following professional risk assessment on 29th December 2020

Review due: January 2022 following professional risk assessment in December 2020

FIRE PROCEDURE

If you find a fire anywhere in the building, operate the nearest red fire alarm activator by pressing the button. These are situated by most of the last fire exit doors. This sets off the fire alarm for complete evacuation. On hearing the fire alarm, everyone is to vacate their building by the nearest fire exit as safely and quickly as possible. If there is a fire danger at this exit, use the next nearest exit.

Do not stop for any personal belongings including coats or shoes. Staff are to help their group children vacate the building (if possible and safe to do so) and assemble away from any fire in respective groups on the playground by the fence nearest the Bushey Grove Sports Centre, adjacent to the Key Stage 2 building. This is the Fire Assembly Point.

If any fire is found, the Fire Services are to be called by the head teacher or duty nursery manager by dialling 999 by any means possible (including from a mobile telephone or Bushey Grove Sports Centre).

Registers from the nursery groups, before- and after-school care and holiday scheme, with their laminated group name sheet, and the child numbered whiteboards from the school classes must be taken to the Fire Assembly Point by the nursery group leader or the class teacher or the carer in charge at the time.

Nursery group Leaders are to check registers, and school staff are to check child register number boards or registers for wraparound care / holiday scheme to ensure that all children are present.

Staff must use the safest route, away from the fire, to the Fire Assembly Point (possibly via the food store gate, car park or front door).

Life Saving Medicine (School), which are kept in a clear marked box, in each of the school classrooms must be taken to the assembly point by the respective class teacher. Life Saving Medicine (Nursery) is stored in the medical room and must be taken to the assembly point by the duty manager.

Once each group of children has vacated the building and assembled, school assistants and other spare staff, along with all kitchen and office staff, must go to the Apple and Little Willow group rooms (via the outside of the building) to help evacuate these younger children and babies as necessary, following the health and safety policy.

An A4 laminated sheet showing the name of the group must be held up in the air by the person in charge of that group. Staff that are carrying children from another

group or area will see these signs and know where to take the children that they are carrying / guiding.

The following areas will be checked for children, staff and visitors who have not evacuated:

The duty manager will check Zones 1, 2, 3 and 4 (which includes LW, Apple, Cherry, kitchen, offices, staff room and hall).

The head teacher will check Zones 5 and 6 (which includes main building school classes and Oak).

UKS2 or LKS2 class teachers will check Zone 7 (Key Stage 2 Building – used term time only).

The daily responsibility for designated members of staff sheet includes who is responsible for the above checks. This is displayed in the office. It is completed daily before the start of each day by the duty manager and includes staff cover for any changes (such as KS2 building being used during the school holidays) or staff absences (such as the head teacher during the school holidays).

There is a yellow grab bag containing foil blankets, torches, first aid bag, Piriton, whistles and nappies hanging by the fire door in the French / Music room adjacent to the Assembly Point. This is to be utilised as necessary.

Everyone must remain at the Fire Assembly Point, unless there is danger from fire. The nursery manager or head teacher will decide if further evacuation is necessary.

The adjacent Bushey Grove Sports Centre is a public emergency refuge for Hertsmere. If an emergency is to occur, then the staff and the children can seek refuge at the centre.

Group Leaders must wait for clearance from the Fire Services or a duty manager, Miss Alison Lapihuska, Mrs Marietta Gilbert, Mrs Kirsty Nakabale or the head teacher Mrs Claire May or Malcolm Livesey, Proprietor, before re-entering the building.

FIRE PRECAUTIONS - CONCLUSIONS OF HAZARD AND RISK ASSESSMENTS (Jan 2021)

An independent Fire Risk Assessment was carried out on 29 December 2020 at Longwood School and Nursery in accordance with the Regulatory Reform (Fire Safety) Order 2005. Physical inspection of the building and examination of documentary evidence occurred. The risk in the event of fire at Longwood School and Nursery was rated low.

Emergency lighting is checked monthly by the caretaker and professionally 6-monthly. The fire alarm system is checked weekly by the caretaker from different call points and professionally 6-monthly. These are documented in the fire safety log.

The fire extinguishers are checked weekly by the caretaker and professionally annually. These are documented in the fire safety log.

Fire safety training is given to all staff annually (latest Sept 2020 in group meetings due to Covid restrictions). All staff signed a group document to show that they have undertaken training.

There are water fire extinguishers in most rooms or corridors, usually by a fire exit. Water fire extinguishers are suitable for fires burning ordinary combustible material such as wood, paper and textiles. There is a dry powder extinguisher in the boiler room by the food store and Carbon Dioxide extinguishers in the office, in the kitchen, in FS classroom and in the Key Stage 2 building entrance for electrical fires. There is a fire blanket in the kitchen for fires such as oil cooking pan fires. There is also a fire blanket in the main building and the Key Stage 2 building for oil cooking pan fires at School. Ensure that the fire blanket is in the same room when cooking on the cooker at School.

All staff are to be aware of the fire extinguisher locations. Staff are to study how to operate the fire extinguishers by reading the labels on the extinguishers. Directions for use are displayed on the side of each extinguisher. Staff are to understand the dangers of using the wrong type of extinguisher in areas of special risk, such as using water on fat fires, electrical or chemical fires. Staff are to know how to activate the fire alarm and how to call the fire brigade.

All school and nursery rooms have appropriately labelled fire exits and directions. All staff are to take note of them. Internal fire doors are to be kept closed (to prevent the spread of fire). Fire exits are to be unlocked when the building is occupied. Fire doors are to be unobstructed.

Fire alarm activators are situated in most rooms or corridors, usually by a Fire Exit. All staff are to be aware of their locations and how to operate them. These are checked weekly and details are recorded in a logbook in the office.

Practice fire drills are undertaken termly. This ensures that correct procedures are followed. Details of any evacuation are noted in the fire logbook. Any problems are discussed by the nursery manager or head teacher and alternative procedures may be introduced. A pretend fire area may be in different locations for the drills.

All flammable materials are to be locked away in the DIY store.

Smoke detectors are connected to the intruder alarm system as extra protection when the building is vacant. These are professionally serviced 6-monthly and recorded on the Banham engineer's sheets. If the intruder alarm is activated during the day, then there may be a fire in a boiler room or FS fuse cupboard or corridor – these will need to be checked by the manager or head teacher. The alarm company will call the main office immediately. The fire alarm activator must be pressed immediately if a fire is found.

When Longwood is closed, ensure that windows, doors and gates are secured and locked. Ensure that the intruder alarm is set and that all internal fire doors are closed.

At the end of the day, all rubbish inside the buildings must be taken to the outside bins by the caretaker. The outside bins must remain away from the school buildings. The bin gate is to be locked when we are closed.

No smoking is permitted inside the perimeter fence.

There is a number padlock on the playground gate as recommended by the fire officer. All staff have signed a memo or induction to state that they know the code to unlock the padlock.

The group leader or teacher is to make arrangements for safe evacuation of physically disabled staff and pupils with Special Educational Needs.

The managers in charge are aware of where the positions of incoming gas and electric mains are. These are situated in the boiler room next to the food store. They must know how to switch off these mains supplies.

Staff are to think and act quickly to ensure the safety of the children and themselves. This may mean taking a different evacuation route in the grounds, using either gate at the different sides of the building.

Fire engines may need access to the playground, and so children should be moved to the Bushey Grove Sports Centre (public emergency refuge) if this is the case. A decision will be made by the manager on duty or the head teacher.

When there is a gathering of 60 or more people in the hall, a person will be designated as a Fire Door Marshal to help people evacuate quickly and guide people in the right direction.

An adult must be the last person to leave a classroom or nursery group room to ensure that all the children have evacuated.

Assembly Points for each class or nursery group room are outside their respective rooms due to Covid. These as stated in the Covid Additional Procedures and will be reviewed in April 2021.