

# Blackhall Nursery

## Fire Safety Policy and Procedures

Blackhall Nursery is committed to ensuring that the risks of fire are minimised at all times. Staff are trained in the identification of hazards and the procedures to be followed in the event of a fire. A fire safety review will be undertaken annually or sooner if there is a trigger event (e.g. significant building alterations). Fire safety procedures and equipment are reviewed / checked at regular intervals as detailed in this policy.

### Fire Safety Procedure

In the event of a fire the following procedure will be followed:

- As soon as a member of staff is alerted to a fire, they must blow the whistle (even if alarms are also sounding). Children will be escorted by members of staff to the nearest accessible fire exit. These are located in the cloakroom (entrance door) and in the main playroom (office area fire door).
- Staff will lead children to the evacuation assembly point in Ravelston Park, which is the open grass area in front of the Nursery.
- The Person-in-Charge (PIC) will collect a phone and the grab bag, if it is safe to do so, check that all rooms are empty, then will telephone 999 to report the incident as soon as they are safely at the evacuation point.
- The register will be collected by the PIC on the way out of the building and children and adults will be checked against it at the evacuation point. Any discrepancies will be investigated immediately by the PIC.
- The children will be allowed back into the Nursery after all checks have been completed and the relevant authorities have given the all clear that the Nursery is safe to enter. If it is not safe to re-enter the Nursery, the children will be escorted to Blackhall Primary and parents will be alerted by Textlocal that they should collect their children from there. (Log-in details are same as for email.) Whilst Covid restrictions remain in place, Blackhall Primary cannot be used, so the children will be taken to the hard court area of the park and kept warm using emergency blankets (kept in grab bag for that purpose).
- Fire drills will be carried out once per term for each class. Particular attention will be paid to escape routes and the training of adults. (see Practical Fire Safety Guidance for Existing Non-Residential Premises (2017)).  
<https://www.gov.scot/publications/practical-fire-safety-guidance-existing-non-residential-premises-2/>
- The fire escape routes are the entrance door and the office door. These should be kept clear at all times and a sign giving instructions on how to open the office door should always be visible. The doors must be checked weekly by the person-in-charge and at least every six months for defects.
- Two fire exit zone charts are displayed; one in the main playroom, on the wall next to the door into the snack area and one on the parent information board in the cloakroom.

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- One 9 litre water and one 2 kg carbon dioxide fire extinguisher are located on the wall beside the office area. One 3 litre foam extinguisher is located in the cloakroom outside the small office. Instructions for use are on the extinguishers.
- A “read-out” card highlighting the fire drill must be available to all “non-regular” groups/users of the Nursery. (There is a copy on the wall above the fire extinguishers and a copy in the policy box in the cloakroom.)
- There are four fire whistles, one located in the office area on a hook on the fire door, one beside the Nursery Noticeboard in the playroom, one on the kitchen exit door and one beside the main entrance door.
- The fire blanket is located in the snack area. Staff should familiarize themselves with the instructions and techniques for using both the fire blanket and the fire extinguishers. See Fire and Safety Centre short videos on types of extinguisher and how to use them and how to use a fire blanket:  
<https://youtu.be/GjSoxJF3RD4>  
<https://youtu.be/eLuHYtLm6SE>  
<https://youtu.be/DPsceUJPth8>
- The evacuation assembly point is the open grass area in front of the Nursery.
- Anyone whom may have difficulty evacuating the building independently should have a capable adult assigned to them to help them exit in the event of a fire. A wheelchair can be manoeuvred down the steps.
- Staff must ensure that no items other than pans are to be left on the cooker at any time.
- Staff must ensure, as far as reasonably possible, that flammable material (fuel source) is kept away from heat/ignition sources (anything that can get very hot or cause sparks).
- An emergency lighting test and a test log is to be carried out monthly.
- The fire drill procedure should be reviewed with staff annually.
- The Health and Safety Officer should ensure that the relevant contractors have carried out the annual inspections of the electrics, alarm and fire equipment (see Managing Fire Safety section of this document).

## The Background

Part 3 of the Fire Safety (Scotland) Act 2005 introduced a new fire safety regime for non-domestic premises. “The regime affects owners, employers, employees, managers and others occupying non-domestic premises; anyone with control, to any extent, of the premises will be required to take steps to prevent fire and mitigate the detrimental effects of a fire on the premises. This requirement will, however, be limited to what is necessary, reasonable or practical in the circumstances and reflect the level of control each occupier has in relation to the premises.” (Safer Scotland, Fire Safety Guidance Booklet.)

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Duties imposed by the legislation fall into seven general categories:

1. Carrying out a **fire safety risk assessment** of the premises;
2. Identifying the **fire safety measures** necessary as a result of the fire safety risk assessment outcome;
3. Implementing these fire safety measures using **risk reduction principles**;
4. Putting in place fire safety arrangements for the ongoing **control and review of the fire safety measures**;
5. Complying additionally with the specific requirements of the **fire safety regulations**;
6. Keeping the fire safety risk assessment and outcome under review; and
7. Record keeping.

**It will be the responsibility of the Health & Safety staff member to liaise with the Health and Safety co-ordinator on the Parent Management Committee/Board to ensure that the appropriate risk assessments and reviews are carried out on a regular basis, at least annually.**

The Fire Safety Risk Assessment Form which forms part of this policy will be used to implement the policy.

## Fire Safety Risk Assessment

The aims of a fire safety risk assessment are:

- To identify hazards (situations that can give rise to fire) and to reduce the risk of those hazards causing harm to as low as is reasonably practicable
- To determine what fire safety measures and management policies are necessary to ensure the safety of people in the building, should a fire occur.

## Fire Safety Risk Assessment

A Fire Safety Risk Assessment should consist of 5 steps:

**Step 1: Identify people at risk** (including the number and capability of those at risk)

**Step 2: Identify fire hazards** (potential ignition sources, i.e. the materials that might fuel a fire and the oxygen supplies which will help it burn). Note: For a fire to start, three things are needed: **a source of ignition** (e.g. naked flames), **fuel** (e.g. flammable liquid) and **oxygen**. If any one of these is missing, a fire cannot start.

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**Step 3: Evaluate the risk and decide if existing fire safety measures are adequate.** The premises should be critically examined to identify any potential accidents and any acts or omissions which might allow a fire to start. This should include opportunities for deliberate ignition.

Consider: the chances of a fire starting and the people likely to be at risk should a fire occur in the building, then consider the extent of the actual risk to those people.

In evaluating the risk to people, thought should be given to how and where the fire may spread and how this may affect escape routes.

The following principles must be considered when implementing fire safety measures:

- Avoiding risks
- Evaluating risks which cannot be avoided
- Combating risks at source
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing a coherent fire prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
- Giving collective fire safety protective measures priority over individual measures, and
- Giving appropriate instruction to employees.

Identified risks should be avoided by removing or reducing sources of ignition, fuel and oxygen. If the hazards cannot be removed, measures should be taken to reduce the risks. Fire safety measures should be put in place to reduce the likelihood of fire and spread of fire; to provide means of escape; to fight fire; detect fire and give warning; arrange for action in the event of fire; and for training.

## **Step 4: Record fire safety risk assessment information**

Fire safety law requires information to be recorded in cases where there are 5 or more employees (whether they are on site or not), or the premises are subject to licensing or registration, or an alterations notice has been issued requiring this.

The recorded information should include the following:

- The significant findings, if any, from the fire safety risk assessment;
- The resulting fire safety measures and action to be taken;
- Person who are especially at risk; and
- Fire safety arrangements for the effective planning, organisation, control, monitoring and review of the fire safety measures.

This information should be available for inspection by the enforcing authority.

## **Step 5: Review of fire safety risk assessment**

A review should be carried out regularly. It should occur if the findings of the fire safety risk assessment are considered to be no longer valid or there has been a significant change to

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the premises, or the organisation of the work undertaken has affected the fire risk or the fire safety measures.

If a fire or near miss occurs, this could indicate that the existing assessment may be inadequate and a re-assessment should be carried out. Identify the cause of any incident, then review and, if necessary, revise the outcome of the fire safety risk assessment in the light of this experience.

## Managing fire safety

The fire safety policy must protect all those using the premises, including visitors.

There must be an emergency fire action plan and actions to implement the plan, known to the staff and forming the basis of the training and instruction provided.

The premises, emergency routes and exits, fire-fighting equipment, fire alarm, emergency lighting and other fire safety measures should be kept in efficient working order and covered by a suitable system of maintenance, e.g. a daily check that means of escape are available and unobstructed; a termly test of the fire alarm system; a monthly test of emergency lighting systems and an annual service of fire extinguishers. Any defects should be put right as quickly as possible.

This policy links to: Curricular area(s): H & W  
Quality Indicators(s): 2.1, 3.1  
Care Standard(s): 5.17

Adopted on 8/3/2022

Signed..... Position.....

N.B. Copy kept in P-I-C handbook

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## Fire Safety Risk Assessment Form

### Step 1 – Identify people at risk

**Who:** All Staff, nursery children, parents, siblings, visitors i.e. anyone in the building or on site at the time of a fire. Whether there are any mobility issues to be taken into account

**How many:** estimated maximum: 70 people

**Why:**

- The building consists of 2 connected main rooms with toilets off the main room, and a small office off the cloakroom, so in the event of fire, everyone in the building or on site at the time is at risk.
- Children attending the Nursery are aged 3-5, so need help to evacuate in an orderly fashion
- Some people may need extra help to evacuate the building safely

### Step 2 – Identify Fire Hazards.

**Potential ignition sources:**

Electrical equipment, e.g. computers, monitors, laptops, printers, photocopier, laminator, cooker, toaster, kettle, dishwasher, electric storage heaters, water heater, electric wall heaters in snack and office areas, equipment in chalet (anything that can get very hot or cause sparks).

**Potential fuel sources:** e.g. wood, paper, cardboard, packaging, books, material, clothing, cleaning fluids, plastics, foam, rubber, upholstered furniture, dust, decorations.

**Potential sources of oxygen:** Surrounding atmosphere

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## Step 3 - Evaluate the risk and decide if existing fire safety measures are adequate.

### Evaluation of risks to persons in the premises from fire:

See Health and Safety Policy and Fire Drill

### Steps taken to reduce sources of ignition which may cause a fire:

- Electrical appliances such as computers, monitors, laptops, photocopier, laminator, cooker, dishwasher, water heater, which might be liable to overheat are switched off at night.

### Steps taken to reduce sources that may fuel a fire:

- Radiator covers are in place over the storage heaters
- Cardboard is removed on a regular basis
- Cleaning fluids are kept in a cupboard fitted with child-proof devices
- Where possible, paper is stored in cupboards

### Steps taken to reduce the supply of oxygen to a fire which may start:

- A fire blanket is in place in the kitchen area
- Fire extinguishers, suitable for different types of fire, and serviced annually, are installed on the premises

### Is there an emergency fire action plan?

- Yes, the Fire Drill forms part of the Health and Safety Policy which is reviewed regularly.
- The Fire Drill is carried out by staff regularly to familiarise themselves and the children at Nursery with the procedure.
- The Fire Drill has been modified to take account of problems discovered during fire drills

### Alarm system

- Electrically operated smoke detectors have been professionally installed in appropriate locations
- The smoke detectors are connected into the alarm system
- The NACOSS compliant alarm system has been installed by a suitably qualified company and is connected to a remote monitoring station. The maintenance contract specifies the system will be tested by an engineer at 6 monthly intervals (NACOSS requirement).
- The Nursery staff will blow a whistle should the fire alarm not sound and alert all others in the building that the Fire Drill is operational.

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## **Fire extinguishers**

- Fire extinguishers have been fitted in accordance with advice from a professional company and are inspected by that company annually.

## **Escape routes**

- Escape routes – there are 3 escape routes from the building, 2 of which are designated fire exits, but only 1 (the cloakroom door) is ramped for wheelchair use.
- It is anticipated that in the event of a fire, at least 1 escape route would always be accessible.
- Escape routes have easily operated opening mechanisms fitted.
- The Health & Safety policy specifies that fire exits should be kept clear at all times and that combustible materials are not stored within escape routes.
- Escape routes should always be covered by sufficient lighting. The escape route through the garden has a light with a back-up power supply.

## **Signage**

- Emergency exit signs are displayed throughout the building

## **Tests and Maintenance**

- It is the responsibility of all staff, but of the Health & Safety rep on the staff in particular, to ensure that the exits are kept clear (see Health & Safety policy).
- Fire drills are recorded in the Fire Log Folder
- Details of equipment tests are kept in the Business Manager's folder (in the small office) where the appropriate job sheet is filed. Equipment tests are carried out by appropriately qualified/registered companies.



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## Step 4 – Recording the fire safety risk assessment information

Significant findings:

Actions taken to remove or reduce risk:

Format for recording risk assessment:

## Step 5 – Review of fire safety risk assessment

Date reviewed: .....

Reviewer(s) .....

Is action required? Yes/No.....

If yes, give details.....

.....  
.....

Date action completed ..... Signed.....Date.....

Signed (for Board) ..... Date:.....

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Registered in Scotland No 270878 Scottish Charity No 029338

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## Ravelston Park Pavilion Evacuation Procedure

*Procedure to be read out at start of all meetings; actions are noted in italics*

I will point out the fire exits as I issue the following instructions. In the event of a fire:

1. The designated people responsible for directing evacuation are:  
*(Designate people at this point; usually the chair of the meeting and one other office-bearer).*
2. If you might be unable to exit the building unaided, a helper needs to be assigned to you to assist your evacuation. Please identify a volunteer and ask them to assist you if necessary.
3. The alarm will be raised verbally (toilets and all rooms will be alerted).
4. Evacuate the building using whichever fire exit is nearer, accessing the park and exiting the Nursery grounds as quickly as possible.
5. There are two fire exits, both lit, one to the front of the building, and one to the side. The front fire exit (*point to exit*) is opened by turning the knob anti-clockwise. The side fire exit in the cloakroom (*point to exit*) is opened by a push-bar; the park is then accessed through a gate; the key to the padlock on the gate is kept on a hook beside this side fire exit door.
6. Phone 999 for the Fire Brigade. The address is: Ravelston Park Pavilion, Craigcrook Road, Edinburgh EH4 3RU, Tel 332 8296

Only fight a fire with the extinguishers if it is no bigger than a bucket. You must not put yourself or others at risk by doing so.

There is a fire extinguisher for normal fires and a separate one for electrical fires (*point out location*).