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16. FIRE SAFETY – Garfield Road

At l'Ecole du Parc, we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated fire marshals are Geraldine Gonzalez and Louise de Chateauvieux.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshals ensure we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every term. These drills are planned to 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.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

One of the designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Designated fire marshal	Weekly	Tour of the premises
Fire extinguishers and blankets	Designated fire marshal	Monthly	Tour of the premises
Smoke/heat alarms	External service	Every 6 months	Tour of the premises
Fire alarms	Designated fire marshal	Weekly	Red boxes – weekly rota
Emergency lighting	Designated fire marshal	Monthly	Tour of the premises
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Designated fire marshal	Weekly	Tour of the premises

Registration

An accurate record of all staff and children present in the building must be kept at all times and children must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitors book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

Evacuation of each class

Your class should evacuate immediately if:

- You discover a fire
- You hear the Fire Alarm

For all classes

- All staff return to their classroom / playground if they were not with the children

Procedure

- Staff members discovering a fire should break the red box fire glass to trigger the Fire Alarm
- Priority is to lead the children to safety
- All children in classes should line up along the wall next to the fire exit door
- Fire extinguishers should only be used to aid escape from the building
- Teaching assistant does a headcount and leads the children along the agreed escape route – Please note that some classrooms have two exit doors and should exit according to the source of Fire.
- The lead teacher checks for children in the toilet area and walks behind the rest of the group, he/she should take the urgent medication and the red emergency backpack and close fire doors behind them.
- 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
- All classes congregate to the designated meeting point, on the Green at the top of Garfield Road, roll call and wait for Office staff (Louise de Chateaufvieux, Eva Toth or Géraldine Gonzalez) who will coordinate with Fire Brigade.

Calling Fire Brigade in the event of a fire:

Staff members in charge are Louise de Chateaufvieux, Eva Toth or Géraldine Gonzalez. In their absence, the phone will be left with a senior staff member. The staff in charge will

- call 999 if the fire alarm starts or a staff raises the alarm
- assist with evacuation, check that no one is left on the premises, close fire doors left opened, pick up the Evacuation Fire File, which includes names and contact details of children, medical needs and a plan of the building as well as the register books left at the office.
- join staff and children at meeting point and liaise with Fire Brigade - confirming if there are any unaccounted staff/ children

If a group of children is cut off by fire and cannot reach the fire exit to the playground or the street:

- Remain calm
- Close the door nearest to the fire and use wet towels/ sheets to block any gaps around the door to avoid smoke entering the room
- Go to the window and SHOUT for help
- If smoke enters the room, go down to ground level as smoke rises and wait for Fire Brigade.

Important reminder:

- The red emergency backpack for the first floor rooms will be situated in the school office.
- Every morning, total number of children in attendance will be noted in the blue notebooks which will be situated in the school office as well as on the white board.

This policy is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
15/09/2022	Louise de Chateaufvieux and Eva Toth	15/09/2023

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Evacuation procedure 2022 - Garfield Road

I confirm that I have read and understood the evacuation procedure of l'Ecole du parc and I will comply with all rules that are imposed in the interest of safety

Name

Date

Signature

Please return this slip to the school office