



## FIRE SAFETY POLICY

<b>Responsible for Policy</b>	
<b>Author</b>	<b>Head of Operations</b>
<b>Approval</b>	<b>Compliance Committee</b>
<b>Review Dates</b>	
<b>Policy Date</b>	<b>Spring Term 2026</b>
<b>Next Review Date</b>	<b>Spring Term 2027</b>
This policy applies to Hazelwood School and Hazelwood School Nursery (including EYFS)	

### Policy Statement

Hazelwood School and Hazelwood School Nursery are committed to providing a safe and healthy environment for its staff, pupils, parents, other visitors and contractors. Part of this commitment is protecting all these relevant persons from fire risks, which is a potential hazard in all non-domestic premises, including schools.

Fire is a serious risk that can have a devastating impact on schools. It is a threat to life, property, equipment and the environment. It can also cause significant disruption to staff, pupils and parents if the fire causes extensive damage to the school premises. Therefore, [enter school name] takes fire safety extremely seriously and recognises that it has responsibilities to protect all relevant persons from harm so far as is reasonably practicable.

The School and Nursery will endeavour to control associated fire safety risks and will comply with relevant legislation, such as:

- The Regulatory Reform (Fire Safety) Order (RRFSO) 2005.
- Other health and safety legislation, such as the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- The Early Years Foundation Stage (EYFS) Statutory Framework (safety and suitability of premises, environment and equipment) [delete if your pupils are older than five years old].
- UK Government Guidance – fire safety risk assessment: educational premises.

Staff and others working for the School also have duties under general health and safety legislation, specific fire safety legislation and this policy.

A copy of this policy and associated procedures will be issued to all staff during their induction and to other relevant persons where applicable. The policy will be regularly reviewed to ensure it remains current, and any revisions to it will be communicated.

### Policy aims and scope

This Fire Safety Policy provides a framework for the School's fire safety arrangements. It also underpins the school's approach to fire safety management.

The aim of the School is to ensure that fires are prevented, so far as is reasonably practicable, by ensuring that there are reasonable precautions in place in and around the school premises. If fires cannot be prevented, the aim is to minimise fire risks and preserve life by having robust fire safety protective measures and ensuring that all relevant persons know what actions to take in line with the emergency procedures. This is particularly important for those who have responsibilities for the safe evacuation of pupils and those who cannot evacuate the premises without assistance.

This policy applies to all Hazelwood School and Hazelwood School Nursery premises, activities,



## Hazelwood School

equipment and all relevant persons (staff, including temporary and agency workers, pupils, parents, visitors, contractors, and others who may be at risk in the event of a fire).

### Definitions

The responsible person – the employer is the responsible person if the workplace is, to any extent, under their control. For other types of premises, the responsible person is:

- The person who has control of the premises (as an occupier or otherwise) in connection with the carrying on by them of a trade, business or other undertaking (for profit or not); or
- The owner where the person in control of the premises does not have control in connection with the carrying on by them of a trade, business or other undertaking.

**Relevant persons** – any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises at risk from a fire (e.g. staff, pupils, parents, contractors, other visitors and anyone else who could be at risk). It does not include firefighters who are carrying out their duties in relation to a function of a fire and rescue authority.

**Competent persons** – any person who assists the responsible person in undertaking fire safety arrangements, e.g. fire preventive & protective measures. They are appointed by the responsible person, as per the requirements of Article 18 of the Regulatory Reform (Fire Safety) Order 2005. They should have sufficient training, experience and knowledge to carry out their role.

### Responsibilities

#### The responsible person

Hazelwood School has appointed a responsible person, as per the requirements of the Regulatory Reform (Fire Safety) Order 2005. The responsible person has overall responsibility for fire safety within the school. Their main duties under this legislation are to (this list is not exhaustive):

- Take general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other relevant persons.
- Make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed.
- Ensure the principles of prevention are applied when implementing any preventive or protective measures to eliminate, reduce or control fire risks.
- Ensure there are appropriate fire safety arrangements in place.

The responsible person for Hazelwood School and Hazelwood School Nursery is the Head.

The day-to-day responsibilities for managing fire safety in the school have been delegated to the Head of Operations.

#### Fire wardens

The School has appointed fire wardens to assist in the undertaking of fire preventive and protective measures. Fire wardens' duties include:

- Assisting with emergency evacuations and fire drills.
- Carrying out roll calls or sweeps.
- Tackling small fires with local firefighting equipment (if trained and does not put their safety at risk).

The list of fire wardens is displayed at both sites in the Staff Room.

#### Employees

All employees have general fire safety duties, under the Regulatory Reform (Fire Safety) Order



## Hazelwood School

2005, whilst they are at work. To comply with the law, every member of staff must:

- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions at work.
- Cooperate with their employer, so far as is necessary, to enable them to comply with the requirements of the Order.
- Inform their employer, or other employees with specific fire safety responsibilities, of:
  - Any work situation that poses a serious and immediate danger to safety; and
  - Any shortcomings in their employer's fire safety protection arrangements.

Employees also have general duties under the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Employees should report all fire-related dangers or shortcomings in fire safety arrangements to the Estates Manager on [estman@hazelwoodschool.com](mailto:estman@hazelwoodschool.com).

### **Fire risk assessment (FRA)**

A fire risk assessment (FRA) will be completed for the school premises, with the assistance of a competent person, as per the requirements of Article 9 of the Regulatory Reform (Fire Safety) Order 2005.

The School's appointed contractor is responsible for carrying out the FRA, who will:

- Identify the fire hazards.
- Identify who is at risk.
- Evaluate, remove, reduce and protect relevant persons from the risks.
- Record the findings, prepare an emergency plan and provide training.
- Review the fire risk assessment.

The aim of the FRA is to identify the preventive and protective measures required to eliminate, reduce or control fire safety risks.

Where dangerous substances are present in or around the school premises, the FRA will include the considerations detailed in Schedule 1 (Part 1) of the Regulatory Reform (Fire Safety) Order 2005.

If young people (under 18 years old) are employed by the School at any time, the FRA will be reviewed to include the considerations detailed in Schedule 1 (Part 2) of the Regulatory Reform (Fire Safety) Order 2005.

The significant findings of the FRA, and details of any groups of persons identified as being especially at risk, will be recorded and brought to the attention of employees and other affected persons.

The responsible person will ensure that the findings of the FRA are acted upon as appropriate.

The FRA will be reviewed biennially. Significant changes to the school premises, work processes, staff, pupils, equipment, substances, and the building layout will also trigger a review. If there is a fire incident in or around the school, the FRA will be reviewed immediately.

A hard copy of the FRA will be kept in a safe place in the Estates Manager's Office.

### **Fire safety precautions**

#### **Equipment maintenance, inspection and testing**

All fire protective measures in and around the school, including fire safety and electrical equipment, shall be selected, installed, modified, maintained, inspected and tested by



## Hazelwood School

competent persons in accordance with:

- Relevant standards, e.g. British Standards;
- The fire risk assessment; and
- The manufacturer's instructions.

### **Fixed and portable electrical equipment**

All electrical equipment will be on a planned preventive maintenance programme, and the frequency will be determined by risk assessment.

All portable electrical equipment in the school will be subject to a PAT test. It will be inspected and tested annually by an external competent contractor.

The fixed electrical installation and associated systems will be maintained and tested by an external competent contractor five-yearly. The company contracted to maintain and test the fixed electrical installation is Intersafe Limited [enter the company name], and their contact details are Unit 5 Old Farm Court, Nursling St, Southampton SO16 0AJ.

All inspections and tests will be recorded in the electrical folder located in the Estates Office, and on IAMCompliant, our online compliance software.

### **Firefighting equipment**

Firefighting equipment is used to extinguish fires. The types of firefighting equipment in the school include fire extinguishers located throughout both sites and fire blankets located in high-risk areas.

Firefighting equipment will be inspected internally monthly by the Facilities Manager. Inspections will include the following checks:

- It is in good condition and not damaged.
- It is in the correct location and position.
- It has not been discharged, and the safety pin and plastic tags are in place (fire extinguishers).
- It has been serviced.

The signage is in place and correct.

Firefighting equipment will be maintained and serviced by an external competent contractor annually. The company contracted to maintain and service firefighting equipment is Churches Fire and Security, and their contact details are Fire House, Mayflower Close, Chandler's Ford, Eastleigh SO53 4 AR.

All inspections and tests will be recorded in the Fire folder and on the company's online portal.

Only those who have been trained to use firefighting equipment will be permitted to tackle small manageable fires (i.e. the size of a small wastepaper bin). They should never endanger themselves and others to extinguish a fire. The priority should always be to evacuate the building quickly and safely.

### **Fire detection systems**

Fire detection systems detect fire and warn occupants of the danger. The types of fire detection systems around the school are fire alarms, smoke detectors, call points.

Fire detection systems will be inspected weekly the School's Fire Marshall. Inspections will include the following checks:

- It is clear, visible and unobstructed.
- It is not damaged.
- The signage is in place and correct.



## Hazelwood School

- It has been serviced.

Fire detection systems will be maintained and serviced by an external competent contractor quarterly. The company contracted to maintain and service the fire detection system is Churches Fire and Security Fire House, Mayflower Close, Chandler's Ford, Eastleigh SO53 4 AR.

All inspections and tests will be recorded in the Fire folder and on the company's online portal.

### **Fire doors**

Fire doors prevent the spread of fire and smoke. The types of fire doors around the school are manual and automatic.

Fire doors will be inspected internally monthly by the Fire Marshall. Inspections will include the following checks:

- They are clear, visible and unobstructed.
- They have appropriate signage/labelling.
- They close properly.
- They are kept always closed (unless they are doors that automatically close when the alarm is sounded).
- There is no damage or defects that could encourage the spread of fire, smoke and toxic fumes.

Fire doors are inspected as part of our biennial Fire Risk Assessment.

All inspections and tests will be recorded in the Fire folder and on the company's online portal.

### **Emergency lighting**

Emergency lighting guides relevant persons to their nearest exit. The emergency lighting is located around both sites internally and internally.

Emergency lighting will be tested internally monthly by carrying out a 10-minute flick test.

Emergency lighting will be inspected internally monthly by the Facilities Manager.

Inspections will include the following checks:

- It is clear, visible and unobstructed.
- It has appropriate signage/labelling.
- It is not damaged.
- The indicator lights are on.

Emergency lighting will be serviced by an external competent contractor annually with quarterly rolling programme of testing. The company contracted to maintain and service the emergency lighting is Churches Fire and Security Fire House, Mayflower Close, Chandler's Ford, Eastleigh SO53 4 AR

All inspections and tests will be recorded in the Fire folder and on the company's online portal.

### **Fire safety signage**

Fire safety signage provides instructions to relevant persons on preventing fires or the actions to take if there is a fire. The fire safety signage around the school includes fire action notices, fire exit signs, escape route signs and fire equipment signs, and locations.

Fire signage will be inspected monthly by Facilities Manager. Inspections will include the following checks:

- It is clear, visible and unobstructed.
- There is no damage or defects.



## Hazelwood School

- It is in the correct location and position.
- It has appropriate symbols and not just writing to account for those with limited English skills.

All inspections will be recorded in the [Fire folder].

### **Means of escape**

If there is a fire in the school, relevant persons need to use their nearest route and exit to escape the building. Young children and pupils with disabilities or impairments will also need help to evacuate.

All escape routes, such as corridors, landings and stairways, and fire exits will be checked [monthly] by [Steve Smith] to ensure that they are kept clear of any obstructions and combustibles. Checks will also be completed externally to ensure that there is nothing blocking fire exit doors from the other side.

All inspections will be recorded in the [fire folder].

### **Smoking policy**

The Hazelwood School and Hazelwood School Nursery operate a strict no smoking policy.

[Enter further details about your smoking policy or refer to your separate policy where applicable].

[Add additional relevant fire safety precautions here, e.g. dangerous substances, housekeeping, and isolation of processes and power supplies].

### **Emergency procedures**

Fire emergency evacuation procedures and escape plans will be established and will be based on the findings of the fire risk assessment. Emergency procedures will be reviewed [enter the frequency] and if there are any significant changes.

Emergency evacuation procedures will be regularly tested by carrying out fire drills and practice exercises.

### **Personal emergency evacuation plans (PEEPs)**

All staff and pupils who would need assistance in an emergency will have a PEEP, which will include:

Their safest escape route, nearest emergency exits and closest refuges.

- Who would assist the relevant person in evacuating.
- The step-by-step method of how they would be evacuated.
- Any additional aids, equipment or support required to alert the relevant person of a fire and assist them in evacuating.

A PEEP will also be completed if there are any parents, other visitors, or contractors who would need assistance in an emergency.

Reasonable adjustments under the Equality Act 2010 will be considered where a disabled person requires a PEEP.

### **Fire drills**

Fire drills will be carried out by [enter who is responsible] at least [termly]. The frequency of fire drills will be based on the findings of the fire risk assessment.

The outcome of the fire drill exercise will be recorded in the [fire folder]. If there are any issues, the responsible person will ensure that appropriate action is taken.

### **Assembly points**

Clearly marked assembly points will be established, which will be detailed on the escape plan, along with the locations of fire protective equipment.



## Hazelwood School

Fire action notices, evacuation procedures and escape plans will be displayed so that staff, pupils and visitors can familiarise themselves with the school emergency procedures.

### **Staff training**

Article 21 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to provide their staff with adequate fire safety training.

Estates Manager is responsible for organising and coordinating training.

All staff will undertake fire safety training as soon as is practicable after the commencement of employment, which will include:

- The fire safety policy and any relevant procedures.
- The significant findings of the fire risk assessment.
- Who the fire wardens are and others with fire safety responsibilities.
- The actions to take on discovering a fire or hearing the alarm.
- The locations of the emergency routes, fire exits and assembly points.
- Where the fire alarm activation points are and how to activate them.
- The locations of fire safety equipment.

### **Emergency evacuation procedures.**

Refresher training will be carried out on an annual basis. If there are any significant changes to fire safety risks, procedures or systems, refresher training will be provided before the specified frequency.

Staff who will assist in an evacuation where a person has a PEEP will undergo further training, including practical exercises.

Fire wardens will undertake additional training relating to their responsibilities and duties.

All fire safety training (including fire drills and practice exercises) will take place during normal working hours, and a written record of attendance will be kept in the Fire folder.

### **Information for visitors and contractors**

Visitors, including parents, and contractors will be notified of any fire risks and precautions on their arrival, including what to do if there is a fire [enter how instruction will be given, e.g. an induction]. They will be expected to follow all relevant fire safety procedures.

Contractors carrying out any work in or around the school must include fire safety in their risk assessment and method statement before being permitted to proceed. If any 'hot work' is carried out, additional precautions will be required.

All visitors and contractors will sign in and out in the School Office, so staff know who is on the premises.

### **Procedures**

The School has fire safety procedures in place and shown on Appendix 1 and 2 below.

The procedures should be read in conjunction with this policy.

### **Records**

Records will be kept of:

- Fire risk assessments.
- Fire detection equipment, internal inspections and tests.
- Fire detection equipment, external services and repairs.
- Firefighting equipment internal inspections and tests.



## Hazelwood School

- Firefighting equipment, external services and repairs.
- Fire door internal inspections and tests.
- Fire door external services and repairs.
- Any visits from the fire inspector.
- Fire evacuation procedures.
- Fire drills and practice evacuations.
- Fire safety training and instructions given.

Records will be kept in the Estates Manager's Office in the Fire Folder

### **Monitoring and review**

Fire safety performance will be monitored by the Property Committee and the Fire Safety Policy be reviewed annually. A review will also be required if there are any:

- Significant changes within the school premises.
- Fire-related incidents or near misses.
- Changes to fire safety legislation, standards or guidelines.

Any changes to the policy will be communicated to staff and other relevant persons (where appropriate).



## Appendix 1: Hazelwood School (Wolfs Hill) Fire Procedures and Fire Notice example

Emergency and Fire Safety Procedures (Hazelwood School - Reception to Year 8)

	Number of staff Numbers of pupils	70 – 90 (subject to timetable) 445
	Occupancy type	School including staff accommodation. Healthy after school and weekends lettings programme
	Occupancy limits	460 pupils
	Evacuation procedures/Roll Calls	Leave by nearest Exit (quickest and safest route)  Carried out by: Classroom teachers at Assembly Point(s)  Central Register: School Office and Heads PA. Copy of register and parental contact details taken to Middle Court assembly points  If pupils are swimming at the time of the alarm they remain in the swimming pool enclosure, and a member of staff notifies the Head that all present
	How the Fire Brigade (and any other emergency services) are to be called and who is responsible	Alarm automatically alerts Fire Brigade.  If alarm is a test, Fire Manager disables the call through to Fire Service.
	Fire warning system	Integrated System – alarm activated in any one building sets off alarm in all other School buildings  Main fire alarm panel is in the School Office.
	Key escape routes	Throughout the School. Pupils and staff made aware of them through termly evacuation practices, and signage on wall inside the rooms by the doors
	Assembly points	Middle Tennis Courts – For all pupils, staff and visitors Swimming Pool  – if lesson underway



## Hazelwood School

	<p>Duties and identities of employees with specific responsibilities</p>	<p>Facilities Manager – Fire Manager Estates            Manager - Deputy Fire Manager Wardens (as listed below)</p> <p><u>Hazelwood</u></p> <p>Main Car Park - Facilities Manager            Main Building - Heads PA            Theatre Chapel - Estates Manager            Pool - Teacher in charge            Willow Building - IT Technician/Data Manager            Sports Hall - Maintenance Manager            Dining Hall - Chef Manager            Ruth Bourne - Nominated Teacher            Baily Building - Teaching Assistants on each level</p> <p>All Fire Wardens have been given a fire warden pack with whistle, reflective vest and torch, and completed online training</p>
	<p>Arrangements for safe evacuation of persons identified as being especially at risk from fire</p> <p>Disabled</p>	<p>To be implemented as required</p> <p>If applicable any disabled visitors will be assisted out by staff. If any staff are temporarily physically impaired, a staff member will be appointed to assist in the event of an evacuation.</p> <p>Disabled staff or pupils (or those with mobility issues due to injury) will have a Personal Evacuation Plan drafted. There are disabled refuge points in the Baily Building.</p>
	<p>Firefighting equipment provided</p>	<p>Fire extinguishers located at points around the School Water/Carbon Dioxide/Foam/Powder subject to environment e.g. science labs. Fire blanket(s) is/are available in the Food Tech Kitchen, Science, DF and within onsite residences. Access to fire points to be kept clear at all times</p>
	<p>Security</p>	<p>Premises secured at night. Fire screens pulled down across kitchen hatches. Security check is conducted by Facilities Manager (Fire Manager) each evening (including weekends) to ensure site is safe and secure.</p>



## Hazelwood School

	Procedures for liaison with Fire Brigade on arrival	Facilities Manager or Estates Manager will be the first point of contact with Fire Brigade. Facilities Manager (Fire Manager) will be located to act as ongoing liaison with the Fire Service.
	Training needed by employees and arrangements for giving such training	Annual fire awareness training of all staff (INSET training) Biennial online Fire Safety training and online Fire Warden training as appropriate
	Fire Brigade information Plans  Special risks  Salvage	Layout plans of School have been made available  Science labs x2 (Willow), Art and DT room (Dining Building), grounds store (petrol), the BOX (Willow), swimming pool plant room, the food tech kitchen (Hazelwood Room) and plant room compound (Baily Building).  N/A
	Fire safety Signs	Throughout the Hazelwood School site.
	Emergency Lighting	Emergency lighting is provided.
	Control of Contractors	All contractors will only carry out work approved and supervised by management. Any contractor operating with apparatus producing heat spark or flame will be issued with a hot work permit. On-site contractors governed by special separate Policy. All subscribe to its measures prior to arrival on site.
	Combustible materials/storage	The storage of combustible materials is kept to a minimum. Combustible materials kept clear of electrical fittings.  Confidential materials are stored in fireproof metal cabinets where appropriate



## Hazelwood School

	Flammable liquids	Minimal flammable liquids to be brought into premises. All flammable liquids are to be stored in flammable liquid storage cabinets.
	Smoking	No smoking (including e-cigarettes) within the premises.
	Electrical appliances/fittings	All portable appliances undergo required PAT test. Any faulty electrical equipment is to be switched off and removed. Mains electrical installations are tested 5 yearly. Recommended remedial action is carried out.
	Periodical checks and inspections by staff:	Means of escape – daily/routine (Fire Manager/Fire Wardens) Fire extinguishers – monthly Fire Alarms – Weekly Emergency Lighting – monthly All tests and inspections to be recorded.



Hazelwood School



Hazelwood School

## **FIRE INSTRUCTIONS**

### **Theatre**

1. If you discover a fire, immediately tell a member of staff.
2. If you cannot find a member of staff immediately, activate the nearest “break glass alarm” box.

Which is Either side of the stage  
Next to the main entrance

And start the alarm by pressing hard on the glass until it breaks.

1. On hearing the fire alarm, leave the building using one of the following routes:
  - a. Through the fire exit doors either side of the stage
  - b. Along the hallway exiting via the main entrance.

Then move to the Fire Assembly Point (middle tennis courts) WALKING and IN SILENCE by using either the track in front of the swimming pool or the steps near the chapel. Once you have arrived at the Assembly Point, wait to be told what to do by a member of staff.

2. Do not stop to pick up personal belongings.
3. Do not go back to any buildings, unless you are advised by a member of staff that it is safe to do so.

Lindie Louw HEAD



## Hazelwood School

### Appendix 2: Hazelwood School Nursery Fire Procedures and Fire Notice and Emergency Evacuation Policy

Number of staff Numbers of pupils	35-45 (subject to timetable) 160 per day (maximum pupil occupancy OFSTED)
Occupancy type	Nursery Limited evening and weekend lettings programme
Occupancy limits	160 per day (see above)
Evacuation procedures Roll Calls	Leave by nearest exit (quickest and safest route) to appointed Fire Assembly Point (see below) Conducted by Room Leaders Registers provided by Receptionists or Room Leaders Member of Management Team to go to each Assembly Point.
How the Fire Brigade (and any other emergency services) are to be called and who is responsible	Alarm automatically alerts Fire Brigade. If alarm is a test, Fire Manager disables the call through to Fire Service.
Fire warning system	Integrated System – alarm activated in any one building sets off alarm in all other HN buildings Main fire alarm panel is located in the HN Office.
Key escape routes	Throughout the Nursery.  Pupils and staff made aware of them through termly evacuation practices, and signage inside rooms by doorway. Small children to be assisted by Room staff. Care to be taken on staircases.  Evacuation Bag located at exit to each room. Bag to be taken to Assembly Point. It includes thermal silver survival blankets to be issued to children in inclement weather conditions.
Assembly points	All staff and visitors to follow normal fire evacuation procedures to the two agreed muster points. <ul style="list-style-type: none"> <li>· Elm, Hazel, Willow, Blossom, Maple, Admin and Catering evacuate and gather in the area next to the bins in the top car park.</li> <li>· Birch, Pine and Acorns walk to the far end of the tennis courts to line up by the far gate.</li> </ul> Children to be transported in Evacuation Cots as required  (If fire is extensive and calls for total site evacuation, Elm, Hazel, Willow, Blossom, Maple, Admin and Catering to use Church Car Park whilst Birch, Pine and Acorns retreat to Oxted School car park via the gate – Code is 1929)



## Hazelwood School

	<p>Duties and identities of employees with specific responsibilities</p>	<p>Admin Office: Front Office Team Hazel, Willow and Blossom: Room Leaders Elm: Teachers in Charge Birch: Teachers in Charge Pine and Acorn: Teachers in Charge</p> <p>All Fire Wardens have been given a fire warden pack with whistle, reflective vest and torch. Evacuation Bags are located at the door of each room.</p>
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## Hazelwood School

Arrangements for safe evacuation of persons identified as being especially at risk from fire  Sleeping Disabled	<p>To be implemented as required. Personal Evacuation Plans will be in place for those who qualify (see below).</p> <p>Evacuated from rooms by Nursery Key Workers in portable sleep cots.</p> <p>If applicable any disabled visitors will be assisted out by staff. If any staff are temporarily physically impaired, a staff member will be appointed to assist in the event of an evacuation.</p> <p>Disabled staff or pupils (or those with mobility problems due to injury) will have a Personal Evacuation Plan drafted.</p>
Fire fighting equipment provided	<p>Fire extinguishers located at points around the Nursery.</p> <p>Water/Carbon Dioxide/Foam/Wet Chemicals/Powder subject to environment. Fire blanket(s) is/are available in the Kitchen. Access to fire points to be kept clear at all times.</p>
Security	<p>Premises secured at night. Fire screen pulled down across kitchen hatch. Security check is conducted by member of management team with responsibility for securing the site each evening.</p> <p>Weekend Lettings Caretaker reviews site security over the weekend subject to Lettings Programme schedule.</p>
Procedures for liaison with Fire Brigade on arrival	<p>Member of the Management Team, positioned in the top car park at the Assembly Point will be the first point of contact for the attending Fire Brigade.</p>
Training needed by employees and arrangements for giving such training	<p>Annual fire awareness training of all staff (INSET training)</p> <p>Biennial online Fire Safety training</p> <p>Online Fire Warden training</p>
Fire Brigade information Plans Special risks  Salvage	<p>Layout plans of Nursery have been made available Kitchen and Estates Work Room only.</p> <p>N/A</p>
Fire safety Signs	<p>Throughout the Nursery site.</p>
Emergency Lighting	<p>Emergency lighting is provided.</p>



## Hazelwood School

	Control of Contractors	All contractors will only carry out work approved and supervised by management. Any contractor operating with apparatus producing heat spark or flame will be issued with a hot work permit. On-site contractors governed by special separate Policy. All subscribe to its measures prior to arrival on site.
	Combustible materials/storage	The storage of combustible materials is kept to a minimum. Combustible materials kept clear of electrical fittings. Confidential materials are stored in fireproof metal cabinets where appropriate.
	Flammable liquids	Minimal flammable liquids to be brought into premises. All flammable liquids are to be stored in flammable liquid storage cabinets.
	Smoking	No smoking (including e-cigarettes) within the premises.
	Electrical appliances/fittings	All portable appliances undergo the required PAT test. Any faulty electrical equipment is to be switched off and removed. Mains electrical installations are tested 5 yearly. Recommended remedial action is carried out.
	Periodical checks and inspections by staff:	Means of escape – daily/routine (Fire Manager/Fire Wardens) Fire extinguishers – monthly Fire Alarms – Weekly Emergency Lighting – monthly All tests and inspections to be recorded.



Hazelwood School



Hazelwood School  
Nursery

## FIRE INSTRUCTIONS

### Blossom

If you discover a fire, immediately tell a member of staff.

If you cannot find a member of staff immediately, activate the nearest “break glass alarm” box.

Which is:           Left of main entrance doors left of main corridor fire exit

And start the alarm by pressing hard on the glass until it breaks.

On hearing the fire alarm, leave the building using one of the following routes: Out via side door  
and turn left exiting via door at end of the corridor

Out via office main entrance

Then move to the fire assembly point (top car park). Once you have arrived at the assembly point, wait to be told what to do by a member of staff.

Do not stop to pick up personal belongings.

Do not go back to any buildings, unless you are advised by a member of staff that it is safe to do so.

Lindie Louw HEAD



Hazelwood School



Hazelwood School  
Nursery

## EARLY YEARS FOUNDATION STAGE EMERGENCY EVACUATION POLICY

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In the event of a serious emergency which requires all adults and children to evacuate the premises and seek shelter elsewhere, the following procedures will apply:

- The fire alarm will sound.
- All staff and visitors to follow normal fire evacuation procedures to the two agreed muster points.
  - Elm, Hazel, Willow, Blossom, Maple, Admin and Catering- Evacuate and gather in the area next to the bins in the top car park.
  - Birch, Pine and Acorns - Walk to the far end of the tennis courts to line up by the far gate.
- Each room is issued with a green Emergency Evacuation bag which the Fire Warden must bring with them, if safe to do so, in event of an emergency.
- During lunch in the dining room Pine and Acorns exit via the main doors and assemble by the bins in the top car park. This will be communicated to the Main Assembly Point.
- Room registers, the visitors and staff sign-in books will be checked and reported to either the Deputy Head Wellbeing & EYFS or the Nursery Manager.
- If weather is inclement, each child to be issued with a silver survival blanket from the green Emergency Evacuation bag.
- Each group will be joined by a senior member of staff Deputy Head Wellbeing & EYFS, Nursery Manager, or Deputy Nursery Manager.
- Children and staff only re-enter buildings on instruction of the Deputy Head Wellbeing & EYFS, the Nursery Manager, or Deputy Nursery Manager.

If it is not possible to return safely to the buildings, the following action will be taken:

**Birch, Pine, Acorns**

Rear gate in tennis courts to be opened (padlock code 1929) and all adults and children walk through the Barn Theatre car park, left onto Bluehouse Lane and left immediately again into Oxted School, where shelter will be provided until it is safe to return or children are collected by parents.

**Elm, Hazel, Willow, Blossom, Maple, Admin and Catering**

Cross the car park and drive down, turning right into All Saints Church car park and into the church itself, where shelter will be provided until it is safe to return or children are collected by parents.