



Dolphin School incorporating Noah's Ark Nursery Schools Fire Safety Policy

Policy Statement

Dolphin School incorporating Noah's Ark Nursery Schools will ensure, as far as is reasonably practicable, that the risk from fire will be managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 and other appropriate regulations.

Objectives

The objectives of this policy are:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities.
- To review fire risk assessments on a regular basis to ensure that any significant changes are effectively addressed.
- To identify and implement reasonable practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

Where appropriate we will ensure that our Landlords comply with the above objectives.

Policy

In addition to carrying out a fire risk assessment and making an emergency plan Dolphin School including Noah's Ark Nursery Schools will:-

- Make appropriate fire safety arrangements identified by the fire risk assessment.
- Nominate competent people to undertake specific roles identified in the emergency plan who have sufficient training, experience and knowledge. This will include assisting in taking preventive and protective measures (including fire fighting and evacuation).
- Consult appropriate staff about proposals for improving the fire precautions.
- Inform other responsible persons in the building about any significant risks which might affect the safety of their employees and co-operate with them about measures to reduce the risk.

- Establish a suitable and readily available means of calling the emergency service.
- Inform employees of their requirement to co-operate with Dolphin School incorporating Noah's Ark Nursery Schools to ensure the premises are safe from fire.
- Eliminate or reduce the risk from dangerous substances.
- Provide information to employees on the risks identified by the fire risk assessment and the preventive and control measures put in place.
- Inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.

Provide staff training (repeated as appropriate).

The Emergency Plan

Our emergency plan is on display in each setting and is practiced regularly with employees. It includes the following details:-

- Action on discovering a fire.
- Warning if there is a fire.
- Calling the fire brigade.
- Evacuation of the premises including those particularly at risk.
- Places of assembly and roll call.
- Liaison with the emergency services.
- Identification of key escape routes.
- Specific responsibilities in the event of fire.

The emergency plan is tested by practising with employees.

Records

In order to be able to show that duties are properly discharged, the school's "Responsible Person" (The Chief Operating Officer or Head of Noah's Ark Nursery Schools) will keep records of the following:

- The fire assessment and its review.
- The fire risk (prevention) policy.
- Fire procedures and arrangements.
- Training records.
- Fire practice drills are kept on site at each setting.
- Certificates for the installation and maintenance of fire-fighting systems and equipment, kept by landlords with copies for Noah's Ark

Inspection

Dolphin School was inspected by Wandsworth Borough Council in 2015 for its fire regulations and this will happen every three years. Dolphin School understands that the Fire and Rescue Service reserve the right to inspect Dolphin School and carry out a full safety audit. Dolphin School would welcome such a visit at any time.

For Noah's Ark Settings, each landlord undertakes fire risk assessments and responds to any action necessary to ensure compliance with regulations.

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed:

A handwritten signature in black ink, appearing to read 'J. Sharman', with a horizontal line underneath.

**Mr. Jeremy Sharman
Chairman of the Board of Governors**

Reviewed January 2011

Reviewed January 2013

Reviewed June 2014

Reviewed May 2015