

Thomas Coram Centre and Nursery School

Fire Risk Assessment Policy
Regulatory Reform (Fire Safety) Order 2005

Thomas Coram Centre and
Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Autumn 2024	Next review: Autumn 2026
Reviewed every 2 years	

Responsible (fire warden) Person	Perina Holness (HeadTeacher)
Deputy Person	Manoj Patel (School Business Manager) Jan Stillaway/ Kate Nicolson (Deputy Heads) (in the absence of the above)

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	3- although the school only occupies the ground floor
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick
Primary usage:	Maintained Nursery School
Occupancy Profile	Max 150 children (2-4years) 50 staff <i>Personal Emergency Evacuation Plans in use when necessary</i> <i>Sleeping toddlers (12.45-1.45 pm) -up to 25 children</i> <i>Visitors- all sign in and are accompanied by staff</i>

Fire Hazards and Primary Control Measures

Electrical Sources Of Ignition

Fixed installation periodically inspected and tested every 5 years.
Portable appliance testing carried out annually.

Smoking

Smoking is prohibited throughout the building and Coram Campus.

Arson/ deliberate ignition

Security against arson by outsiders or other persons is in place. The Coram Campus has CCTV cameras and is responsible for site security 24 hours a day.

Portable Heaters

These should not be routinely used and left unattended. If required in an emergency, suitable measures are in place to minimise the hazard of ignition of combustible materials.

Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises. Suitable measures are taken to minimise the hazard of ignition of combustible materials due to these heaters and are subject to regular maintenance by Coram.

Cooking

Measures taken to prevent fires as a result of cooking. These include:

- Filters cleaned or changed and ductwork cleaned regularly.
- Suitable extinguishing appliances are available.
- Suitable (gas) shut down procedures are in place.

Lightning

The building has a lightning protection system. The lightning protection system is subject to a suitable maintenance for which sole responsibility lies with Coram.

Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises. They are stored in suitable areas and containers away from potential sources of ignition, including issues of chemical reactivity and compatibility. Required products are COHSS assessed.

Arrangements for Evacuation

Single Stage Evacuation is in operation. It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety. It is considered that the premises are provided with reasonable means of escape in case of fire. Escape routes are confirmed as being of adequate design and distance to safety is within reasonable limits. Exits are easily and immediately open-able where necessary without the use of a key and escape routes are routinely checked to ensure they are not obstructed. Escape routes kept clear of any combustibles (Storage /furniture).

Please appendix 1

Emergency Escape Lighting

These are tested regularly by Camden FM.

It is considered that there is a good standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266.

Fire Safety Signs And Notices

There is a good standard of fire safety signs and notices. This includes fire exit, fire resisting door and hazard signage. The signage complies to Health & Safety (Signs and signals) Regulations BS1996.

Means of Giving Warning In Case Of Fire

A manually operated fire warning system is in place including break glass call points. Automatic fire detection is available throughout the building.

Manual Fire Extinguishing Appliances

There is adequate provision of portable fire extinguishers. All fire extinguishing appliances are readily accessible and unobstructed (i.e. mounted on walls) and with suitable wall signage.

Management of Fire Safety

Procedures and Arrangements:

- Suitable records of the fire safety arrangements are in place.
- Appropriate fire procedures are in place.
- A plan of the building is available indicating basic layout and any areas of significant risk
- There are suitable arrangements for summoning the Fire and Rescue Service.
- Suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters are in place and are managed by Coram.
- The fire evacuation procedures ensure that the premises have been fully evacuated.
- The fire assembly point is suitable. The designated area is on Coram football pitch. It is safe and enclosed.
- Adequate procedures for evacuation of any disabled people who are likely to be present are in place and clearly indicated on the child's health care plan.
- Fire wardens are nominated and trained to assist with evacuation, including evacuation of disabled people.
- Routine in-house inspections of fire precautions are in place (e.g. in the course of health and safety inspections).

Training And Drills

Fire safety training is provided by Camden and managed by SLT.

All staff are given adequate fire safety instruction and training on induction. This is updated regularly at the first INSET of the academic year and includes:

- The general fire precautions in the building
- Action in the event of a fire
- Action on hearing the fire alarm signal
- Means for summoning the fire and rescue service
- Method of operation of manual call points

- Drills are carried out at least twice a year and this statutory responsibility lies with Coram.

Testing and Maintenance

Testing and Maintenance is managed by a shared responsibility between Coram and Camden FM, and includes

- Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks)
- Monthly and annual testing routines for emergency escape lighting
- Annual maintenance of fire extinguishing appliances
- Six monthly inspection and annual testing of rising mains
- Routine checks of final exit doors and/or security fastenings
- Annual inspection and testing of lightning protection system

Recording

Appropriate records held for:

- Fire drills
- Fire training
- Fire alarm testing
- Emergency escape lightning tests
- Weekly fire extinguisher inspections
- Monthly Fire doors (internal)
- Weekly external fire escape door

Records are available for inspection and are stored with Coram/Camden FM or in the schools main office.

Appendix 1

FIRE PRECAUTIONS / FIRE DRILL PROCEDURES

Updated September 2024

1. Fire alarms are tested regularly by Coram (usually on a Wednesday morning) and all alarms and fire-fighting equipment is regularly tested and serviced.
2. The external fire exit gate is regularly checked and opened to ensure full working order. The route is always kept clear and any trip hazards along the route should be reported.
3. Practice fire drills should be carried out at least twice a year. The senior leadership team report findings termly to the governing body. Attention should be given to the variety of routines throughout the day so that practice drills are sometimes planned during lunch-time, sleep time, during holidays etc. Drills and required actions should be clearly noted.
4. In order to ensure a thorough evacuation, all staff and visitors including parents (who are staying for a meeting, settling or an activity) must sign- in and out of the visitor's books. All children must be marked promptly in the attendance register and early leavers, late arrivals must be marked in accordingly.
5. All staff must familiarise themselves with the up-to-date fire evacuation procedure. Public access doors have notices on them giving details of where to go in case of a fire. Main fire routes are clearly marked with the 'running man' symbol.
6. Agency staff have the fire drill and their role explained to them.
7. On discovery of a fire the nearest alarm should be sounded by breaking the glass. Do not tackle the fire.
8. On hearing the alarm, staff must immediately follow the evacuation procedure.
9. All visitors should congregate with the office/ non-class based staff at the final assembly point. Parents can stand with their children but must make themselves known to the office staff first.
10. When a fire drill practice has taken place the nursery school's information should be recorded and supplied by Coram.

11. The fire marshal are: Perina Holness and Manoj Patel. When the fire alarm sounds the fire Marshals will wear fire jackets and the office team are strongly advised to carry personal mobile phones if immediately available and at no risk to themselves. In the absence of the head teacher another member of the SLT will assume this role.

EVACUATION PROCEDURE

BOTH WINGS

On hearing the fire alarm, evacuate **immediately**. Inform colleagues who have not responded to the bell. Leave by the garden doors.

Collect all children and registers (children will be organised into key groups once the assembly point has been reached). Children and staff should **walk** calmly through the garden towards the perimeter fence gate leading to the footpath behind the school (Alongside Coram Fields football pitches).

Staff on PPA should help evacuate the children and then stand with their usual key group. SEN support staff must escort their assigned child and stand with their key group.

Do not stop to put on shoes, socks, other clothing or take your personal belongings with you. This would place you and the children at further risk. **Do not re-enter the building for any reason.**

The last person to leave the room must check bathrooms, base rooms and conservatory and close the door behind them. Medical red-bags need to be collected by the staff in the room when they check the bathroom is clear.

Evacuate through the fire exit gate on the outer perimeter fence leading to the pathway behind the school and then into Coram Fields football pitch.

The gate will be closed by a member of the SLT team as the last person leaving the building. A member of SLT/MLT/Office team will direct everyone to the assembly point on the football pitches.

NON-WING AREAS

These areas include the main office, Studio, Sensory Room, Staffroom, Parents Room, Laundry Room, Adult Toilets and Orange Room.

Staff and children in these areas must exit via the garden door, opposite the main entrance and go to the perimeter gate leading to the footpath behind the centre.

Head and Deputy: If the head teacher and deputy head teachers are in their offices, the deputy will go to support Toddler Wing, checking Orange Room. The head teacher will support Kinder Wing, checking the staffroom, toilet, parents' room, and sensory room and close the doors behind them.

If possible, take mobile phone.

If it is safe to do so, the office team and SLT will briefly re-group in the office to ensure appropriate tasks are designated in the event of any absence. The access key and registers are of prime importance.

RECEPTION AREA

The Office Administrator must take:

- The Staff attendance register
- Visitors book
- Staff medical boxes
- Check the laundry room, adult toilets (near laundry room) and Studio.
- If possible, take mobile phone.

The Office Manager must:

- Take the code and keys for the fire escape gate into the alleyway and the Coram Fields football pitch.
- Children and staff contact details are accessed off site via our network computer system (i.e. Integris & parenthub).
- If possible, take mobile phone.

If either member of the office team is absent then the SLT member present in the office will take responsibility for the office team role.

They must then exit through the garden door opposite the main entrance and go to the perimeter path/ Coram field's football pitch and take the register immediately. Any deficit in the head count must be reported to the person in charge immediately. - This should be normally be the head teacher, or in her absence a member of SLT.

KITCHEN

Kitchen staff must close the main kitchen door and leave by the kitchen back door exit, assembling on the outer perimeter footpath alongside Coram Fields football pitches. The cook-in-charge should turn off all appliances and check kitchen and the toilet next to the kitchen.

THE WIDER CORAM CAMPUS

The Coram site manager must have:

- A map of the school with services marked on

Please note: No-one is to return to the school until the "all clear" has been declared by the designated person in charge.

INDIVIDUAL EVACUATION PLANS

An individual plan is created, dependent on the needs of the child. It is rehearsed when the child starts and the information is recorded on the child's healthcare plan.

