



## *Holland Park Pre-Prep and Nursery*

### Fire Safety Policy

To ensure the safety of children and adults the following measures are taken:

- There are good systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed, and fire exits will be easily identifiable.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- Fire drills will be held at least once per term to ensure that all children and staff are aware of the safe evacuation procedures.

### Fire Drill Procedure

Holland Park Pre-Prep and Nursery places the safety of all children and staff as the first consideration. Therefore, in accordance with our safety policy, Fire Drills are carried out at least once per term to ensure that all children and staff are aware of the safe evacuation procedures. Should you discover a fire, you must raise the alarm by switching it on or by pressing one of the alarm boxes. In the event of a fire, the alarm will sound. Should the power be lost and the lights go out, emergency lighting will come on. When evacuating the building, remember to close the doors and windows to prevent fire and smoke spreading.

In the event of a fire, when the fire alarm bell rings, or in other emergencies:

1. All children and adults must respond immediately and leave the buildings through the nearest exit. Make certain that you are familiar with all the means of escape (fire exits) throughout the nursery. It is the first duty of all concerned to prevent injury or loss of life. Adults should be evenly distributed throughout the group. There should always be one member of staff at the front and one at the back of the group. The last member of staff to leave each floor will check the floor as they leave. They should ensure they have checked toilets and corridors to make sure that no one gets left behind. The staff should escort the children from the building to the assembly point(s).
2. Assembly points: **Number 5**
  - a. Basement floor (District Class): the garden of number 5 Holland Road (nursery garden).
  - b. Ground floor (Piccadilly Class): the garden of number 5 Holland Road (nursery garden).
  - c. First floor (Jubilee & Central): the entrance area between the outer door to Holland Road and the inner gate.



## *Holland Park Pre-Prep and Nursery*

Assembly points: **Number 9**

- a. Number 5 garden via back gate (take children through the back gate of the garden in number 9. Cross over through the garden of number 7 and into the garden of number 5.
- b. Number 5 entrance area via front door.

Staff evacuating number 9 must register children in the garden of number 9 before moving over to number 5. Staff must ensure that all children are moved over to number 5 and children should be counted again in number 5. The last person to leave number 9 should be a member of staff, ensuring that all children are in front.

If the fire is visible, DO NOT take the children past it, but exit the building by the nearest safe exit.

Staff should ensure that they have taken an iPad in order to access the register for their room.

The Fire Brigade should be called by telephoning 999 and asking for FIRE. The address is:

5/9 Holland Road  
Kensington  
London

W14 8HJ

020 7602 9066 / 020 7602 9266

DO NOT replace the receiver until the address has been repeated by the Fire Brigade.

Staff can use their own mobile phones or the classroom mobile phone to alert the Fire Brigade. If staff are in number 9, the classroom mobile can be used to make an internal call:

Phil 1001

Danny 1002

Naomi 1004

Or dial 020 7602 9066

In the event of fire, staff must support the firefighters to gain access to the affected area, including any access codes, information about the building, whereabouts of the occupants, any potential hazards to firefighters, and any special procedures where relevant.

On arrival at the designated assembly point, the leading staff member on each floor or room should check the register and ensure that all children and staff are present. Any missing children or persons should be reported to the Fire Brigade upon their arrival.

The routine assembly points are listed above. If it is not safe to gather in the garden of no. 5 Holland Road, the next alternative is the garden of no. 9 Holland Road. Access is from the garden of no. 5, through the garden of no. 7 and into the garden of no. 9.



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If it is not safe to stay in Holland Road, the children are escorted to St. Barnabas Church, Addison Road.

Remember:






DO NOT stop to collect personal or children's belongings.

DO NOT leave children unattended at the assembly point.

DO NOT go back into the building. *Staff must NOT investigate a fire alarm signal as this puts themselves at risk. Staff should only re-enter the building on the advice of the Fire Brigade.*

Following the fire drill, or upon clearance from the Fire Brigade, children and staff are permitted to re-enter the building in an orderly procession.

Staff should be aware of the position in the buildings of all fire extinguishers. Under NO circumstances must you endanger your own life or the lives of the children. However, if it is appropriate for you to use a fire extinguisher in the event of a fire, please make sure you are aware of the different types of extinguisher:

	Water	Should only be used on solid (Class A) materials e.g. wood, paper, textiles, plastics
	Foam	Suitable for use in Class B liquids e.g. petrol, oil, diesel, etc. and Class A fires
	Dry powder	Suitable for use on (Class C) gases and LPG also Class A and Class B fires and electrical hazards.
	Carbon Dioxide	Suitable for use on electrical hazards and Class B and C fires.
	Wet Chemical	Should only be used on cooking oils.



## *Holland Park Pre-Prep and Nursery*

Fire alarm activation boxes can be found in:

First Floor opposite entrance to second floor flat; Entrance hallway immediately on the left as you enter the building; Main Kitchen; Jubilee Class on the wall adjoining the basement office; Central Class on the wall adjoining the garden.

In addition the building contains fire blankets and extinguishers located in the following areas:

### Number 5 Holland Road

First floor Central Class:	foam extinguisher
First floor kitchen:	fire blanket
First floor hallway:	water and Co2 extinguishers
Ground floor outer lobby:	Co2 and foam extinguishers
Ground floor inner lobby:	foam extinguisher
Ground floor Piccadilly Class kitchen:	Co2 extinguisher
Bottom of stairs by garden entrance:	water extinguisher
Basement in District Class:	Co2 extinguisher
Basement in District Class focus room:	water extinguisher
Basement in laundry room:	Co2 extinguisher
Main kitchen:	Co2 extinguisher, wet chemical extinguisher + fire blanket

### Number 9 Holland Road

Kitchen	fire blanket
Entrance lobby	Co2 and foam extinguishers
Corridor	Co2 and foam extinguishers

Date: 6/10/21  
Reviewed by: P. Culling  
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