Sunshine Nursery Fire Safety Risk Assessment

Issue Number	Reason for Issue	Issued by	Date
1	First issue	S Cox	18-3-06
2	Update following visit of fire officer, 22-3-06	S Cox	24-4-06
3	Update following visit of fire officer, 26-4-06.	S Cox	29-4-06
4	Update following completion of actions	S Cox	14-7-06
5	Update following completion of actions	S Cox	14-8-06
6 (6.3)	Update following completion of actions and development of downstairs art room	S Cox	6-11-06 (2-2-07)
7	Annual review and update	S Cox	14-2-08
8	Annual review and EYFS compliance check	S Cox	1-9-08

Summary of changes since last issue

- Increased number of appliances
- Minor text changes and clarifications

1 Introduction

Sunshine Nursery operates from a two storey semi-detached property at 151 Eastern Road, Brighton. The building dates from the 1940s and is of conventional cavity wall brick construction with clay roof tiles. The rear of the property has a flat roof of timber and felt construction. The front windows are mostly replacement double glazed uPVC type, while the rear windows are largely original timber sash type.

Main access to the building is provided by a front door on the ground level and rear access is available via a shared gate and side passage. Three exits are available at the rear of the property: two at ground level and one on the first floor to a raised garden area. External steps are provided from the raised area to ground level at the rear of the property.

The lower floor is comprised of an entrance hall, three children's rooms, children's WC and a food preparation area. Conventional stairs lead from the hall to the first floor. The first floor is comprised of two children's rooms, staff WC, manager's office, and a staff room. A food preparation area is provided in one of the children's rooms.

This risk assessment has been prepared by Sunshine Day Care Limited in accordance with the requirements of the Fire Precautions (Workplace) Regulations 1997 and the Management of Health and Safety at Work Regulations 1992.

2 Sources of ignition

This section highlights identifiable ignition risks and the steps taken to control those risks.

2.1 General electrical equipment

There are around 30 items of domestic electrical equipment located in the nursery:

Equipment	Number	Location
Microwave oven	5	Ground floor kitchen (2), upper floor landing (2), first floor rear (1)
Refrigerator	3	Ground floor kitchen (2), upper floor landing
Dish washer	1	First floor rear room
Kettle	4	Ground floor kitchen, upper floor landing area, first floor rear, office
Computer and office equipment	3	Manager's office (1), ground floor playroom (2)
Printer	2	Manager's office, ground floor playroom
Electric Heater	1	Tiddler art room
Vacuum cleaner	1	Stored in rear kitchen area
Radio/CD player	3	All units
Desk fan	4	Office, baby (2) and tiddler rooms

The risk is managed by:

- identification of all of the electrical equipment
- carrying out portable appliance testing (PAT) and electrical loading assessments on a regular basis
- carrying out electrical installation testing every three years or as otherwise indicated

2.2 Gas fired heating boiler

A gas fired central heating and hot water boiler is located in the lower floor kitchen area. It is a modern combination boiler unit, fitted in 2004.

The risk is managed by:

- carrying out appropriate CORGI checks annually

- keeping the unit clean and free of clutter

2.3 Smokers materials

Some staff smoke and lighters and matches are bought into the nursery in staff clothing and bags, which are kept in the staff room downstairs.

The risk is managed by:

- operating a strict no-smoking policy
- arranging for all lighters and matches to be kept out of reach of children
- staff lockers are provided on the ground floor
- areas away from the children are provided on the first floor
- arrangements for storage of smoking material are given in the Nursery Smoking Policy

3 Combustible Material

This section highlights identifiable combustible materials and the steps taken to control the associated risks.

3.1 Bedding, soft furnishings drapes, furnishing and toys

Bedding is stored with the sleep mats/beds and/or within cupboards within the children' rooms. Children sleep in the middle room on the lower floor and in the both rooms on the upper floor.

Soft furnishings and toys are found though out the nursery.

The risk is managed by:

- Identifying possible sources of fuel
- Locating storage of bedding, soft furnishing and toys away from sources of ignition
- Furnishings comply with BS 5852 Pt 1 & 2
- Curtains and drapes comply with BS 5867 Pt 2

3.2 Stored art materials

Paper and card materials are stored in cupboards and on shelves on both ground and upper floors.

The risk is managed by:

- Identifying possible sources of fuel
- Locating storage of paper and card away from sources of ignition

3.3 Wall and ceiling mounted displays and decorations

The nursery walls and ceilings are used to display various items of learning material, children's work, information and decoration.

The risk is managed by:
- identifying possible sources of fuel
- use of flame retardant materials or coatings where appropriate and possible
- use of frames to display work where possible

4 People at risk

During opening hours the following people may be expected to be present

- Up to 43 babies and children
- Up to 16 staff
- Parents or carers at drop off and pick up times
- Any contractors or visitors on site

5 Fire detection and warning

A radio interlinked fire detection and warning system is fitted.

- radio interlinked optical type smoke alarms in all rooms
- radio interlinked optical type heat/smoke alarm located in downstairs kitchen

The system is tested weekly and has the batteries changed bi-annually. The test results and servicing is recorded on the Fire Safety log sheets.

The system provides detection coverage of a minimum of seven meters per unit (Action rqrd)

6 Means of escape

6.1 Doors

All final exit doors are of standard width and open inwards with the exception of the upper (staff room) and lower (kitchen) rear exits.

The door to the managers office is a 30 minute rated fire door fitted with a door closer and intumescent strips.

6.2 Escape Routes

All rooms within the building have at least one door opening to an escape route. Four means of escape are provided:

- Front door from entrance hall (ground floor) – standard cylinder lock fitted
- Side door from art room (ground floor) – internal turnbuckle fitted
- Rear kitchen door (ground floor) – push bar panic bolt fitted
- Art room back door (first floor) – internal turnbuckle fitted

The primary escape route for the lower level rooms is the hall leading to the art room rear side exit to the rear play area.

The primary escape route for the first floor rooms is the landing leading to the stairway and exiting to the front door or rear side door as appropriate.

Two secondary exits are available from the ground floor if the side exit is not viable.
- Exit through front door
- Exit through art room to rear kitchen door

A secondary exit route is available from the upstairs rooms if the stairway is not viable. This is to exit through the rear room onto the raised decking area and use the external stairway.

The three exits to the rear of the property allow escape to a rear yard area which is used as a gathering point in case of evacuation. The exit from this area is provided via a gate, side passage and final gate which leads to the street.

The side passage is kept clear of clutter and rubbish is stored in wheely-bins. The final gate exiting to the street is fitted with a high level turnbuckle lock on the inside.

Evacuation cots are provided for up to 12 children under two years old.

Short term accommodation is provided at the local St George's church in case of emergency evacuation.

The nearest fire escape is clearly marked on all walls opposite the exit doors from each room.

It is forbidden to block a fire escape within the nursery and these are checked by cleaning and/or supervisory staff on a daily basis.

Emergency lighting is fitted internally at room and building exits. A single flood light is provided for the first floor and muster point.

6.3 Signs

The nursery policy on exit signs is to display a running figure sign opposite every door where an individual could work. The signs conform to the Health and Safety (Signs and Signals) Regulations 1996.

Fire action notices are displayed in each room and the main hall and landing.

All fire escapes are clearly marked.

View of wall opposite door of manager's office

View of wall in landing area

View of sign above main stairway

View of exit sign above front door

View of sign and exit from lower floor hall

View of sign and exit from lower floor hall

View of exit sign from downstairs art room to rear of building

View of exit sign from downstairs art room

View of exit sign from downstairs kitchen into art room

View of exit sign from downstairs kitchen to rear

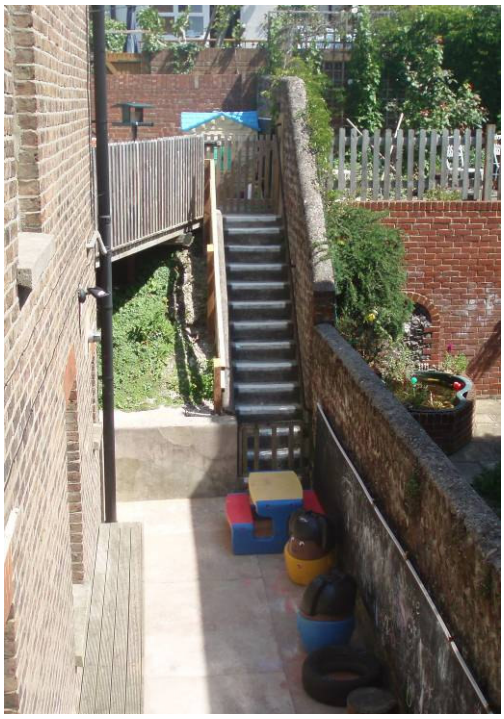
View of rear kitchen exit from outside

View of exit sign above rear side door

View of signage on rear escape route

View of signage on rear escape route

View of signage on rear escape route



View of rear outside play area showing route down from upper level

6.4 Escape Times

Escape times recorded range from 1.5 – 3 minutes depending on time of day and number of occupants. These are measured at each fire drill conducted approximately every six weeks.

The above evidence indicates that the risk related to means of escape is well managed.

7 Means of fighting fire

The following fire fighting equipment is available at the nursery:

- Carbon dioxide (2kg) located in first floor kitchen near gate to art room door
- Carbon dioxide (2kg) located in office on first floor
- Water (9kg) located in downstairs hall/art room opposite side exit door
- Water (9kg) located on landing of upper level near staff WC
- Fire blanket located in ground level kitchen
- Fire blanket located in upper level landing food preparation area

The fire fighting equipment provides a means of tackling a small fires appropriate to the ignition and fuel sources identified within the nursery:

- Carbon dioxide: electrical fires
- Water: paper and material fires
- Fire blanket: electrical, cooking or personal clothing fires

Suitable fire fighting equipment is available.

Staff receive instruction in type and use of extinguishers in the Staff Handbook and at training events. Staff are given the opportunity to use CO2 and water extinguishers as part of their training.

All appliances are clearly marked with appropriate signs

Upper floor water fire extinguishers located outside staff WC

Office CO2 fire extinguisher located near middle exit

Fire blanket located in upper floor rear room

Fire blanket located in lower floor kitchen area

Water fire extinguish in hallway

CO2 extinguisher in lower kitchen

The risk from a small fire is adequately managed by provision of the fire fighting equipment present.

8 Maintenance and testing of fire precautions

Fire fighting equipment is serviced and checked in accordance with the manufacturer's guidelines.

Fire alarms are tested weekly and serviced (cleaned and new batteries fitted) every six months.

Emergency lighting is tested in accordance with the manufacturers recommendations as given in the Fire Safety Log Book.

Fire drills, including complete evacuation, are conducted every half term (approximately 6 weeks) and the evacuation times and any issues recorded in a Fire Drill Log.

9 Fire safety training for employees

New staff are instructed on Fire Safety when joining and a section is included in the Staff Handbook on the policies and procedures relating to fire safety.

Regular fire drills are conducted and staff made aware of any issues, improvement points or urgent actions arising from these exercises. The outcomes of the fire drill are recorded in a log book.

All staff are informed on the appropriate use of fire fighting equipment. All staff are trained in use of fire fighting equipment.

10 Record of findings and action plan

This section records areas requiring attention, and describes the actions, timing and persons responsible.

A Summary of the findings and actions is shown in Table 1.

The actions identified here are progressed and tracked by the Proprietors.

This document will be updated periodically to record the completion of current Actions and will be reviewed annually thereafter.

TABLE 1. SUMMARY OF FINDINGS AND ACTIONS FROM THE FIRE RISK ASSESSMENT

No	Hazard	People at risk	Existing risks which are not adequately controlled	Action plan	Resp.	Planned closure	Status
1	Ignition source	All	Testing of gas and electrical equipment	1. Corgi inspection to be completed 2. PAT assessment to be completed 3. Electrical installation report actions	Owner	12-5-06	1. Closed 2. Closed 3. Closed
2	Ignition source	All	Children's access to smoking materials	Instruct all staff to store smoking material out of reach of children - Smoking material kept in drawer in staff room - Only accessible upon request	Manager	30-3-06	Closed
3	Fuel source	All	Storage of cardboard near boiler	Provide alternative storage for large pieces of cardboard - Current shelf and box storage is adequate and safe - Storage of large card pieces in rear kitchen store area has been revised and racked storage is to be provided	Owner	30-3-06	Closed Closed
4	Escape route	All	Unhindered exit from rear gate	Padlock to be removed – padlock removed – staff informed – shoot bolt fitted to top of gate out of reach of children	Owner	30-3-06	Closed
5	Escape route	Baby unit	Route past office not safe	Fire door to be fitted to office - 30 min rated door - Door closer to be fitted	Owner	30-3-06	Closed Closed
6	Escape route	All	Side passage to be kept clear of rubbish	1. Consult with neighbours - Neighbours advised of status of passage as fire escape route for children 2. Signs - Fire exit – Keep clear signs fitted 3. Improved storage of waste - Wheely bins provided for black bag and nappy waste	Owner	30-3-06	Closed Closed Closed

7	Escape route	All	Availability of assembly area	Confirm continued availability of area with Brighton College Confirm accommodation arrangements for emergency evacuation Location changed to St Georges church hall	Owner Owner	30-3-07 (revised) 30-3-07 1-6-08	na na Closed
8	Escape route	All	Removal of key from staff room exit Removal of key from rear side exit door	Temporary solution: Keys to be removed routinely - Fire safety policy updated - Staff informed of changes Permanent solution – fit turnbuckles to internal locks	Owner and manager	30-3-06	 Closed Closed Closed
9	Escape route	All	Inadequate fire escape signs	Fit fire escape signs as required - Fire escape route indicator signs fitted - Fire action Signs fitted in all rooms	Owner	30-3-06	 Closed Closed
10	Escape route	Upper level	Secondary escape route stairway: no second handrail, no emergency lighting, no tread nose highlighting	- Handrail to be fitted - Emergency lighting to be installed - Tread noses to be highlighted with appropriate paint	Owner	12-5-06 1-09-08 12-5-06	Closed Closed Closed
11	Means of fighting fire	All	Inadequate fire fighting equipment and signs	2kg CO2 extinguishers required - Signs to be updated to reflect revised fire fighting equipment - New extinguishers to be fitted	Owner	30-4-06	Closed
12	Escape route	All	No emergency lighting is provided in case of fire	Provide emergency lighting in all rooms as required (see action 10)	Owner	As 10	Closed
13	Maintenance and testing of fire precautions	All	Frequency of testing and servicing of fire alarms	1. Weekly testing of fire alarms to be introduced - Fire safety policy updated - Staff informed of changes 2. Batteries to be changed annually - Fire safety policy updated - Staff informed of changes	Manager	30-3-06	Closed
14	Fire safety training for employees	All	Staff awareness of fire safety policies and procedures	1. Include section in staff handbook 2. Agenda item at staff meetings	Owner and manager	3-4-06	1. Closed 2. Closed
15	Fire safety training	All	Staff to be informed of	Staff to be made aware of appropriate	Manager	30-12-06	

	for employees		appropriate use of fire fighting equipment	use of fire fighting equipment - To be covered at next Staff meeting - To be included in staff handbook - Policy document to be updated Managers and Supervisors to be trained in use of fire fighting equipment - All staff given opportunity to use CO2 and water extinguishers at inset day.	Manager	30-9-07	Closed Closed Closed Closed

16	Escape Route	All	Protection from fire in rear garden assembly area.	Windows adjoining the rear assembly area must be specified for 30 min fire resistance. Options to be investigated: - Conversion to modern double glazed units - External fireproof panels over lower panes - Upgrading of existing windows - Pending purchase of 153 Eastern Road, this issue will no longer be valid	Owner	30-6-07 (revised) Oct 08	In progress Quotes received Financing options being reviewed Open
17	Fire detection and warning	All	Detection coverage of smoke alarms	Placement of all smoke alarms to be reviewed and assessed	Owner	30-5-06	Closed
18	Escape	All	Marking of fire escape route	Noses of steps of external stairway require repainting Ongoing action – check and repaint as required.	Owner	30-11-06	Closed