



Fun Foundations Day Nursery Fire Safety Risk Assessment

1 Introduction

Fun Foundations Day Nursery operates from a two storey semi-detached property at Vale Forge, North Road, Cowbridge CF71 7DF. The building has conventional cavity wall brick construction with slate roof tiles. The nursery operates on both floors with the ground floor of the premises being the nursery, and the first floor being where the Holiday Club is located along with the staff room, meeting room and storage room for equipment and resources.

The windows are mostly double glazed UPVC type and the main access to the building is provided by a front door on the ground level and rear access is available via gated yard that leads into the Little Learner's unit. There are six exits available throughout the property, these include the main entrance and main rear entrance. The nursery is comprised of an entrance foyer, cloakroom, staff office, kitchen, dining room, milk preparation area, Tiny Tots (TT) sleep room, (TT) toddler room, (TT) baby room, Little Learner's (LL) Cub's room, (LL) Ranger's Room, children's toilets and two staff toilets. The first floor is accessed via an external fire exit and a fire proof door via the TT toddler room; staircase meets minimum measurements for a suitable fire escape route. This risk assessment has been prepared by Fun Foundations Day Nursery in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

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 45 items of domestic electrical equipment located in the nursery:

Item Name	Location	Quantity
Fridge Freezer	Kitchen/Milk Prep Area/Staff Room	3
Microwave	Kitchen/Staff Room/ Holiday Club	3
Washing Machine	Kitchen	2
Tumble Dryer	Kitchen	1
Dishwasher	Kitchen	1
Cooker	Kitchen	1
Kettle	Kitchen/Milk Prep Area/Staff Room	4
Food Processor	Kitchen	1
Bread Maker	Kitchen	1
Slow Cooker	Kitchen	1
Radio	Kitchen	1
Toaster	Kitchen/Staff Room/Holiday Club	3
Computer	Office/Little Learners/ Holiday Club	4
Printer	Office/Little Learners	2
CD Player	Tiny Tots/ Holiday Club	3
Intercom	Tiny Tots Sleep Room	1
Digital Photo Frame	Foyer	1

Item Name	Location	Quantity
Electric Storage Heater	Tiny Tots Activity Room Tiny Tots Baby Room, Canteen and TT canteen, Holiday/ After School Club, foyer and cloakroom	8
Laminator	Little Learners	1
Cameras	Tiny Tots/Little Learners	3

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 seven years or as otherwise indicated.

2.3 Smokers materials

Some staff may smoke and lighters and matches are bought into the nursery in staff clothing and bags, which are kept in the staff staffroom on the first floor.

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 storage is provided on the first floor

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 Tiny Tots Sleep room. Children aged between 6 weeks and 2 years sleep in the Tiny Tots sleep room and children aged 2-3 years sleep in the baby room after lunch. Soft furnishings and toys are found through 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

3.2 Stored art materials

Paper and card materials are stored in cupboards and on shelves in the Little Learners Unit and the first floor Office. 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 61 babies and children aged between 6 weeks and 12 years
- Up to 17 staff
- Parents or carers at drop off and pick up times
- Any contractors or visitors on site

5 Fire detection and warning

We have a category L2 system designed for the protection of life and which has automatic detectors installed in escape routes, rooms adjoining escape routes and high hazard rooms. These fire alarm systems are fitted with additional detection in an area where there is a high chance of ignition e.g. kitchen) or where the risk to people is particularly increased (e.g. sleeping risk).

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.

6 Means of escape

We have six fire exits. The first is in the dining room next to the kitchen. The second is in the Tiny Tots Toddler Room. The third is located at the entrance to the After School/ Holiday Club. The fourth and fifth are in the Little Learners Unit, one of which leads into the fenced yard the other side of the car park. The sixth exit is at the main entrance to the nursery. The assembly point will be at the rear of Vale Forge next to the gated compound.

6.1 Doors



The final exit doors in the canteen are double doors and open inwards. The final exit door in the Tiny Tots unit is of standard width and opens inwards. The final exit doors in the Little Learners Unit are double doors and open outwards and standard width and opens outwards. The final exit doors for the first floor is of standard width and opens outwards. The final exit door at the main entrance opens inwards. All doors within the setting are Fire Safety Doors and fixed with thumb-turn keys.

6.2 Escape Routes

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

- Front door from entrance foyer – standard cylinder lock fitted
- Side door from canteen – internal thumb-turn fitted
- Side door from TT toddler room – internal thumb-turn fitted
- Side door 1 from Little Learners (back of room) – internal thumb-turn fitted
- Main rear exit door from Little Learners - key lock (keys always in the door)
- Entrance door for After School/ Holiday Club – internal thumb-turn fitted

The primary escape route for the Tiny Tots rooms is the conservatory leading to the car park. The primary escape route for the Little Learners rooms is the main rear exit door in to the children's playground, then out to the car park. The primary escape route for the Holiday Club is the main entry door leading to the car park. Three secondary exits are available from the ground floor if the main exits are not viable.

- Exit through canteen door
- Exit through main entrance door via foyer.
- Exit through back of Little Learners Unit through side door



The exits of the property allow escape to the car park which is used as a gathering point in case of evacuation. The exit from this area leads to the street. The nearest fire escape is clearly marked on all walls opposite the exit doors from each room.

The travel distance from any furthest point to a reasonable point of safety never exceeds 18metres.

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.

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. All fire escapes are clearly marked

- View of exit sign in entrance foyer
- View of exit sign in toddler room
- View of exit sign in canteen
- View of exit sign above front door
- View of exit signs in little learners unit
- View of signage on rear escape route
- View of exit sign at base of staircase
- View of exit sign at side entrance door
- View of rear outside playground showing route to car park meeting point

- View of signage above staff room exit door
- View of signage above Holiday club exit door
- View of signage above main fire exit door to 1st floor

6.4 Escape Times

Escape times recorded range from 1.5 – 2 minutes depending on time of day and number of occupants. These are measured at each fire drill conducted approximately every six - eight 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 (2 kg) and water (2 kg) located in the kitchen/canteen.
- Carbon dioxide (2 kg) and water (2 kg) located in the Little Learners Unit.
- Carbon dioxide (2 kg) and water (2 kg) located in the Tiny Tots activity room.
- Carbon dioxide (2 kg) and water (2 kg) located next to the main entrance for the 1st floor.
- Fire blanket located in the kitchen, milk preparation area, staff room in Little Learners Unit and staff room on the first floor.

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. All appliances are clearly marked with appropriate signs. Nursery policy is to only fight fires in the case of blocking an exit and there is no alternative route. Management request that all staff gather children and exit the building immediately.

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 via induction, these records are maintained and kept for three years following the termination of employment. Regular fire drills are conducted (every 6 - 8 weeks) and staff made aware of any issues, improvement points or urgent actions arising from these exercises via staff meetings and team reviews. These records are kept and maintained for a year. The outcomes of the fire drill are recorded in a log book. All staff are informed on the appropriate use of fire-fighting equipment. Fire Awareness training is conducted with staff every three years.

Date of Review	Changes Made	Signatures	Date of Next Review
19/04/2016	None	A. Ferguson	April 2017
05/04/2017	None	A. Ferguson.	April 2018