

Fire Safety Policy

At Grantham Farm Montessori School we take reasonable steps to ensure the safety of children, staff and others on the school premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The head teacher is Emma Wetherley. The designated fire wardens are: Emma Wetherley and Caroline Palmer

We ensure the school premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The head teacher ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) and seeks advice from the local fire safety officer as necessary. The designated fire warden carries out daily/weekly checks to ensure that all fire detection and control equipment is in working order.

The fire wardens also have overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the school. These drills are planned to occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating children who may need assistance and/or have limited mobility using alternative exits depending on where the fire may be situated.

The designated fire warden checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Fire Warden	Daily	Red side doors to school garden, main entrance door, doors onto landlord's private garden, first floor exit, Grantham Farm class exit

Emergency lighting	Fire Warden	Weekly	Above main entrance, side doors to school garden, side doors to landlord's private garden, first floor exit, Grantham Farm class exit
Fire extinguishers and blankets	Fire Warden	Weekly	Extinguishers: <ul style="list-style-type: none"> • X 2 next to the piano • Next to the main door • First floor next to exit door Fire blankets: <ul style="list-style-type: none"> • On the wall next to the dishwasher • On wall first floor
Grab bag	Fire Warden	Weekly	On hook next to side door to garden
Smoke detectors	Fire Warden	Weekly	In kitchen, classrooms and on 1st floor
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Fire Warden	Daily	Main entrance, side doors to garden and landlord's private garden, first floor exit, Grantham Farm class exit

A deputy fire marshal is appointed to cover this role when the fire marshal is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The school operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by shouting to make everyone aware
- Immediately evacuate the building under guidance from the head teacher and fire wardens (Collecting children's room register and grab bag)
- Using the nearest accessible exit lead the children out, assemble at the fire assembly point at the bottom of the garden
- Close all doors behind you wherever possible

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the head teacher of your location and the identity of the children and other adults with you.

The head teacher and fire warden are to:

- Fire warden – Pick up the central children’s register, where applicable, staff register, visitor book and fire bag/evacuation pack (containing emergency contacts list, details of allergies and medical conditions, wipes and blankets)
- Head teacher – pick up mobile phone on exit and telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area at the bottom of the garden, the fire warden will check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the school	Date for review
<i>September 2023</i>	<i>E. Wetherley</i>	<i>September 2024</i>