
Grantham Farm Montessori School

Fire Safety Policy

At Grantham Farm Montessori School, we make sure the school is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The Head Teacher, Emma Wetherley, makes sure the school premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The designated fire marshal, Sue Higgs, has 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 will 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.

The designated Fire Marshal, Sue Higgs, checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Sue Higgs	Daily	Ground floor main entrance door; classroom patio doors to the children's garden and house quadrangle; office door to quadrangle. First floor main door to fire escape route.
Fire extinguishers and blankets	Sue Higgs	Weekly	Extinguishers are: 1) Next to the piano 2) Next to the main entrance/exit door Fire blanket: on the wall next to the dishwasher
Evacuation pack	Sue Higgs	Weekly	On the wall between the kitchen and cloakroom
Smoke/heat alarms	Sue Higgs	Weekly	In the kitchen; classroom and office.
Fire alarms	Sue Higgs	Weekly	Built into smoke alarms, plus fire bell next to the main entrance door
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Sue Higgs	Daily	Ground floor main entrance door; classroom patio doors to the children's garden and quadrangle opposite; office door to quadrangle. First floor main door to fire escape route.

Portable Appliances Test carried out	Emma Wetherley	Annually	Certificate in Fire, Health and Safety folder
Fire Risk Assessment	Emma Wetherley	Annually	In Fire, Health and Safety folder
Fire Drill	Sue Higgs	At least every three months	Recorded in Fire, Health and Safety folder

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 must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The nursery operates a strict no smoking policy; please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell
- Immediately evacuate the building under guidance from the head teacher in the first instance or fire marshal in her absence
- Using the nearest accessible exit lead the children out, assemble on the gravel square, beside the stable yard
- Close all doors behind you, wherever possible
- Children, adults and volunteers on the first-floor mezzanine should exit via the fire escape at the rear of the classroom
- Once a safe exit has been initiated the head teacher should check the bathroom and cloakroom if it is safe to do so
- Children or adults with mobility difficulties should exit using a ground floor exit if it is safe to do so
- 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 manager of your location and the identity of the children and other adults with you.

The Fire Marshall is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area **on the gravel square, beside the stable yard**
- 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.

August 2017

Review date: August 2019

Adopted by: Emma Wetherley, Head Teacher

Read and understood by Fire Marshall: Sue Higgs