

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.

Designated fire warden Tiegan Browning is responsible for carrying out all Fire, Health and Safety checks on the premises and in the immediate outdoor area. Designated fire warden Caroline Palmer is responsible for carrying out Fire, Health and Safety checks in Grantham Farm Class. These checks are supervised by Emma Wetherley.

Tiegan Browning, has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every term 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 wardens check 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 and clear of obstruction)	Tiegan Browning Caroline Palmer	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 doors closed, in good repair, doors free of obstruction and easily opened from the inside	Tiegan Browning Caroline Palmer	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.

Fire extinguishers and blankets (clearly identifiable and clear of obstruction)	Tiegan Browning	Weekly	Extinguishers are: 1) 2 next to the piano 2) Next to the main entrance/exit door 3) First floor next to exit door Fire blanket: on the wall next to the dishwasher
Torches tested weekly and batteries replaced as required	Tiegan Browning	Weekly	Hanging next to each exit door
Evacuation pack/Grab Bag	Tiegan Browning	Daily	Next to door at bottom of stairs
Fire/Smoke/heat alarms	Tiegan Browning Caroline Palmer	Weekly	In the kitchen; classrooms and office.
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	Tiegan Browning	Termly	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.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell and shout FIRE!
- Fire warden will instruct one person to call **999** to inform emergency services,
- Fire warden will instruct one person to get the **grab bag**
- Fire warden will instruct one person to **sweep the building**
- **Caroline Palmer to initiate safe evacuation of T.O.**
- **Immediately evacuate the building**
- 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

Grantham Farm Montessori School & The Children's House

- 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 fire warden of your location and the identity of the children and other adults with you.

The Fire Warden is to:

- Pick up the grab bag
- Telephone emergency services: dial 999 and ask for the fire service (or instruct another person to do so)
- 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.

This policy was adopted on	Signed on behalf of the school	Date for review	Read & Understood by Fire Wardens
<i>September 2021</i>	<i>E. Wetherley</i>	<i>September 2022</i>	<i>Tiegan Browning Caroline Palmer</i>