

Guisborough Montessori

Fire safety and evacuation policy and procedures

Policy statement

Guisborough Montessori ensure the highest possible standards of fire precautions are in place. The staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A fire safety log book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire Safety Risk Assessment

-The basis of fire safety is risk assessment carried out by a ‘competent person’

-The manager has received training in fire safety sufficient to be competent to carry out risk assessment: this will be written where there are five or more members of staff and will follow the Governments guidance ‘Fire Safety Risk Assessment – Educational Premises’ (HMG 2006)

Our fire safety risk assessment focuses on the following for each area of the setting:

* Electrical plugs, wires and sockets
* Electrical items
* Gas boilers
* Cookers
* Matches
* Flammable materials – including furniture, furnishings, paper etc
* Flammable chemicals
* Means of escape
* Anything else identified

-We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.

-We ensure that smoke detectors/alarms and fire fighting equipment conforms to appropriate safety standards, are fitted in appropriate high risk areas of the building and are checked annually by qualified technicians. Any faulty equipment will be taken out of use and either repaired or replaced.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

* Clearly displayed in the premises
* Explained to new members of staff, volunteers and parents
* Practiced regularly, at least once every six weeks

Records are kept of fire drills and of servicing of fire safety equipment

Emergency evacuation procedures

When the fire bell rings, the following actions are to be taken:

Children, staff and parents all know where the fire exits are through regular, calm and stress-free fire drills.

Children will be helped out of the building by staff, and lead to the fire evacuation point away from the building in the visitor’s car park.

The manager (or deputy in their absence) will ensure that the building has been emptied – paying particular attention to the baby room, cots and toilet area before leaving the building taking with them the register and mobile phone. On the register clipboard there is an up to date contact list for all children attending the setting in an envelope marked ‘in case of emergency’

The manager (or deputy in their absence) is the person responsible for accounting for all children, staff and visitors

It is estimated that evacuation of the building should take no more than three minutes

In the event of a real fire, the estates/security team on site is responsible for contacting the emergency services. In this event, parents will be contacted as a matter of urgency to collect their children from the nursery grounds. In the event f this being deemed unsafe, the manager will seek sanctuary with a local business and inform parents to collect their children from here.

Fire drills

Guisborough Montessori hold fire drills as a minimum once per half term. As the alarms are controlled externally, the children will be trained to evacuate to the sound of a fire whistle. Each fire drill will be recorded within the Fire Safety Log Book:

* The date and time of the drill
* Numbers of adults and children involved
* How long it took to evacuate
* Whether there were any problems that delayed evacuation
* Any further action taken to improve the drill procedure