

SECTION 2: HEALTH & SAFETY

Fire Safety Policy

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

The Owner - Caroline Monk - makes sure the setting premises are compliant with fire safety regulations and ensures the setting has a copy of St John the Evangelist Church House fire safety risk assessment and will contribute to reviews.

The Manager – Sue Somaratne - has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children twice a term. 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. A record of these is kept on file.

The Manager – Sue Somaratne - checks that Risk assessments for fire detection and control equipment and fire exits are carried out in line with the timescales in the Fire safety Risk assessment below.

Fire Safety Risk Assessment

	Who checks	How often	Location
Escape route/fire exits (all fire exits Must be clearly identifiable)	Person responsible for daily risk assessments	daily	School room and hall and corridors
Fire extinguishers and blankets	Person responsible for Daily risk assessments	daily	School room, hall, corridors and kitchen
Evacuation pack	Person responsible for daily risk assessments	daily	School room
Smoke/heat alarms	Person responsible for daily risk assessments	monthly	School room
Fire doors closed, in good repair, doors free of obstruction and easily opened from inside.	Person responsible for daily risk assessments	daily	School room and hall

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. The Manager/Leader has the responsibility of contacting parents where necessary.

The whole building operates a **NO SMOKING POLICY**

Fire/Emergency procedure

On discovering a fire/emergency:

- * The Manager/Leader will calmly raise the alarm by blowing the whistle with the sound of 1 long whistle
- * Immediately evacuate the building under guidance from the Manager/Leader
- * Using the nearest accessible exit lead the children out, assemble in the garden
- * In the event of it being unsafe to remain in the garden, staff will take the children to St John's Church Stanmore.
- * 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
- * **The Manager/Leader will Call 999 - Micklem Hall, Old Church Lane, Stanmore, HA7 2QX**
- * Wait for emergency services to repeat your address back to you. Then report any unaccounted persons to the fire service/police and wait safely for them to arrive.

If you are unable to evacuate safely:

- * Stay where you are safe
- * Keep the children calm and together
- * Wherever possible alert the Leader/Manager of your location and identity of the children and other adults with you

The Leader/Manager to:

- * Pick up the children's register, staff register, mobile phone, keys, visitor's book and bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets).
- * Telephone emergency services: **dial 999 and ask for the fire service**
- * In the fire assembly point area - the garden/St Johns Church - 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.