



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori School on our website and a hard copy can also be viewed upon request.

Introduction to policy

In accordance with the Regulatory Reforms on fire safety issues, Burgh Wood Montessori Nursery School (*hereafter the "Nursery School"*) will follow advice from the local fire rescue authority and the Health and Safety Executive or other relevant local authority.

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Summary of procedures

The Principal at Burgh Wood Montessori Nursery School, or in her absence the next most senior member of staff, will carry out the emergency procedures identified in the fire risk assessment in our setting.

The Principal and her Deputy Manager have received Level 3 training in fire safety sufficient to be competent to carry out the risk assessment. In addition; all other members of staff have received Level 2 training in fire safety.

The Principal, or the next most senior member of staff, will take reasonable steps to make sure children, staff, and volunteers or cover staff and anyone else on our premises is safe in the event of a fire.

The Principal, or the next most senior member of staff and the designated staff will take up their responsibilities to follow our procedure for the emergency evacuation of our premises.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer. In addition, a fire alarm system has been installed at the property.

In following the Statutory Framework for the Early Years Foundation Stage revised 2021 paragraphs 3.55 and 3.56:

- 3.55 *Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).*
- 3.56 *Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.*

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

- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents;
- Practiced regularly at least once every six weeks; and
- Records are kept of fire drills and the servicing of fire safety equipment.

All Staff Members

In the event of there being an emergency, a whistle will be blown which can be found in the Red Emergency Evacuation Box on the ledge in the kitchen.

- Headcount the children in your care, alerting the manager if any are missing.
 - Remain outside the building until the Manager or in her absence the next senior member of staff deems the premises as safe.
1. The Principal or in her absence the next senior member of staff must follow the procedures of calling emergency services; 999.
 2. The Principal or the next senior member of staff will collect the register, mobile phone, Red Emergency Evacuation Box, and visitor's book.
 3. Each member of staff should calmly call the children in their care and visually check the space around them is empty. Depending on where the fire is, children should be led to the nearest exit point. Fire exits can be found at the main front door, two fire doors lead into the garden and a fire door leads from the toilet block into the garden. If children and staff are leaving by the rear exits, they should be led down the alleyway to the left of the bifold doors adjacent to the garage to the front of the building.
 4. The kitchen and toilets should be checked before leaving the building.
 5. If it is safe to do so, the Assembly Point is in the front carpark on the left- hand side by the fence. If it is not safe to gather in this location, children will be led to The Gables. To get to The Gables, turn right out of the driveway and The Gables is the next road on the right. There is a layby just inside The Gables and staff and children will congregate here for the taking of the register and head count.
 6. The designated member of staff must follow the personal emergency evacuation procedure for a child who has a disability, which may affect his or her ability to recognise that an emergency is taking place and to evacuate the building unaided.
 7. All staff are advised when setting up the environment to keep corridors, landings, stairways and escape routes clear at all times of anything that is likely to cause a fire or accident, or slow down evacuation in an emergency.
 8. The fire doors in the downstairs lobby and upstairs landing must be kept shut at all times.
 9. All staff, volunteer and cover staff are advised not to re-enter the building to collect their personal belongings until deemed safe to do so by the Fire Services.
 10. All staff to take their key children and go back into the building only if it is safe to do so.

Visitors

Visitors are informed of the settings fire instruction notice and evacuation routes and assembly points. Visitors are advised not to re-enter the building to collect their personal belongings in the event of a fire.

Manager and staff

In meeting the fire safety legislation, the team regularly carry out fire risk assessments in the School. The Principal or the next senior member of staff will take reasonable steps to reduce the risk of fire and make sure children, staff and visitors can safely escape if there is a fire.

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The Principal and the next senior member of staff will be responsible to risk assess the environment by:

- Identifying any fire hazard for e.g. how could a fire start or what could burn.
- Identify people at risk e.g. children, staff and visitors.
- Evaluate and remove or reduce and protect the people who are at risk.
- Regularly review and risk assess the environment to make sure it is safe for the children, staff and visitors.

Fire Drill - responsibilities matrix

Name	Duty
Manager or in her absence DM	Dial 999 and to undertake a final sweep of the building for children and staff (including upstairs classrooms, toilet area, kitchen area, store cupboard).
Deputy Manager or in her absence Sara Miles	Depending on where the fire is located, the Deputy Manager will lead the children either through the front main door to the Assembly Point or through the rear fire exit doors and down the alleyway adjacent to the garage.
Sara Miles	Take paper register, Emergency Evacuation Box, telephone and the First Aid box. The Emergency Box should contain mobile telephone, front door key, First Aid box, Register, Code to the Side Gate (which is inside the Register)
Subagini Patrick Lucian	Take the head count whilst children are leaving the building safely. The headcount starts when the children are gathered by the first wooden gate.
Any other Staff Members on site	Depending on where the fire is, assist the children through either the main front door or to lead them through the rear exit doors and down the alleyway to the designated Assembly Point. Head count to be taken by the Deputy Manager immediately.
Louise Brennan	Take the register.

Further reading/contacts

Regulatory Reform (Fire Safety) Order 2005 - A short guide to making your premises safe from fire www.communities.gov.uk/publications/fire/regulatoryreformfire

HM Government - fire safety risk assessment at educational premises www.fireservice.co.uk

Department for Communities and Local Government website www.communities.gov.uk/fire/firesafety/firesafetylaw

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