



FIRE RISK POLICY

1. RATIONALE

Derby Montessori recognises that fire can have a devastating effect on the School. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

2. OBJECTIVES

The objectives of this policy are:

- To safeguard all persons on Derby Montessori School premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

3. APPLICATION

This policy applies to all persons on Derby Montessori School premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

4. POLICY

Derby Montessori School comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire. Derby Montessori School will ensure that:

- There are adequate means of escape in case of fire exist for all persons on the premises.
- All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Members of staff have a duty to ensure that items are not left or stored in designated escape routes and that no emergency exits are blocked.
- Means of escape have adequate emergency lighting (in case of fire) which is maintained in efficient working order.
- There are adequate means of giving warning in case of fire exist, and that these are maintained in efficient working order.
- There are adequate means for fighting fire, and that such equipment is maintained in efficient working order.
- There is appropriate instruction given to all persons on Derby Montessori School premises on evacuation procedures.
- The school premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- Measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

5. RESPONSIBILITIES

The Managing Director is responsible for ensuring that the relevant Fire Safety measures have been implemented and that there is evidence of this. He may delegate some or all of the responsibilities for implementation to other responsible members of staff, directors or outside agencies. The Fire Safety measures include:

- Fire risk assessments,
- Advice and training,
- Monitoring and auditing the Derby Montessori School Fire Risk Policy, standards and procedures.
- Ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire fighting equipment and emergency lighting.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Health and Safety Officer or a member of the Management Committee.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 - i. appropriate escape routes
 - ii. location of fire fighting equipment
 - iii. the emergency services number (currently 999 or 112)

TRAINING - The management team is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

6. FINDING FIRE - In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building a member of the management team should check to see whether the Fire Brigade has been summoned.

7. FIRE ALARM - Fire alarm: On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors.

- **The designated person for each class** - must collect the register for their class and visitor log and take this to the assembly point.
- **The most senior person in the class** - is responsible for conducting a sweep of the classroom.
- **The Duty Manager** - is responsible for calling the Fire Brigade.
They can either perform the actions themselves or explicitly instruct a colleague to do so.

You should proceed to the designated initial assembly point which is:

- The outer courtyard fence

When everyone has been accounted against the registers and the Visitors log, pupils and staff should move through the rear gates to the gardens behind 296 Utttoxeter New Road.

Do not re-enter the building until the Fire Brigade or Duty Manager gives the 'all clear'.

8. DERBY MONTESSORI SCHOOL – FIRE PRECAUTIONS

A copy of the school's fire policy is given to every member of staff at induction, and after major changes have been made. An up-to-date copy is also available on the school website. All members of staff are asked to familiarise themselves with the policy, paying special attention to the responsibilities of staff detailed below.

SMOKING: Smoking is banned in all buildings on the site and with the grounds.

PORTABLE ELECTRICAL EQUIPMENT: Only portable mains-operated electrical equipment belonging to the school may be used on the site. Equipment must not be used if it is damaged in any way.

SOCKETS, PLUGS AND CABLES: Access to sockets must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

STORAGE: Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

INSTRUCTIONS: Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

FAULTS: Staff must report any observed shortcomings in fire precautions to the Health and Safety Officer or a member of the Management Team.

VISITORS: Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in.

RISK OF ARSON: Doors and windows should be securely closed and locked at all times when the school is unoccupied.

STAFF RESPONSIBILITY:

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Health and Safety officer or a member of the Management Team.
- Undertaking any necessary safety precautions.

- Being familiar with appropriate emergency procedures including knowledge of:
 - i. appropriate escape routes;
 - ii. location of fire fighting equipment;
 - iii. the emergency services number (currently 999 or 112)
- Staff must not leave or store items in designated escape routes or block emergency exits.
- Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.
- Chemicals must be kept in locked cupboards or the locked shed and used only with close supervision.
- Staff must report any observed shortcomings in the fire precautions to the Health and Safety Officer or a member of the Management Team.
- To minimise the risk of arson, staff should close and lock windows in their areas before leaving.
- Paper for recycling must be kept in the designated crates which must be emptied regularly.
- No electrical items may be brought into the School (except new items) unless they have been tested and have a sticker to show this.

9. FIRE AND EMERGENCY PROCEDURES

All staff are requested to familiarize themselves with the Fire Action notices displayed in every room and to make the children aware of the procedures.

FIRE ALARM

The Fire alarm is tested weekly by the Health and Safety Officer, and is serviced regularly by fire maintenance contractors.

FIRE DRILL

A fire drill is carried out every term, on different days and at different times.

On hearing continuous fire bell:-

- Follow exit route – clearly indicated in each area – in silence.
- Close windows and doors if possible before leaving.
- Children and adults to go to the designated assembly point.
- Each member of staff counts the children she is responsible for and then takes the register.
- At no time re-enter the building.
- The Duty Manager should ensure that the Fire Brigade is called.

Visitors to the School

Staff are to guide visitors on the premises to the nearest exit and assembly point.

Pupils with a Disability

The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that she/ he is led safely to the nearest exit and assembly point.

FIRE CALL POINTS

All adults working on the premises must familiarize themselves with the locations of the fire call points in order to raise the alarm.

10. PORTABLE FIRE EXTINGUISHERS -

(Wall Mounted)

The type of extinguisher is clearly labelled. This should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.

All the extinguishers can be used on **flammable liquid fires**.

Dry powder extinguisher, for use on **Gaseous fires, electrical fires, wood, paper, textiles** etc.

Fire blanket – use to **smother fires**, e.g. chip pan, deep fat, waste bin or to **extinguish clothing**

11. OPERATION OF PORTABLE FIRE FIGHTING EQUIPMENT

Dry powder extinguisher

1. Remove from the strap
2. Aim at base of fire and press down the red lever

Fire blanket

1. Release the blanket by pulling the tapes
2. Whilst holding the tapes, cover the burning material completely
3. Switch off heat
4. Leave covered until cool.

Clothing fires:

5. Wrap tightly round someone whose clothing is burning to extinguish flames

EMERGENCY PROCEDURES

In the event of any emergency, whether it be a bomb threat, intruder, abduction, serious injury etc. the following guidelines should be followed:

1. Establish the nature and extent of the emergency
2. Check that all children are as safe as possible
3. If the building needs to be evacuated, use the nearest fire call point to activate the alarm system, so that the whole school can follow the fire alarm procedures
4. Inform another adult quickly so that the Duty Manager can call one of the emergency services
5. Ensure that children are supervised and kept calm
6. Record on paper, as soon as possible after the event, the details of those involved in the incident, either as victim, witness or emergency assistants
7. All contacts with the police or press are to be made through the Manager or Managing Director.

ARSON PREVENTATIVE MEASURES

To avoid a possible arson attack on the school, staff are to observe the following immediate preventative measures:

- All litterbins to be emptied at the end of the day
- All doors throughout the school should be closed at the end of the day
- All windows should be securely fastened including ground floor windows
- All corridors should be kept clear of combustible materials including coats
- All stores in and around the school containing combustible materials should be made secure and preferably padlocked
- All waste bins and wheelie bins should be located away from the buildings
- All rooms and stores containing hazardous materials such as chemicals (e.g. cleaning cupboards, work- shed) should be well managed, clean and permanently secure