



# Soaring High Montessori School

## Fire Safety Policy with Procedure and Emergency Plan

### Responsibility

The PRINCIPAL : Sarah Rowledge, SOARING HIGH MONTESSORI PRIMARY SCHOOL: is legally responsible for the provisions in this FIRE SAFETY POLICY DOCUMENT, its review and its promulgation.

The RESPONSIBLE PERSON is SARAH ROWLEDGE.

The RESPONSIBLE PERSON is assisted by Competent Person: Sarah Awad

Its purpose is to minimize the likelihood of a fire, and to state procedures for user staff, clients and contractors, and to limit the effect of a fire should an outbreak occur.

The RESPONSIBLE PERSON is responsible for the maintenance and testing of fire safety provisions and an on-going program of preventative maintenance, upgrades, contingency planning, and policy review.

The RESPONSIBLE PERSON is responsible in cooperation with Owners and Users for Fire Risk Assessments, and as a result, implementing Action Plans, revising the Emergency Plans and promulgating 'The Significant Findings', to all user staff as appropriate. Maintaining a record of all Fire Safety related issues and fire incidents.

The RESPONSIBLE PERSON is responsible for ensuring that all staff are aware of this Policy Document on taking up posts, and by periodic reminders. Amendments will be dated and promulgated.

The USERS (staff, children and volunteers), and visitors are responsible for maintaining a fire safe environment by adhering to these policies and procedures.

*This will help prevent loss of life, and loss of the facilities and jobs*

### Fire Prevention

It is the duty of all staff to prevent fire by :-

- Maintaining the highest possible housekeeping standards.
- Unlocking and checking exits and external routes before the pupils are admitted.
- Providing sufficient management to control occupancy to max. 70 children.
- Maintain any conditions imposed by a Lease.
- Ensuring that ALL visitors are registered onto (and OFF) the premises and have authority to be on the premises, and accompanied if necessary.
- Not introducing highly flammable, toxic or illegal narcotic substances.
- Not consigning storage to plant rooms and electrical control panel enclosures.
- Not introducing or causing any naked flames or sparks without the Principal's permission by written permit.

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*(Minimum 24hours Prior Notice to the PRINCIPAL is required before use of Candles, if to be lit out of 'Peace Circles' and 'Birthday Walks').*

- *Contractors proposing to use hot work tools or frictional tools will be subject to a Permit To Work system HOT WORK PERMIT TEMPLATE is an Appendix to this Policy.*
- Preventing storage in escape routes, *gangways must be minimum one metre wide.*
- Reporting defects, *to be logged on the Health and Safety Check List in the Office.*
- Switching-off unnecessary electrical equipment
- Preventing build-up of rubbish and other combustibles, either internally or externally
- Careful disposal of cleaning and bleaching cloths and materials.
- Maintaining the NO SMOKING rule and dealing with members of the public to prevent a burning cigarette being introduced to the premises.
- *Smoking is prohibited ON the premises*
- Leaving any area in a safe condition when not attended.
- Closing doors at night & securing the premises on leaving.
- Not wedging open fire resisting doors (within the parameters of the Risk Assessments)
- Reporting disgruntled persons or suspicious activity to the Fire Officer/Principal.
- Taking arson threats seriously and involving the police.
- Observing common-sense kitchen safety. Deep-fat frying is prohibited.
- Children under ten years must not be permitted in the kitchen during cooking unless in the presence of responsible adult supervision.
- Attending fire safety briefing sessions.
- Staying aware of the fire policy.

#### Disabled Persons

Users are encouraged to report any condition that would render them unable to leave the premises in an emergency without assistance.

Special arrangements will be made.

Staff should monitor members and visitors for disabilities and be prepared to give assistance during an emergency evacuation.

#### Fire Protection

All staff should acquaint themselves with the:

- Fire Warning- CONTINUOUS WARBLERS
- Fire Action Notices
- Locations and types of Fire Extinguishers and Fire Blankets.  
*Do not misuse or displace fire equipment: this is criminal offence.*
- General Fire Procedure Extract to be on Fire Action Notices adjacent to Fire Equipment.
- Any person discovering a fire *or having suspicion of a fire* must raise the alarm immediately by warning everybody inside and in the vicinity of the building by depressing the central pad of the nearest Fire Activation Point
- On hearing the fire warning, aim to leave the building by the nearest exit and report to the assembly point, initially at the rear play area: secondarily in the carpark behind 'The Barn'
- Assist users and visitors to leave the building, and be aware of the vehicle hazard.

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### **Staff Fire Procedure and Emergency Plan**

- On hearing the fire warning *shouts of FIRE-FIRE-FIRE and/or* Continuous Warblers the Office Manager or the person in charge will call the Fire Service using the nearest safe area telephone (or mobile), *in the OFFICE if safe* and dialing 999.
- State the full address to the operator:

### **FIRE AT**

#### ***Soaring High Montessori Primary School***

#### ***Purley Farm, Off Colne Road, Coggeshall CO6 1TH....the post code is important***

- The source of an alarm must not be investigated for more than one minute before the Fire Service is called. Do not silence the Fire Alarm System until the emergency is known, understood and under Control.
- STAFF will turn off audio equipment, secure valuables and take charge of occupants. Prepare to take the registers and Visitors Book, which will be needed at the Assembly Point.
- Start the evacuation of occupants to the ASSEMBLY POINT so that an account of persons can be made.
- *Uncooperative persons must be persuaded to leave the building.*  
(Taking no longer than 60 seconds)
- One senior member of staff accompanied by one other must check that persons in the ancillary areas and 1st floor are aware of the fire warning and ensure that evacuation has commenced.

CHILDREN Early arrangements should be considered for the welfare of children and entrustment to identifiable parents and guardians, providing account has been made of safe dispersal. Contact via 'Text Mobile' or e-mail.

#### **SCHOOL GROUP *General procedure to be followed as above***

- Staff will marshal the children together, remembering to check the toilets.
- One member of staff to collect the Registers and Visitors Book.
- Explain to children what is being done.
- Staff then marshal the children to the assembly point.
- **Pupils to line-up in their Class Groups (P1, 2 and 3) at the Assembly Point**
- Take account for all persons from the classes and maintain control and security.
- Give consideration to moving to a secondary assembly point with shelter and safe dispersal should a protracted incident develop AND initiate the Parent/Guardian re-call arrangement.

KITCHEN USERS must cease preparing food and shut down cooking facilities, leave the kitchen in a safe condition, turn off the electricity and evacuate the building.

- Do not take unnecessary risks.
- Close doors and windows if safe to do so.
- Check toilets.
- Take a mental note of the location of fire.
- Do not enter areas obviously affected by fire or smoke.
- Only tackle a fire,
  - if accompanied
  - familiar with the different types & uses of equipment
  - familiar with the hazards enough to operate safely.

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All staff should then evacuate to the assembly point, and exercise a common sense duty of care to all persons in their class.

An account must be made of the persons who have been evacuated.

The Principal/Fire Officer should meet the Fire Service on arrival and report to the Officer in Charge of the Fire Crews with

- details of persons unaccounted for,
- information on their likely location
- the location of the fire and smoke
- the location of any high risk issues or suspicious circumstances.

The Fire Service may also need information on utility control valves and switch-gear.

Mains electricity: Inside the Electric Cupboard of the P2 classroom (key top right hand side of door)

Oil Main Shut-off:

### **Re-entry & All Clear Policy**

The Buildings will only be re-entered with the permission of the Fire Service and Police and the knowledge of the Person in Charge (SLT Member). There will be safety, security and crime scene preservation issues. Arrangement to recover personal items will be arranged by the Person in Charge with the permission of the Senior Fire Officer and the Police. Persons entering under these arrangements must be accompanied for safety and security reasons.

The All Clear signal for re-entry will be given with the permission of the Fire Service and Police and the knowledge of the Person in Charge.

After the All Clear has been given it is the duty of Staff to assist the Principal/Fire Officer in returning the School to normal operation. If the School Business is suspended, staff will be signed off by the Principal as soon as the welfare of pupils and the security of the premises have been assured.

### **Investigations**

The Principal assisted by Flameguard representative will initially gather information for an investigation and set up a meeting with the Fire & Police Investigation Team. It is the duty of all staff to assist in preserving all evidence that can contribute to the investigation. Staff must assume that they will be needed to co-operate with Fire Service and Police Investigation Officers. A written witness account while fresh in the mind will assist.

The date, time and investigated cause of any fire emergency affecting the School will be recorded in the Fire Drill file, as a separate document.

The Records and Forms regarding this Policy used are held in the Office (Fire Drill File).

- (i) The Fire Policy Document
- (ii) The Fire Risk Assessment
- (iii) Fire Drill Records
- (v) Hot Work Permit Record Book and spare forms.
- (vi) Fire Safety Check List

The Building will only be re-entered with the permission of the Fire Service and the knowledge of the Principal/Fire Officer. The signal for this will be the words ALL CLEAR.

The Police, Principal may prohibit re-entry pending an independent investigation. Staff must not leave the location or assume they are not needed until agreed by Fire Officers and the Police. Staff must expect that they will be needed to co-operate with Fire Service and Police Investigation Officers.

**PRESS & MEDIA** Early and Careful consideration should be given to press liaison. Comments should be made by accredited representatives of the School Principal or Business Manager. Comments should be restricted to facts and not apportion blame. The date, time and investigated cause of any fire emergency affecting the hall will be recorded in the Fire Incident Record in the Fire Drill File.