



### 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.

### 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, 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.

The School carries out a fire drill and emergency evacuation drill every term and this is recorded in the school diary.

In following the Statutory Framework for the Early Years Foundation Stage revised 2017 paragraph 3.55:

*'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.'*

The Trustees of St Ann's Church are responsible for all fire detection equipment and to ensure that it is in working order. The Trustees are also responsible to ensure that St Ann's Church Hall have fire exits clearly displayed and identifiable and that all fire doors are free of obstruction and easily opened from the inside.

1. In the event of there being an emergency, either the fire alarms will sound or a whistle will be blown. The whistle is in the black box on the hatch at Burgh Wood Montessori Nursery School.
2. The Principal or the next senior member of staff must follow the procedures of calling emergency services; 999 or 111.
3. The Principal or the next senior member of staff will collect the register, mobile phone, emergency evacuation box, and visitor's sheet.
4. The children should line up at the fire exit quickly, quietly and calmly. There should be no running. The designated members 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.
5. 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.
6. The kitchen and toilets should be checked before leaving the building.
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 assembly point is the bike shed at the side of the hall. However, if the building is unsafe and we are unable to return the children will be taken to St Ann's Church or if this is in use The Horseshoe Community Pre-school (telephone number 07814 791528).



9. All staff, volunteer and cover staff are advised not to re-enter the building to collect their personal belongings.
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.

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
Liz and Caroline	Take register, red box, telephone and the first aid box. Wait for the children to line up at the main inner door of the main entrance. If evacuation is to the Church, open up the main doors to the car park and if evacuation is to the side of the Hall, the fire doors must be opened at the side of the Hall. Liz and Caroline to assist children out of the Hall down the ramp to the designated evacuation points.
Subagini/Katharine	Take the head count whilst assisting children to leave the building safely.
Jo	To check the building including toilets, kitchen area, store cupboard.
Sam/Julie	Assist the children to line up along the church wall on the left-hand side furthest away from the building or by the side of the fence and take a head count immediately.
Liz/Caroline	Take the register.
Jo	To notify the emergency services. Call 999 for an emergency 111 for NHS non- emergency

### 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](http://www.communities.gov.uk/publications/fire/regulatoryreformfire)

HM Government - fire safety risk assessment at educational premises  
[www.fireservice.co.uk](http://www.fireservice.co.uk)

Department for Communities and Local Government website  
[www.communities.gov.uk/fire/firesafety/firesafetylaw](http://www.communities.gov.uk/fire/firesafety/firesafetylaw)