WALTHAMSTOW MONTESSORI SCHOOL
FIRE SAFETY POLICY

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all staff to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the pupils. This will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety team – usually the Principal and the Office Manager or Health and Safety Officer. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan
- Review the past years' records of fire practices, etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to pupils or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months. Students and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out each half term, including a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Testing of Smoke Alarm System

The smoke alarm system will be tested weekly by the School Office Manager or Health and Safety Officer. Each smoke alarm is numbered and recorded in the logbook.

Emergency Lighting
The emergency lighting will be checked each week by the Health and Safety Officer and recorded in the logbook.

Emergency Exits
All emergency exits will be kept clear and free from obstruction at all times.

General Fire Safety
All staff will make it their responsibility to ensure:

- That exit doors are unlocked when the first person arrives and remain unlocked while people are in the building. The staff room door will be unlocked by the class on duty that week.
- Fire doors are not propped open
- Tops and fronts of heaters are kept clear
- Displays where possible will not be above heaters, and if this is unavoidable, that they are securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are switched off and where possible unplugged.
- All electrical items, plugs and cables are visually checked before use

Smoking
Smoking (including vaping/e-cigarettes is prohibited in or around the school.

To be read in conjunction with the Emergency Action Plan.

This policy was adopted on dated:

Date last reviewed: 1st September 2026

Date to be reviewed: 1st September 2027

Appendix A – Fire Drill / Evacuation Procedure

Discovering a fire

- If you discover a fire operate the nearest fire alarm call point by breaking the glass.
- Call the fire brigade by dialling 999.
- If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
- Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware of the different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

- Close all doors and windows.
- Proceed to your assembly point and take the register.

After the event

- Do not re-enter the building until advised to do so by the senior fire service officer.
- If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before re-occupying.

Know

- Your means of escape, primary and secondary
- The nearest fire alarm point
- The nearest fire appliance and how it should be used
- The assembly point

Appendix B – Safe Evacuation Procedure

During Classroom Time

Escort all children from the building. One member of staff will do this, the other will check all areas of the class, take out the register and close windows and doors, if possible. Teaching Assistants will take responsibility for their own children who may have special needs.

Garden – Penrhyn Site

Staff outside will lead all children through the fire escapes to the sides of the building and then to the fire assembly point.

Garden – Brookscroft Site

Staff will lead children out of the gate to the fire assembly point.

FIRE ASSEMBLY POINTS

Penrhyn Site – The green across the road outside the doctors' surgery
Brookscroft Site – The area outside the care home behind the school

Office Manager or Senior Teacher will take the registers and signing-in book with her and check the whereabouts of all children and staff members.

All staff with registers will report to the Office Manager or Senior Teacher that the roll call is complete.

Appendix C - Staff Induction Confirmation

I know the location of the fire alarm call point and the way it operates.

I know that my first action on discovering a fire is to raise the alarm even if the fire is small.

I have been told the fire alarm is a bell.

When it sounds, I know what action to take, in particular leaving the building with any pupils for which I am responsible and going to the assembly point.

I know and have walked the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.

I have been shown the location of the fire extinguishers. I know I should only use them if I have been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

I have been shown Walthamstow Montessori School's Fire Safety Policy and Emergency Action Plan. I have received a FIRE INDUCTION (Powerpoint presentation) and agree to follow Walthamstow Montessori School's Fire Safety Policy.

Name:

Signed:

Date: