

# LITTLE SPONGES MONTESSORI

## FIRE SAFETY

At Little Sponges Montessori, we make sure that the Nursery is a safe environment for children, parents, staff and visitors through our Fire Safety policy and procedures.

The designated Fire Marshall, Mrs. Nicole Bacon, makes sure the Nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The designated Fire Marshall has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every half-term. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

### **Registration**

An accurate record of all staff and children present in the building is kept at all times and children/staff are marked in and out on arrival and departure. An accurate record of visitors is kept in the Visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

### **No Smoking Policy**

The Nursery operates a strict No Smoking Policy – please see this separate policy for details.

### **Fire Drill Procedure**

On discovering a fire:

- Calmly raise the alarm by ringing the bell;
- Immediately evacuate the building under guidance from the Fire Marshal;
- Using the nearest accessible exit, lead the children out, assemble in front of the Convent wall, 38 Hyde Vale, near the post box;
- Close all doors behind you wherever possible;
- Do not stop to collect personal belongings on evacuating the building;
- Do not attempt to go back in and fight the fire;
- Do not attempt to go back in if any children or adults are not accounted for;
- Wait for emergency services and report any unaccounted persons to the Fire Service/Police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together;
- Wherever possible, alert the Manager of your location and the identity of the children and other adults with you.

The Fire Marshall is to:

- Telephone emergency services: dial 999 and ask for the Fire Service;
- Pick up the children's and staff register, parents' contact details, mobile phone, keys, Visitor's book and Evacuation Pack;
- In the Fire Assembly point area – in front of the Convent wall, 38 Hyde Vale, near the post box, check the children against the register;
- Account for all adults: staff and visitors;
- Advise the Fire Service of anyone missing and possible locations and respond to any other questions they may have;
- Contact parents when safe to do so.

**Remember:**

- Do not stop to collect personal belongings on evacuating the building;
- Do not attempt to go back in and fight the fire;
- Do not attempt to go back in if any children or adults are not accounted for.

**Legislation:**

Little Sponges Montessori complies with the following legislation:

- Health and Safety Act Work etc. Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999.