**Health, Hygiene & Safety**

**3.9 Fire Safety & Emergency Evacuation**

**Policy Statement**

*We are familiar with current fire safety legislation and keep fire risks low by ensuring high standards of fire precaution.*

**Fire safety precautions taken**

* We have appointed fire wardens who have attended training in September 2019. Fire wardens in the lower barn are Jenny Harrison & Lucy Mills. Fire wardens in the Upper Barn are Stephanie Black & Lauren French. Sarah Norfolk & Hayley Majeika are also fire wardens. All Fire wardens have yellow Fire Warden Vests.
* Fire doors & exits are clearly marked, never obstructed or propped open. Fire doors in lower building are linked to a magnified device.
* Smoke detectors/alarms and firefighting equipment conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* All portable electrical appliances are checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* Our emergency evacuation procedure is practiced at least every four weeks and is clearly displayed on the premises with records kept of drills and servicing of equipment.
* Our fire meeting point is located in the parent’s car park. Signage shows meeting point.
* We test our fire alarm break glass weekly.
* We have personal Emergency Evacuation plan (PEEP) in place for those who require it.

**Procedure**

Our emergency evacuation procedure For the **Upper Barn** is as follows:

* Person discovering the fire is to raise the alarm by ringing the fire bell, situated in all the hallways. Only fight the fire after sounding the alarm if you feel it is safe to do and if by not extinguishing it will lead to a greater risk.
* All staff should calmly ask the children to leave what they are doing, and lead them outside, fire marshals to check that the designated area is clear (if safe to do so) before leaving. All staff, visits and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave.
* Rabbits, Squirrels, Hedgehogs and Otters room leaders - Upper Barn (or person covering) will evacuate their children from the room and lead them into the playground. Each class will line up in front of the green bike fence. Senior members of staff will make any necessary provision for the children with additional needs. The Officer-in-charge will do a head count of each class and dismiss class by class to regroup at the fire point in the main carpark.
* Officer-in-charge takes register of the children and staff once at the designated fire point and checks with each fire marshal to ensure their designated area was clear.
* Officer-in-charge then uses mobile phone to call emergency services/parents.

Fire Marshalls in **Upper Barn** are:

* Hayley Majeika – Office
* Sarah Norfolk – Office
* Lauren French – Rabbits room (ground floor)
* Stephanie Black Otters room (1st floor)

Designated areas **Upper barn** are as follows;

* Rabbits room leader – room and toilet
* Squirrels room leader – room and toilet
* Hedgehogs room leader – room and toilet
* Otters room leader – room and toilet
* June Harrison – both offices

Our emergency evacuation procedure For the **Lower Barn** is as follows:

* Person discovering the fire is to use the break glass situated in one of five places (kitchen, outside dining area, top of stairs (x2) and the bottom of the stairs by fire escape route). Only fight the fire after sounding the alarm if you feel it is safe to do and if by not extinguishing it will lead to a greater risk.
* All staff should calmly ask the children to leave what they are doing, and the Foxes room leader should lead them outside via the fire escape door situated in the Owls (ensuring that the fire door is being held open).one member of staff at top of stairs, 1 member of staff at bottom of stairs and 1 member of staff in the walkway outside the building. Fire marshal (Room leader of the Badgers) should check that the designated areas (Badgers, Foxes, and Owls) are clear, if safe to do so, before leaving. All staff, visits and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave. Ducks and Swans room leader to check that the designated area is clear, if safe to do so, before leaving.
* Swans, Ducks, Foxes, Owls and Badgers room leaders (or person covering) will evacuate the children from the rooms and lead them to grassed area, by the fence. Each class will line up and do a headcount, before re grouping at the fire point. Senior members of staff will make any necessary provision for the children with additional needs.
* Officer-in-charge takes register of the children and staff once at the designated fire point and checks with each fire marshal to ensure their designated area was clear.
* Officer-in-charge then uses mobile phone to call emergency services/parents.

Fire Marshalls in **Lower Barn** are:

* Lucy Mills – Ducks room (ground floor)
* Jenny Harrison (1st floor)

Designated areas **Lower Barn** are as follows;

* Swans room leader – room and toilet
* Ducks room leader – room and toilet
* Badgers room leader – check Badgers, Foxes and Owls classrooms and toilets
* Julianna Ball – kitchen and dining room

**Lockdown Procedure in the Event of an Intruder**

• If an intruder attempted to or was successful at breaking into the school grounds we would following the following procedure:

- Member of staff concerned would contact the officer-in-Charge in the office.

The Officer-in-Charge would press the panic button and notify the most senior member of staff, and then call the police (999 or 01245 491491 Loughton Police Station)

CHILDREN INDOORS AT TIME OF INCIDENT

- If the children were inside at the time of the incident a key holder would lock the main doors to the upper barn and the children in the Otters, Hedgehogs, Squirrels and Rabbits would remain in their classrooms whilst a member of staff locked the internal classroom doors, any blinds would be closed.

The Ducks would be ushered into their classroom and told to sit in the corner area under the phone, whilst the key holder locks all external and internal doors. The blinds would be closed.

The Swans would be ushered into their classroom and told to sit in the corner area, whilst the key holder locks all external and internal doors. The blinds would be closed.

The Badgers, Foxes and Owls would be ushered into their classroom, whilst the key holder locks all external and internal doors.

The senior staff on duty would call each room ensuring everyone was safe and accounted for. Everyone would remain there until the Officer-in-Charge informs the seniors otherwise.

- Blinds in all rooms would be drawn.

- A head count would be carried out to ensure all children are accounted for.

CHILDREN OUTDOORS AT TIME OF INCIDENT

- If the children were in the playground at the time of the incident the staff would usher all the children into the main school and lock themselves in as above. Everyone would remain there until the Officer-in-Charge informs the senior staff otherwise.

- If the children were on the field at the time of the incident staff would usher all the children into the lower barn, whilst the key holders lock the doors behind them. Everyone would remain there until the Officer-in-Charge informs the senior staff otherwise. Internal doors would be locked behind them.

- Blinds in all rooms would be drawn.

- A head count would be carried out to ensure all children are accounted for.

- Under no circumstances will anyone approach the intruder. We will wait until the police arrive and let them take control of the situation.

- In the absence of the Officer-in-Charge the most senior member of staff would take on the role.

* The office is never left unattended.

**Bomb scare Procedure**

- If an unattended package is discovered on or near the premises a member of staff will notify the office who would then call 999. The package would not be approached or tampered with. Any children nearby would be ushered indoors away from the package.

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 2nd October 2019

Date to be reviewed December 2019

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Sarah Norfolk / Hayley Majeika

Proprietor Manager