



Fire Safety Policy with Procedure and Emergency Plan

Responsibility

The PROPRIETORS: LOUISE SELF and SARAH BAKER, THE LEARNING TREE MONTESSORI EDUCATION CENTRE: are legally responsible for the provisions in this FIRE SAFETY POLICY DOCUMENT and its review.

The RESPONSIBLE PEOPLE are LOUISE SELF AND SARAH BAKER.

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

CHRISTCHURCH, COGGESHALL ("The CHURCH"), who is the landlord, is responsible for the maintenance and testing of fire safety provisions and an on-going program of preventative maintenance and upgrades.

The RESPONSIBLE PEOPLE are responsible in cooperation with THE CHURCH for Fire Risk Assessments, and as a result, implementing Action Plans, and sharing with all staff as appropriate, and maintaining a record of all Fire Safety related issues and fire incidents.

The RESPONSIBLE PEOPLE are 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 shared.

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 children are admitted.
- ☐ Providing sufficient management to control occupancy to max. 20 children in their care.
- ☐ 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.

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- ☐ Not consigning storage to plant rooms and electrical control panel enclosures.
- ☐ Not introducing or causing any naked flames or sparks without the Proprietors' permission by written permit.
- ☐ Preventing storage in escape routes
- ☐ Reporting defects to THE CHURCH, and *to be logged on the Health and Safety Check List.*
- ☐ 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 Proprietors.
- ☐ Taking arson threats seriously and involving the police.
- ☐ Observing common-sense kitchen safety.
- ☐ 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 Alarm Sound
- ☐ Locations and types of Fire Extinguishers and Fire Blankets and location of Fire Activation Point.
Do not misuse or displace fire equipment: this is criminal offence.
- ☐ 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, at the front of the Church near the wall. If the alarm sounds whilst outside on the field, the assembly point is to the rear of the field, away from the building.
- ☐ Assist users and visitors to leave the building, and be aware of any vehicle hazard.

Staff Fire Procedure and Emergency Plan

- ☐ On hearing the fire warning *shouts of FIRE-FIRE-FIRE and/or* Continuous Warblers, one of the tutors will call the Fire Service using the nearest safe area telephone (or mobile) and dialling 999.
- ☐ State the full address to the operator:

FIRE AT

Christchurch, Stoneham Street, Coggeshall CO6 1UH....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 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 member of staff must check that persons in the ancillary areas are aware of the fire warning and ensure that evacuation has commenced.

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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 phone, text or e-mail.

LEARNING TREE *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 Register and Visitors Book.
- ☐ Explain to children what is happening.
- ☐ Staff then marshal the children to the assembly point.
- ☐ Children to line-up 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.

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

- ☐ details of persons unaccounted for,

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- information on their likely location
- the location of the fire and smoke
- the location of any high risk issues or suspicious circumstances.

Re-entry & All Clear Policy

The Building will only be re-entered with the permission of the Fire Service and Police and the knowledge of the Proprietors. There will be safety, security and crime scene preservation issues. Arrangements to recover personal items will be arranged by the Proprietors 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 Proprietors.

After the All Clear has been given it is the duty of Staff to assist the Proprietors in returning The Learning Tree to normal operation. If The Learning Tree business is suspended, staff will be signed off by the Proprietors as soon as the welfare of children and the security of the premises have been assured.

Investigations

The CHURCH 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 Learning Tree will be recorded in the Fire Drill file, as a separate document.

The Records and Forms regarding this Policy used are held by The Learning Tree.

- (i) The Fire Policy Document
- (ii) The Fire Risk Assessment
- (iii) Fire Drill Records

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

The Police and Proprietors 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.

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PRESS & MEDIA

Early and Careful consideration should be given to press liaison. Comments should be made by accredited representatives of the Proprietors. Comments should be restricted to facts and not apportion blame.