



## **Rawdah Montessori School**

### **Fire Safety Policy**

**Version:** 1.1

**Reviewed:** October 2025

**Next Review Due:** October 2026

## **Policy Statement**

Rawdah Montessori School is committed to ensuring the highest standards of fire safety to protect all pupils, staff, visitors, and property. This policy outlines the school's approach to fire prevention, detection, and response. It should be read in conjunction with the following documents:

- **Emergency Evacuation Procedure** (detailed step-by-step drill instructions)
- **Arson Prevention Policy** (site security and combustible materials)
- **Fire Risk Assessment Checklist** (annual review tool)
- **Fire Safety Inspection Log Sheet** (weekly/monthly monitoring tool)

## **Legal Framework**

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE Guidance on Health and Safety for Schools (2023)

## Roles and Responsibilities

- **Headteacher:** Has overall responsibility for ensuring fire safety measures are in place, implemented, and reviewed.
- **Designated Fire Warden:** *[Insert Name]* Ensures the premises are compliant, logs fire drills, advises the Senior Leadership Team (SLT) on fire safety matters, and liaises with the local fire safety officer following major changes to the premises.
- **Deputy Fire Warden:** *[Insert Name]* Assumes all responsibilities of the Fire Warden in their absence.
- **All Staff:** Have a legal duty to familiarise themselves with fire procedures, participate in drills, and report hazards immediately.

## Fire Prevention Measures

The school manages fire risks through the following controls:

- **No Smoking Policy:** Smoking is strictly prohibited inside the building and anywhere within the school grounds.
- **Sources of Ignition:**
  - All portable electrical appliances must be PAT tested before use in school and annually thereafter.
  - Personal electrical items (e.g., chargers, laptops) may only be used if they have been PAT tested.
  - Extension leads are for temporary use only. Persistent needs should be reported for installation of permanent sockets.
  - Electrical faults must be reported immediately to the Fire Warden or School Director.
  - Candles, incense, or any naked flames are strictly prohibited on the premises.
  - Electrical devices must be unplugged at the end of the day, except for essential items (e.g., fridge/freezer, CCTV, communication systems).
- **Housekeeping:**
  - Escape routes must be kept clear at all times (see weekly checklist).
  - Combustible materials and waste are managed in line with the **Arson Prevention Policy**.

## Fire Detection and Alarm Systems

The school is equipped with a fire alarm system that is maintained by an approved contractor (Waverley). The system is tested as follows:

- **Weekly Test:** Conducted by the Fire Warden every week (at a set time) to ensure the alarm sounds correctly. Results are recorded in the Fire Log.
- **Six-Monthly Inspection:** Conducted by the approved contractor (Waverley) to check all call points, detectors, and the main panel.

## Fire Drills and Evacuation

Fire drills are conducted to ensure that all occupants can evacuate safely and promptly.

- **Frequency:** Drills are held at least once per term (every three months) or whenever a significant change occurs (e.g., a large intake of children, new staff members, or building alterations).
- **Variety:** Drills take place at different times of the day and on different days to test effectiveness under various circumstances.
- **Participation:** All children and staff must participate.
- **Procedure:** The detailed step-by-step evacuation procedure, including assembly points and staff responsibilities, is outlined in the separate **Emergency Evacuation Procedure** document.

**Note:** Staff must not attempt to fight a fire. The priority is always the safe evacuation of all persons.

## Personal Emergency Evacuation Plans (PEEPs)

Any pupil or staff member with a disability or additional need that is not fully supported by the general evacuation procedures must have an individual PEEP prepared.

- The PEEP will be developed in consultation with the individual (or their parents/carers) and the Fire Warden.
- The plan must be communicated to all relevant staff and practiced during fire drills.
- Copies will be stored in the individual's confidential file and in the School Fire Safety folder.

## Record Keeping

Accurate records are essential for compliance and safety.

- **Daily Register:** An accurate record of all staff and children present in the building must be kept at all times. Children and staff must be marked in and out on arrival and departure.
- **Visitor Log:** All visitors must sign in and out using the visitor's book. This book must be taken to the assembly point during an evacuation.
- **Fire Log:** The Fire Warden maintains a Fire Log containing records of:
  - Weekly alarm tests
  - Monthly emergency lighting tests
  - Termly fire drill records (including timed evacuations and observations for improvement)
  - Annual maintenance certificates (extinguishers, alarms, PAT testing)
  - Training records

## Fire Safety Training

- **All Staff:** Must complete fire safety awareness training as part of their induction and receive refresher training **annually** (best practice) or at least every three years.
- **Fire Wardens:** The Designated Fire Warden and Deputy must complete certified Fire Warden training, renewed every three years.

## Monitoring and Review

This policy will be reviewed annually by the Headteacher and Fire Warden, or sooner following an incident, a significant change to the premises, or updated statutory guidance.

## Fire Safety Checklist Summary

Item	Responsibility	Frequency	Location / Notes
<b>Daily Checks</b>			
Escape routes / fire exits clear	Fire Warden	Every morning	Front entrance, side entrance, 3 red fire exit doors, exits from classes
Final exits unlocked during hours	All Staff	Ongoing	All external doors
<b>Weekly Checks</b>			
Fire alarm test	Fire Warden	Weekly	Entrance hall panel; record in log
Fire doors function / good repair	Fire Warden	Weekly	All key doors inc. kitchen, corridor, boiler room
Evacuation packs / fire bags	Fire Warden	Weekly	Check contents in each classroom
<b>Periodic / Annual Checks</b>			
Fire extinguishers (visual)	All Staff	Visual daily	Check for damage or obstruction
Fire extinguishers (service)	Approved Company	Annually	Full service and certification
Full fire alarm check	Approved Company (Waverley)	Twice a year	Full system inspection

Emergency lighting test	Fire Warden / Contractor	Monthly (short) / Annually (full)	Record results
PAT testing	Approved Contractor	Annually	All portable appliances

## Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
<b>October 2025</b>	Governing Body	<b>Chair:</b> Sohaib Tanvir
<b>Next Review Due:</b>		
<b>October 2026</b>	Governing Body	<b>Chair:</b>
	Headteacher	<b>Headteacher:</b>