



The Pier Head Preparatory Montessori School

3 Shadwell Pier Head, Glamis Road,
Wapping, London, E1W 3TD
0207 481 0202
email: thepierheadprep@yahoo.co.uk



Fire Safety

At The Pier Head Prep School, we make sure the school is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The *manager/*designated fire marshal _____ makes sure the school 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 *manager/*designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the school. 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.

The *manager/*designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

| | Who checks | How often | Location |
|------------------------------------------------------------------------------------------------|------------|-----------|----------|
| Escape route/fire exits (all fire exits must be clearly identifiable) | | | |
| Fire extinguishers and blankets | | | |
| Evacuation pack | | | |
| Smoke/heat alarms | | | |
| Fire alarms | | | |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | | | |



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Registration

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

No smoking policy

The school 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 *blowing the whistle/*ringing the bell/*breaking the alarm glass
- Immediately evacuate the building under guidance from the *manager on duty/*fire marshal
- Using the nearest accessible exit lead the children out, assemble at **the front of the building in front of tide wave gates**
- Close all doors behind you wherever possible
- *Ensure all persons with mobility difficulties are safely evacuated*
- 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 *manager/*fire marshal/*team leader is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area, the front of the building in front of tide wave gates
- –check the children against the register
- Account for all adults: staff and visitors



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- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

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.