# Fire Safety Policy

## Introduction

Alamiyah Montessori is committed to providing a safe environment for staff, children and visitors. Alamiyah will ensure that preventative measures are employed to minimize fire risks and will ensure that fire risk assessments are carried out and reviewed regularly. Fire risk assessments will detail the hazards and risks on the premises and risks associated with activities at the setting. Any member of staff who discovers a hazard during working activities shall report the hazard to management so that necessary remedial action can be taken. We take the safety of our children as paramount and ensure that all fire exits are clear and there is a relevant and up to date fire procedure. We will ensure that all of our fire equipment is in working order including smoke alarms, extinguishers, and fire blankets. All our fire exits must be clearly identifiable and easily opened for the inside.

## Aim

To ensure that:

- all pupils, staff and visitors are protected from any fire related risk, hazard or harm.
- in the unlikely event of a fire, all pupils staff, volunteers and visitors know what to do to keep everyone safe and to easily escape to a place of safety

## Approach

We will ensure that:

- all necessary precautions are taken to reduce the risk of fire on the premises and the risk of the spread of fire.
- there are adequate and safe means of escape from the premises
- all areas of the setting including fire exits and through routes will be kept clear as means of escape.
- there is appropriate fire fighting equipment, with signage in designated zones which has been assessed by a fire safety professional
- there are appropriate measures for detecting fire and giving warning about fire on the premises
- each area is risk assessed by a competent person and all risks and hazards are documented and remedial action taken immediately by the assessor and Fire Marshall.
- all fire detection equipment, fire fighting equipment and alarms will be checked, tested and

recorded on a thorough statutory testing regime.

- all staff will be trained on how to keep pupils, visitors and other staff safe from any fire related risk, hazards and harm.
- All staff, volunteers and pupils are trained on what to do in the case of a fire
- All staff volunteers and pupils participate in fire drills. These will be held twice a term.
- There will be no dangerous substances stored on site.

## Information and Training

Alamiyah will ensure that all staff are made aware of fire procedures during their induction training. All staff will also be tested on their knowledge of fire procedures. The Trustees shall ensure that they nominate personnel to attend Fire Marshall training. The Trustees shall provide any additional detailed knowledge relevant to assessing fire risks in their particular area to the Fire Safety Officer.

➢ ALL STAFF must familiarise themselves with the setting's emergency procedures to minimise the dangers caused by fire.

➢ ALL STAFF should also be aware of the nearest fire extinguisher to them, its type and know how to operate it.

➢ ALL STAFF should know how to exit using keys for any locked doors.

Regular fire drills (twice termly) will be held to ensure the setting's fire procedures are effective and to ensure the children and staff are familiar with them. These drills are important and **must be treated as a real occurrence of a fire**. All children are made aware of the sound of the smoke alarm, learn about fire safety and what to do in case of fire. If any staff or children have any disability or mobility problems special care and attention will be taken to assist those in need of help when evacuating the building. A specific risk assessment will be carried out in each case.

**On discovering a fire**

- Immediately operate the fire alarm located at the fire points.
- Depending on where the fire is located, leave the building through a passage of clear exit away from the fire either through the front door of the main building, or if obstructed through the fire exit at side of the building after shutting any doors adjoining the area in which the fire is situated, if you can do so without taking any personal risks.

**On getting the instruction to Evacuate**

- Take the register and visitors book
- Leave the building immediately
- Continue to leave the building, even if there is only an intermittent ringing of bells or if the bells stop ringing altogether.
- Go to Assembly Point A and report to the Fire Marshall or the most senior member of staff. At this point if the severity or location of the fire requires a safer distance from the main buildings then the Director/Manager will signal all pupils, staff and visitors to Assembly point B.

**Do not stop to collect personal belongings**

**Do not re-enter the building**

**Follow the Fire Procedures** in Appendix A - Fire Procedure - Main Building and Appendix B - Fire Procedure - Office Building

Once the children and teachers are at the assembly point, count the children and adults and take a register. Wait for the fire brigade ensuring the teachers and children are safe and calm.

**Fighting the Fire**

- DO NOT RISK AVOIDABLE PERSONAL INJURY
- If you need to take action to fight the fire, to enable you to leave the building, there is fire fighting equipment available in all buildings

**All Clear**

DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION HAS BEEN GIVEN TO DO SO

The director/manager will be responsible for supervising the evacuation of areas ensuring all staff; children and visitors are assisted from evacuating the building and taken to the assembly point.

**Fire Safety Officer:** Nasima Bobat

**Review**

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See ‘Policy Review Schedule’.

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Last Reviewed: 01/09/2026

Signed by Nasima Bobat (Manager) and S Motara (Director/Nominated Person)

on behalf of Alamiyah Montessori

**Legal Framework**

| |
|---|
| *With reference to -* |
| *Regulatory Reform (Fire Safety Order) 2005* |
| *Guidance on Fire Safety Risk Assessment - Educational Premises* |