



Planète Montessori  
INTERNATIONAL SCHOOL

DATE	REVIEWED BY/ROLE	NEXT REVIEW DATE
Last updated: January 2024	DSL	July 2024

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**Statement on Fire Safety**

Planete Montessori International School is committed to providing a safe and healthy environment for all its members, as everyone deserves to feel safe, secure and valued. To support this, we are committed to act in the best interest of every child and adult in our care by putting consistent, clear fire safety measures in place, undertaking regular (fire) risk assessments and by generally providing an environment of security and safety. We also have in place a Fire Warden who has overall responsibility for fire safety matters at our school. Planete Montessori International School follows all national regulations and laws subscribing this, and we encourage everyone in our community to voice any worries or concerns they may know of or have observed.

In this policy, we understand fire safety as all steps undertaken to make sure the school is safe and remains safe, and details the efforts we take to limit the damage (to property and people) by fire to the highest amount, particularly preventing any dangers that are reasonable to prevent.

Planete Montessori International School implements this by:

- the establishment of a clearly-written fire safety policy
- the promotion and distribution of this policy to relevant audiences
- continuous professional development for staff to ensure their accurate, up to date knowledge on fire safety and risk management
- regular risk assessments lead by the Designated Safeguarding Lead, in addition to the spotting of risks on a daily basis by all staff members
- a regular revision of this policy, as well as all other policies, in place at Planete Montessori International School

As such, we believe this policy:

- has been reviewed thoroughly by the Health and Safety Representative to make sure it stands up to scrutiny
- flows and is easy to follow
- is an essential part of our school
- supports staff in managing fire safety situations
- allows for a consistent application of values and principles throughout our school
- provides guidance, accountability and clarity on how the school operates
- has been received by all school personnel via appropriate fire safety training

In line with this, we ensure that:

- All parties in the school understand and fulfil their fire safety responsibilities
- All staff members in our school, and in particular those who are new, are made aware of our policies, procedures, contact information of the Designated Safeguarding Lead (DSL) and the Fire Warden, and take the required training to be up to date on current fire safety standards to help ensure the safety of everyone in the school
- All parents/carers are made aware of the school's responsibilities regarding fire safety by publishing (extracts of) our policies on our school website

This document entails these efforts and the fire safety regulations in place in our school, and thus this policy applies to all community members in and around our school. We believe this policy to be a working document fit for purpose, which ensures consistency and quality across the school.

The Fire Safety Policy is written in conjunction with, and works alongside, the following policies, to cover all aspects of health and safety:

- Anti-Bullying Policy
- Educational Visits Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Visitor Policy

This policy, and all other policies in place at Planete Montessori International School, are in line with the United Nations Convention on the Rights of the Child, as well as the national legislation of the Kingdom of Morocco.

### Roles and Responsibilities

Role	Name
Fire Warden Agdal	Zakya Laklaty
Fire Warden Targa	Mounia El Madouri
Head of School (HoS)	Oussama Chraibi
Risk Assessor Agdal	Rens van Lieshout
Risk Assessor Targa	Mounia El Madouri
Health and Safety Representative/Designated Safeguarding Lead	Rens van Lieshout
Crisis Manager	Oussama Chraibi
Groundskeeper Agdal	Abdelsadek Ait Bihi
Groundskeeper Targa	Brahim Sabir

### Responsibilities of the school

We recognise our responsibility to take all reasonable and practicable steps to:

- provide and maintain fire safety standards that allow for everyone's safety, and provide appropriate equipment for all our community members
- provide a safe, clean and hazard-free working environment
- identify and reduce hazards to a minimum by undertaking risk assessments
- ensure everyone is aware of and understands their responsibilities while also realising that maintenance of fire safety is the shared responsibility of the whole school community
- make effective use of relevant research and information to improve this policy
- appoint competent persons to enforce and promote fire safety, such as a Fire Warden, who takes overall responsibility for fire safety matters
- provide fire safety training and instruction for select school personnel in person, and for everyone online
- effectively implement, monitor and evaluate this policy

### Role of the Fire Warden

In the event of a fire, the Fire Warden with a suitably trained member of the school personnel will:

- contact the emergency services
- check all rooms to ensure that all persons have vacated the building(s)
- ensure all rooms are closed
- ensure all pupils, school personnel and visitors are accounted for at the assembly point(s)
- liaise with the emergency services when on-site
- organise the evacuation of pupils off-site, if necessary

**Role of Pupils**

Pupils are expected to:

- be aware of and comply with this policy
- listen to and follow the fire safety rules of the school/teacher, especially when given during an emergency [when the alarm sounds]
- ask for further help if they do not understand
- not wilfully misuse, neglect or interfere with things provided for everyone's safety
- exercise personal responsibility for the safety of themselves and others, not purposely harming themselves or others in any way
- treat others, their work and equipment with respect
- report fire safety concerns or incidents to a member of staff immediately

Pupils will undertake regular emergency evacuations (at least twice a year). During these, they will be taught to:

- listen to the instructions of whoever is supervising them
- remain calm
- leave the building orderly

**Role of Parents/Carers**

Parents/carers are expected to:

- support the school in any fire safety matters reported to them, e.g. via newsletters, phone calls and emails
- be aware of and comply with this policy and any other policies in place through our school website

**Safety Procedures in Place**

To ensure a safe school for everyone present, fire safety procedures are in place and fire safety duties are distributed and specified. Additionally, there are risk assessments, evacuation procedures and fire precaution systems in place to ensure this as well.

The Fire Warden for Agdal is: Zakya Laklaty.

The Fire Warden for Targa is: Mounia El Madouri.

Our campuses have smoke detectors, a fire alarm and fire extinguishers. These are distributed throughout the school, allowing safety precautions to be met everywhere around our campuses. Testing of these safety precautions is done twice a year, involving all people present on campus, including pupils, school personnel and visitors.

Throughout the year, all exits are kept free from obstructions. To ensure this, regular risk assessments are undertaken by the Health and Safety Representative, and clean-ups take place in class on a daily basis.

To ensure a safe evacuation, emergency procedures are in place which detail the:

- location of alarm systems, fire extinguishers and evacuation routes
- list of names of whom to contact in case of an emergency
- assembly points used by the school
- name and responsibilities of certain staff members
- evacuation procedures

**Control of Substances Hazardous to Health Regulations (COSHH)**

Although limited chemical substances are used, we understand that any of those used can never be regarded as completely safe. However, to ensure safe practices as much as possible, safety measures have been put in place to prevent the exposure of pupils and school personnel to substances hazardous to health and to avoid fires from taking place.

**Electrical Safety**

The procedures in place to ensure electrical safety are below.

- All electrical contractors are suitably qualified and work in conjunction with all safety regulations in place
- Regular risk assessments are conducted by the designated Health and Safety Representative, focussing in regard of electrical safety on the secure placement of plugs, checking plug covers are present and in pristine condition, dangerous water sources near electrical wires or equipment, overload of electronic devices that are plugged in, [extension] cable management to prevent trip or fall incidents from occurring, as well as other related risks
- All faulty equipment, faulty wires and dangerous situations are reported and solved, with faulty products replaced or taken out of use

**No Smoking**

To promote a healthy lifestyle and avoid any unnecessary risks, such as fire, Planete Montessori International School is a strict non-smoking school, allowing no smoking in any part of our school buildings, school grounds, on educational visits and during school events, by anyone.



**Related Information**

This policy is reviewed annually at a minimum by the Designated Safeguarding Lead and is adapted based on past year's experiences, as well as updates to risk assessment practices and measures.

All members of staff are required to familiarise themselves with the Fire Safety Policy, alongside all other policies in place at Planete Montessori International School.

The next review date for this policy is July 2024.

Related policies:

- Anti-Bullying Policy
- Educational Visits Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Visitor Policy