

Fire Safety and Emergency Evacuation policy

Statement of intent

It is our intention to make our setting safe for children and families from all sections of the local community.

Aim

We ensure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.

Methods

- The basis of fire safety is risk assessment. These are carried out by the manager.
- As the setting is in rented premises, all fire protection devices are regularly checked and maintained by a competent fire safety firm and records kept.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedure is clearly displayed in the premises; and is explained to new members of staff, volunteers and is practised regularly
- Records are kept of fire drills.

Emergency evacuation procedure

- Staff and children are aware of the sound of the fire alarm and follow the settings fire evacuation procedure.
- Staff know where the fire exits are and will lead children from the building to the assembly point where a register is taken to account for all children and staff.
- The emergency services will be called in the event of a real fire, and children's parents contacted immediately.

The fire drill record book contains:

- Date and time of the drill and if appropriate whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure will be recorded.