



## Fire Safety and Evacuation Policy 2016-17

# **Fire safety and emergency evacuation policy.**

## **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Fire Marshalls and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

## **Procedures**

- The risk assessment are carried out by a Fire and Safety Person .
- 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.
- We operate a strict no smoking policy
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in all rooms;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every term
  - Records are kept of fire drills and the servicing of fire safety equipment.

## **Emergency evacuation procedure**

Practice drills include

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- The procedure for calling emergency services is displayed by reception phones.
- Parents are contacted in the event of a real emergency.