# 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 person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the local Fire Officer.

## Procedures

The basis of fire safety is risk assessment. These are carried out by a ‘competent person’.

* Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
* Fire doors are clearly marked, never obstructed, and easily opened from the inside.
* Smoke detectors/alarms and firefighting 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 procedures are:
* Clearly displayed in the premises.
* Explained to new members of staff, volunteers and parents; and
* Practised regularly at least once every six weeks.
* Records are kept of fire drills.

Attached is a copy of our Fire Safety and Emergency Evacuation procedures, it covers:

* 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.
* Who calls the emergency services and when in the event of a real fire.
* How parents are contacted.

*The fire drill record book records:*

* Date and time of the drill.
* How long it took.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

# Adoption of Policy

This policy was adopted as follows:

Meeting of Friends of Warmley Preschool

Date Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee:

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_