



## **8.5 FIRE SAFETY AND EMERGENCY EVACUATION**

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### **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 our 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**

#### **Fire safety precautions taken**

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- We check all electrical equipment. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises
  - explained to new members of staff, volunteers and parents
  - practised every term
- Records are kept of fire drills and of the servicing of fire safety equipment (which is organised and maintained by the landlord).

#### **Fire drills**

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.