Version: 2

**Fire and Evacuation Policy**

Introduction

Reepham Pre-School regards fire prevention as being of paramount importance and recognises that many fires are caused by carelessness and ignorance. Thus great care is taken within our setting to minimise risks, by the storage and location of resources and proper use of heaters and electrical items within the setting. Upon the outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. As such staff will look after the children and evacuate the building quickly and safely. No attempt will be made to fight the fire until their safety is ensured,and then without exposing any person to risk.

Aims

* To describe fire drill and evacuation procedures within the setting.
* To describe how fire risk is minimised within the setting.

Procedures

Reepham Pre-School will ensure that a clearly written fire drill procedure is on display in all room at all times.

**Minimising fire risks:**

* Daily risk assessment checks will ensure all exits are free from obstruction and are fully operational.
* Fire risk assessments will be conducted and reviewed annually.
* All electrical equipment will be regularly checked (Pre-schools responsibility) to ensure they are in safe working order and PAT testing will be carried out annually. (last annual check 21/10/21)
* Any recommendations made by the fire prevention officer will be carried out and adhered to.
* Smoke detectors/alarms will be checked weekly. Fire fighting equipment will be checked annually or according to the fire officers recommendations and the date of those checks will be recorded.(Chapels resposibility for annual checks (last annual check 20/10/21).
* The premises and surrounding area operates a strict no smoking policy.

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**Evacuation:**

* All fire and exit doors will be kept free of obstructions and clearly located with the appropriate signage.
* All visitors will be required to sign in and out of the setting in the designated visitors book. Visitors to be briefed on the Evacuation policy (and planned evacuations).
* Fire drills will be carried out every half term (6-8 weeks).
* Each Drill will be recorded in a log and be reviewed and evaluated.
* All new members of staff will receive a fire drill information sheet in their staff induction handbook.
* The Manager will blow her whistle twice and children will leave what they are doing immediately and come to her.
* Staff will check toilets and any other areas not within eyesight.
* All staff and children will leave the building via the apprpriate fire evacuatuion route and meet at the assembly point.
* A head count and register to be taken once outside.
* In the case of an actual fire emergency services to be called once all children and staff are safe.

Relevant Other Policies

Critical Incident

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This policy has been adopted by Reepham Pre-School.

Signed on behalf of the setting by:

................................................................................................................ Committee

................................................................................................................ Manager

Date:...............................................................

Review Date:..................................................

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