**Fire and Evacuation Policy**

Pegasus Childcare Centre will ensure that a clearly written fire drill procedure is on display in all rooms at all times.

* Fire drills will be carried out every half term
* Each drill will be recorded in a log and be reviewed and evaluated
* All new members of staff / volunteers / students will receive a fire drill information sheet and fire training within their staff induction
* All new members of staff will take part in a fire evacuation drill within their first week of employment
* All fire doors and firefighting equipment will be kept free of obstruction and clearly located with the appropriate signage
* Daily risk assessments checks will ensure all exits are free of obstruction and are fully operational
* Fire risk assessments will be conducted and reviewed regularly
* All electrical equipment will be regularly checked to ensure there are in safe working order and PAT testing will be carried out annually
* Any recommendations made by the fire prevention Officer will be carried out and adhered
* Smoke detectors/alarms will be checked weekly and firefighting equipment will be checked annually or according to the fire officer recommendations and the date of those checks will be recorded
* The premises and surrounding area operates a strict No Smoking Policy
* The fire evacuation procedure will be explained to all visitors
* All visitors will be required to sign in and out of the setting in the designated visitor’s book.
* Evacuation point is towards the village hall to the right of Pegasus. Village hall is to be used for emergency such as toileting, shelter etc

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

……… Machaela Heavens………………… **Chairperson**

…………Paige Shackleton……………………. **Manager**

…………Emma Thornalley……………………. **Deputy Manager**

**Date of Implementation** - September 2017

**Date Reviewed**- September 2019          **Date Reviewed and updated** - September 2021

**Date Reviewed** – April 2023               **Date Reviewed** - ……………………