**FIRE SAFETY AND EMERGENCY EVACUATION**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The setting manager 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, carried out by a competent person;
* The manager has received training in fire safety sufficient to be competent to carry out the risk assessment;
* Fire doors are clearly marked, never obstructed and easily opened from the inside;
* Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas and checked as specified by the manufacturer;
* Our emergency evacuation procedures are clearly displayed in the premises; are explained to new members of staff, volunteers and parents and practised regularly at least once a term in line with Chapmanslade C of E Primary School;
* Records are kept of fire drills and the servicing of safety equipment.

**Emergency evacuation procedure**

* Children are familiar with the sound of the fire alarm;
* Children, staff and parents know where the fire exits are;
* When the fire alarm rings all members of staff and children will stop what they are doing. Staff will line up the children in their play area and take them to the nearest fire exit. A head count will be undertaken of both staff and children;
* The setting manager (or deputy) will collect the register, phone and emergency contact list and will ring the emergency services;
* The setting manager will undertake a quick check of the building whilst other staff members open the main fire exit door;
* Children and staff will move quickly and quietly down the setting path to fire checkpoint CIRCL 3 in Chapmanslade School playground;
* Children will make a circle and the register will be called by the setting manager;
* If it is safe to do children will return to Busy Bees.

The fire drill book must contain:

* The 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.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 8 April 2013.

Reviewed: 2 September 2019

Signed on behalf of Busy Bees Pre-school Sally Evans (Chair)