

FIRE SAFETY AND EMERGENCY EVACUATION POLICY AND PROCEDURES FOR WHIZZ KIDS PRE- SCHOOL

Policy

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The pre-school manager and all the staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- All staff have received training in fire safety sufficient to be competent to carry out risk assessments.
- 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 fire fighting 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 visitors.
- Practised termly.
- Records are kept of fire drills.

The fire drill record must contain:

- 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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson

Room 1 Manager

And

Mrs Sara Ward

Room 2 Manager