



Fire Safety and Emergency Evacuation

January 2021

Reviewed Date: January 2022

All Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure

- We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precaution
- Fire exit doors are clearly marked, never obstructed and easily opened for the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Practiced regularly fire drill at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Make sure that evacuation routes have been identified and are clear and accessible at all times. (checked on a daily basis)
- Make aware of what to do in order to reduce or prevent potential risks.
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Emergency evacuation procedure

All Staff Members

On hearing the fire alarm:

- Calmly call children in our care together
- ask children to listen very carefully to instructions
- ensure the younger children are carried to safety
- The children will not collect their belongings.
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit
- Headcount the children in your care, alerting the manager if any are missing
- Remain outside the building until the manager deems the premises as safe

Manager

- Collect the registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Ensure that the fire brigade have been alerted
- Remain outside of the building until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises