**Fire and Evacuation Policy**

Branston Little Pickles Pre-School will ensure that a clearly written fire drill procedure is always on display in all rooms.

Fire drills will be carried out once a term.

All visitors to the setting will be informed of the settings fire drill procedures and building evacuation process.

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 the first week of employment.

All fire exit doors and firefighting equipment will be kept free of obstructions and clearly located with the appropriate signage.

Daily risk assessment checks will ensure all exits are free from obstruction and are fully operational.

Fire risk assessments will be conducted and reviewed regularly.

All electrical equipment will be regularly checked to ensure they 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 to.

Smoke detectors/alarms will be checked weekly and firefighting equipment will be checked annually or according to the fire officers 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 to ensure their safety whilst on the premises.

All visitors will be required to sign in and out of the setting in designated visitor’s record; this record will be used as part of the evacuation procedure to ensure all persons are accounted for.

A clear daily record of staff and children on the premises will be maintained (including arrival and departure times); this record will be used as part of the evacuation procedure to ensure all persons are accounted for

This policy has been adopted by Branston Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: ……February 2023…………………………….

Jodie Cook (Manager) Review Date: February 2024

**Fire Evacuation Procedure**

In the Event of a Fire

1. The fire alarm will sound.

2. The Deputy will gather children and escort to the fire door, taking the register. All other members of staff (excluding the Manager) will also help to gather and lead the children to the fire door. They will then assist them to the allocated assembly point. – …..**Double green gates in garden**…….

3. The Manager checks all the toilets, office, indoor and outdoor play area. The Manager is responsible for collecting the mobile phone, walkie talkie and fire bag.

4. Once the Manager has made all of her checks she will go to the meeting point to join deputy manager who will be taking the register.

5. At the assembly point, the register will be called and checked for any unaccounted children or adults. Once the Fire Brigade has arrived, they will be told of any missing people. (Nobody will be permitted to collect bags and other personal possessions, or return to the building until the all- clear is given by the Fire Brigade.)

6. If the building is deemed safe by the Emergency services the Manager checks that all exit doors/gates are closed before allowing the children and staff back into the classroom.

7. Once back inside the building a register will then be called.

A fire drill will be held during a random session in each new term. We will record the time taken to evacuate the building. For fire drills the above procedure will be followed except that the Fire Brigade will not be called and that it will be the Manager that will give the all clear.

In the event of Little Pickles main door being blocked

Follow the above procedure but proceed to the school hall door and through the main school entrance and wait at the fire assembly point, the staff car park near the grass verge.

**In the event of the manager’s absence, the deputy manager will be assigned the manager’s role and a senior staff member will be assigned the deputy role.**

This policy has been adopted by Branston Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: ………February 2023………………………….

Jodie Cook (Manager) Review Date: February 2024