



Fire Safety and Emergency Evacuation

Policy Statement

Acacia Pre-school ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The 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 or Fire Safety Consultant.

Procedures

- As Acacia Pre-school uses rented premises we ensure that we have a copy of the fire safety risk assessment that applies to the building.
- 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 approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and available to parents/carers; and
 - practiced regularly at least once every half-term.

The proposed dates for practice fire drills during the 2014/2015 academic year are below:

- October 2014
- December 2014
- February 2015
- March 2015
- May 2015
- July 2015

Records are kept of fire drills.

Emergency Evacuation Procedure

A copy of the emergency evacuation procedure for Acacia Pre-school is attached as an annex to this document. It covers:

- How children are familiar with the sound of the fire alarm.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- Who calls the emergency services and when.
- How parents/carers are contacted.

The fire drill record contains:

- Date and time of the drill.
- How long it took.
- Number of children & adults present.
- Any problems encountered.

This policy was adopted at a meeting of	Acacia Pre-school
Held on	
Signed on behalf of the management committee	
Name of signatory	Alison Berryman
Role of signatory (e.g. chair/manager)	Chair