



Caterpillars Pre-School

Fire safety and emergency evacuation

May 2018



Policy statement

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

Procedures

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every half term
- Records are kept of fire drills

Emergency evacuation procedure

Caterpillars practice drills include:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book 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.

This policy was adopted by the Caterpillars Pre-School Committee

In

May 2018

Date to be reviewed

May 2019

Signed on behalf of the management committee

D Mitchell

Name of signatory

Dan Mitchell

Role of signatory (e.g. chair/owner)

Chair of the Committee