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| Name of Policy: | **Fire Policy** |
| Name of Setting: | **Busy Bees Preschool** |
| Overall Aim of Statement: | Our aim is to ensure everyone’s safety in the case of a fire. This policy states the measures we take to protect children, staff and visitors and also states the procedure we would follow if we needed to evacuate the building |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | Fire Protection* Smoke detectors are installed
* Checks are made to ensure the fire door is kept clear
* Electrical equipment is PAT tested every year(recorded in Health and Safety file)
* Switches which can be turned off are switched off at the end of the session
* All internal doors are closed at the end of the session

Fire Drills* Fire drills are held once a half term. They are recorded in the Fire Log book
* All children and adults present on the day are included

Fire Alarm Tests* Alarms and emergency lights are tested half termly

Fire Fighting EquipmentThere are three fire extinguishers* Entrance hall - Water extinguisher
* Main room - Water with additive extinguisher
* Kitchen - Powder extinguisher

There is also a fire blanket in the kitchenFire blanket and extinguishers are checked yearly by the manufacturers – Chubb. This is then recorded in the Fire Log bookStaff Fire Action Routine* Operate nearest fire alarm
* Call the fire brigade
* Fight the fire, if trained and safe to do so
* Evacuate the building by the fire exit

Evacuation Procedure* In the event of a fire, the alarm will sound.
* The building will be evacuated by the Emergency Exit in the main pre-school room.
* The Leader will take the register and emergency child contact numbers with her on evacuating the building.
* The Leader will carry the gate key and unlock the outdoor gate for the children to be lead through.
* The Deputy will headcount the children out of the building.
* The Health and Safety Officer will check playroom, toilets, kitchen and cloakroom to ensure all children are evacuated and close all internal doors.
* The Health and Safety Officer will carry the front door key, collect the phone and evacuate the building.
* All staff and children to assemble in Pannal School playground.
* The Leader will use the register to check everyone is in attendance while the Health and Safety Officer calls 999 for the fire service. Parents/carers will then be contacted to collect their child if the building is unsafe to re-enter.

**Any bank staff, parent helpers will evacuate the building with the Leader to assist the children outside the building. They will be thoroughly informed of our Emergency Evacuation Procedure in their induction.** |
| Useful websites |  |
| References to other relevant policies: | * Health and Safety Policy
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| Policy Monitoring and Evaluation Information: | Staff and chairperson  |
| Signature | R Lily |
| Review Date and next review due date: reviewed Jan 15 – next review Jan 16 |