



Fire Drill and Evacuation Policy

One fire drill practices are held during sessions each half term.

The children are asked to sit on the mat and the procedure is sensitively explained to them with reassurance that it is only a practice in case of fire.

1. At the start of the fire drill a staff member will blow a whistle to bring the drill to everyone's attention
2. The children walk quietly to the exit door to the garden (or side of building if main room is used) out of the indoor play area.
3. The designated staff member taking the drill is responsible for picking up the register
4. The supervisor is responsible for picking up the phone and taking this outside
5. The assistants check all areas of play, toilets etc.
6. Everyone leaves the building by the fire exit and assembles by the gate where the register is taken

The children then return to play

Each fire drill is recorded in detail: date, time, number of children, number of adults, length of time drill has taken and any particular incidents.

In a real emergency situation the Supervisor would be responsible for telephoning the emergency services following evacuation of the building.

Fire Exits

- Door in the back room leading to the garden
- Door in the main hall leading to the garden

Risk Assessment

Risk assessments are carried out every year or when work changes, whichever is the soonest.

Staff Health and Safety

A separate Health and Safety at work policy has been drawn up and all staff are made aware of the policy.

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