

Fire Drill

At the sound of the fire whistle/alarm, staff will line the children up at the door and lead them to the outside area.

One member of staff will check the toilets whilst another collects the mobile phone and fire box which contains the register.

One member of staff will take the register and send the child to another staff member who will count all children and line them up in twos before returning them all to the premises if ok.

The fire procedure is recorded in the fire book and any notes are made.

Fire Safety

Fire doors are clearly marked, never obstructed and easy opening.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards and regularly checked and recorded.

All staff will make sure that the children are in the safest place away from the building.

The Manager/Deputy will take a head count of children/staff.

Everyone will remain calm and out of sight until the emergency services say otherwise.

The Manager will phone the parents/carers and inform them of the incident, and to collect children if needed.

Ofsted and Early years will be informed of the incident.

Policy Reviewed – November 2017

Next Review Date – November 2018