

Fire and Evacuation Policy



(Setting name) will ensure that a clearly written fire drill procedure is on display in *all rooms* at all times.

- Fire drills will be carried out every 6-8 weeks.
- Each Drill will be recorded in a log and be reviewed and evaluated.
- All new members of staff will receive a fire drill information sheet in their staff induction handbook.
- All new members of staff will take part in a fire evacuation drill within their first week of employment.
- All fire and exit doors will be kept free of obstructions and clearly located with the appropriate signage.
- Daily risk assessment checks will ensure all exits are free from obstruction and are fully operational.
- All electrical equipment will be regularly checked to ensure they are in safe working order and P AT testing will be carried out annually.
- Any recommendations made by the fire prevention officer will be carried out and adhered to.
- Smoke detectors/alarms will be checked weekly and fire fighting equipment will be checked annually or according to the fire officers recommendations and the date of those checks will be recorded.
- The premises and surrounding area operates a strict no smoking policy.

This policy has been adopted by (setting name)

Signed on behalf of the setting by:

.....Chairperson/owner
(Delete as appropriate)

.....Secretary/manager
(Delete as appropriate)

Date:

Review *Date:*