

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/volunteers/students will receive a fire drill information sheet and fire training within their staff induction.
- All new members of staff will take part in a fire evacuation drill within their first week of employment.
- All fire exit doors and fire fighting equipment 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.
- Fire risk assessments will be conducted and reviewed regularly.
- All electrical equipment will be regularly checked to ensure they are in safe working order and PAT 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.
- The fire evacuation procedure will be explained to all visitors
- All visitors will be required to sign in and out of the setting in designated visitor's book.

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:

SAMPLE