**Fire safety and evacuation process**

*Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.*

(EYFS 2021)

**Statement of intent:**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

**Procedures**

Our fire safety risk assessment focuses on the following for each area of the setting:

* - Electrical plugs, wires and sockets.
* - Electrical items.
* - Flammable materials – including furniture, furnishings, paper etc.
* - Flammable chemicals.
* - Means of escape.
* - Anything else identified.

Fire safety precautions taken

* We ensure that fire doors are clearly marked, never obstructed, and easily opened from the inside.
* We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* - clearly displayed in the premises.
* - explained to new members of staff, volunteers, and parents; and
* - practised regularly, at least once every six weeks.
* Records are kept of fire drills and of the servicing of fire safety equipment.

**Evacuation procedures:**

The alarm is sounded automatically or manually by a member of the staff to alert the group.

Staff will collect the register and medication box and take the children through the Fire Exit, to the Assembly Point (the gate/entrance to Happy Kids).

One staff member checks the buildings for any remaining children/adults, collects the settings mobile phone and calls the fire brigade (or goes through the motions of doing so) and joins he others art the assembly point.

Do not stop for personal belongings. Do not re-enter the building for any reasons unless instructed.

The Register is then taken to ascertain all are present at the assembly point.

When everybody has returned to the building the register is taken again (In the case of a real fire the group should then re-group at Trinity School for collection).

The Drill is recorded – dated – timed and signed in the file kept in the office.