**Health and Safety**

**Fire safety and emergency evacuation**

**Policy Statement**

At Panda Playgroup we maintain the highest possible standard of fire precautions to ensure that any risk of fire at our premises is minimised. The Manager and 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.

**Procedures**

* The basis of fire safety is risk assessment. These are carried out by the Manager or another experienced member of staff.
* The Manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written.
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are:
  + - * clearly displayed in the premises (on the parent information board);
      * explained to new members of staff, volunteers and parents; and
      * practised regularly every month.
* Records are kept of fire drills.

**Emergency evacuation procedure**

***Fire evacuation procedures will cover:***

* How children are familiar with the sound of the fire alarm.
* How the children staff and parents know where the fire exits are.
* How children are led from the building to the assembly point.
* How they will be accounted for and who by.
* How long it takes to get the children out safely.
* Who calls the emergency services and when in the event of a real fire.
* How parents are contacted.

***The fire drill record book must contain:***

* Date and time of the drill.
* How long it took.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

**This policy has been reviewed and updated July 2017**