



Fire Safety Policy

Safety in Case of Fire

Windsor Kindergarten believes that the health and safety of children is paramount. We make our setting a safe and healthy place for our children, parents, team and volunteers.

- Emergency evacuation procedures are taken very seriously and drills are practiced regularly. We do this at least once every half term, but may choose to do so more frequently or repeat a drill if we feel it is necessary.
- All team members must understand the evacuation routine and be very clear of their rules in the event of a fire. This will be discussed at team meetings and concise guidance given.
- Additionally posters will be clearly displayed and all information given to supply cover, volunteers and students. The evacuation routine is also given to parents as part of our starter pack.
- All fire exits and escape routes must be clearly marked and must be kept clear at all times. Doors must be 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 checked as specified by the manufacturer, annually.
- All team members must know the location of fire extinguishers and fire blankets.
- The 'fire safety officer' will keep records of fire drills, and these are stored in a file in the office.
- Records are kept of the servicing of fire safety equipment.
- Daily registers are completed with timed entries and departures.
- In the event of a real fire and evacuation the manger will contact **RIDDOR on 0845 300 99 23** to report the incident. This will also be logged in our Incident File and a full investigation carried out.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

February 2017

Date to be reviewed -

February 2018

Name of signatory -

Tanya Webber