



## Fire Drill and Evacuation Policy

One fire drill practice is held each session during each half term.

The children are asked to sit on the mat and the procedure is sensitively explained to them with reassurance that it is only a practice in case of fire.

1. At the start of the fire drill a staff member will blow a whistle to bring the drill to everyone's attention
2. The children walk quietly to the exit door to the garden (or side of building if main room is used) out of the indoor play area.
3. The designated staff member taking the drill is responsible for picking up the register
4. The supervisor is responsible for picking up the phone and taking this outside
5. The assistants check all areas of play, toilets etc
6. Everyone leaves the building by the fire exit and assembles by the gate where the register is taken

The children then return to play

Each fire drill is recorded in detail: date, time, number of children, number of adults, length of time drill has taken and any particular incidents.

In a real emergency situation the deputy Supervisor would be responsible for telephoning the emergency services following evacuation of the building.

### Fire Exits

- Main entrance in the foyer
- Door in the main hall leading to the garden

### Risk Assessment

Risk assessments are carried out every year or when work changes, whichever is the soonest. Written records are kept in the Health and Safety file.

### Staff Health and Safety

A separate Health and Safety at work policy has been drawn up and all staff are made aware of the policy. A copy is kept in the Health and Safety file.

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### Dress Code

In order to feel free to explore and experiment with all kinds of materials including messy ones we advise that the children are dressed in clothes that are easily washable or not too new. To enable the children to practice independent skills, simple clothing, which they can manage for themselves, is also recommended. For health and safety reasons the wearing of jewellery is not allowed (studs can only be worn for a period of time, approx. 6 weeks, after piercing and must be covered with surgical tape at all times. Please note that Early Years Practitioners are not allowed to remove them.