



## Fire and Evacuation Policy

Bearhugs Nurseries Ltd. 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 be shown 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 month of employment.
- All fire 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 a safe working order and PAT testing will be carried out regularly.
- Any recommendations made by the Fire Prevention Officer will be carried out and adhered to.
- Smoke detectors/alarms will be checked weekly and firefighting 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.
- All visitors will be required to sign in and out of the setting in the designated visitor's book.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner .....

Date: 1<sup>st</sup> May 2020

Review Date: 1<sup>st</sup> May 2021