

Fire and Evacuation Policy

Trinity Day Nursery will ensure that a clearly written fire drill procedure is fully understood by all staff and regularly reviewed.

- 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 receive 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 exit 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 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 fire fighting 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.
- The fire evacuation procedure will be explained to all visitors
- All visitors will be required to sign in and out of the setting in designated visitor's book.