



## Kingsdown Pre-school Fire Policy

*See also Emergency Evacuation Procedure*

- A register including children, staff and visitors will be completed as people arrive and leave so that a record of all those present is available in any emergency
- Visitors made aware on their arrival of the procedure to be followed in the event of a fire. This is on the information sheet that they read prior to entering the main pre-school room
- The village hall committee are responsible for the maintenance and checking of the fire equipment and systems in the building. The pre-school are informed when these checks are done and record this in their fire log. This log is regularly checked as part of the management monitoring system
- Fire extinguishers will be checked annually by an approved person arranged by the village hall trustees and pre-school staff will know how to use them.
- Fire drills are held at least once a term, on different days of the week and recorded in the log
- Fire doors are never obstructed

This policy will be reviewed annually or sooner if needed

This policy was reviewed by Kingsdown Pre-school on 14.4.22

Signed on behalf of Kingsdown Pre-school A.Bridges  
Chairperson of Kingsdown Pre-school Committee