

# Hemingford Grey Playgroup

## Policy: Fire safety and evacuation

*June 2017*

### **Introduction**

All possible measures are taken within Hemingford Grey Playgroup to safeguard from fire.

1. Fire risks are assessed and all possible measures taken to prevent fire.
2. Adequate detection and warning systems are in place to protect people from fire.
3. A well-practised fire procedure is in place to ensure prompt evacuation of the building in the event of a fire.

Risk assessments are undertaken routinely by a 'competent person' to identify any areas of the building or its contents which require attention. Any findings of the risk assessment will be acted upon promptly to reduce fire risk. Staff will be aware of the risk assessment and keep it under constant review.

We operate a no-smoking policy indoors and outdoors.

A fire procedure is in place to ensure that we have an adequate and practised response to a fire. Fire drills will be carried out termly, with care being taken to ensure that all sessions are included. We require an immediate response to the warning signal followed by a calm but quick evacuation of the building.

Visitors to Playgroup will be advised of the fire procedure.

### **References**

*Fire Safety Risk Assessment - Educational Premises (HMG 2006)*

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 6<sup>th</sup> February 2008. This policy has been reviewed and amended at meetings of Hemingford Grey Playgroup Committee, held on 29<sup>th</sup> April 2009 and 4<sup>th</sup> May 2011 and 7<sup>th</sup> May 2014. Amended at a meeting held on 1<sup>st</sup> July 2015. Reviewed at meeting held on 20<sup>th</sup> September 2017.

Signed by the chairperson, on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

..... (date)