





## **FIRE SAFETY AND EMERGENCY EVACUATION POLICY**

- In the event of a fire, it is important to be prepared and have plans in place. Worstead Parent, Baby & Toddler Group has a fire safety procedure to keep everyone informed of what to do in the event of a fire to help keep everyone safe.
- Group leaders carry out regular fire risk assessments and notify venue/remove resources if necessary. If concerns mean that the group cannot take place, a sign will be displayed/posted on A frame outside the village hall and on Facebook social media.
- Parents and carers should make group leaders aware of any potential fire hazards they see such as clothing or paintings left on top of heaters, overloaded sockets, exposed wiring, damaged firefighting equipment or appliances left switched on when not in use
- 'What to do in the event of a fire' notices will be clearly displayed in the group and parents, carers, visitors and group leaders will be made aware of the procedure to follow including the fire assembly point.
- Regular emergency evacuation practices will be held with group leaders, visitors, parents/carers and children at the group to ensure that everyone knows what to do in the event of a fire.
- To know exactly who is in the building at any time, all parents/carers and visitors must sign in and out of the group at every session.
- In the event of an emergency evacuation, no one should go home without informing a group leader.
- Parents/carers should make group leaders aware if they will require extra help in the event of an emergency evacuation.
- In the event of an evacuation, parents/carers should not stop to gather belongings/pushchairs or prams.
- All parents/carers are responsible for their children at all times – no child is to be left unsupervised at the group.
- All fire exits should be kept clear of bags, toys, rubbish, pushchairs and prams.

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

- Smoking or vaping is not allowed on the premises.
- In the event of emergency services needing to be called, the address and postcode of the group is Queen Elizabeth Hall, Ruin Road, Worstead, North Walsham, Norfolk. NR28 9WH and our what3words location is commander.gripes.wonderfully

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
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Position	Committee Chair
Signed	
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