**Fire safety and emergency evacuation**

**Policy statement**

We ensure the highest possible standard of fire precautions are in place. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

**Procedures**

*Fire safety risk assessment*

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.

Our fire safety risk assessment focuses on the following for each area of the setting:

* Electrical plugs, wires and sockets.
* Electrical items.
* Gas boilers.
* Matches.
* Flammable chemicals.
* Means of escape.
* Heat sources kept clear of objects

*Fire safety precautions taken*

* We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
* We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* Our emergency evacuation procedures are:
* clearly displayed in the premises;
* explained to new staff, volunteers and parents; and
* practised regularly, at least a year.
* Records are kept of fire drills and of the servicing of fire safety equipment.

*Fire drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

* The date and time of the drill.
* Number of adults and children involved.
* How long it took to evacuate.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005

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| This policy was adopted by | Tracks Autism | *(name of provider)* |
| On | February 2023 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Alexa Pickersgill | |
| Role of signatory (e.g. chair, director or owner) | Chairperson | |