



# Health & Safety Emergency evacuation and Fire safety and fire risk assessment

## Contents

<b>Reviewed</b> .....	2
<b>Fire Safety &amp; Emergency Evacuation Procedure</b> .....	3
<b>Emergency Evacuation Drill Frequency</b> .....	3
<b>In the Event of an Emergency Requiring Evacuation</b> .....	3
<b>General Principles</b> .....	3
<b>Evacuation Steps</b> .....	4
<b>1. Raise the alarm</b> - Any person discovering a fire or danger must immediately alert others by blowing whistle and saying, “ <b>STOP AND LISTEN.</b> ” .....	4
<b>2. Direct evacuation</b> – Alerting Staff to indicate the safest exit route. ....	4
<b>3. Reinforce instruction</b> - All staff repeat the STOP AND LISTEN message using consistent words and gestures. Keep calm. ....	4
<b>4. Form children</b> - Children should form a queue quickly and calmly under the direction of the manager, deputy or room leader. Quantity of children communicated to lead to ensure all children accounted for. ....	4
<b>5. Coats and shoes</b> - Only collect coats and shoes <b>if they are immediately accessible and it is safe. Evacuation must never be delayed</b> for clothing. ....	4
<b>6. Spare clothing</b> - If safe, spare items may be placed in the evacuation bucket for later use. If not safe → <b>leave them</b> .....	4
<b>7. Emergency grab bag</b> - The deputy (or nominated person) collects the emergency rucksack from the main entrance. This must contain:.....	4
<b>8. Rope procedure</b> - Where used, children hold the rope with: .....	4
<b>9. Fire Marshal responsibilities – If safe</b> Fire Marshal will .....	5
<b>10. Minimum staffing situation</b> - If only two staff members are present:.....	5
<b>11. Assembly point</b> - Children are taken to the <b>designated meeting point in the centre of the car park</b> .....	5
<b>12. Sweep check</b> - If safe, the Fire Marshal checks before exiting the building: .....	5
<b>13. Headcount and register</b> - At the assembly point, a headcount must be completed immediately and checked against the register. Any discrepancy must be reported to the fire service at once.....	5
<b>14. Supervision &amp; reassurance</b> - Staff must: .....	5
<b>18. Await instructions</b> - Remain at the assembly point until emergency services advise. ....	5
<b>19. Collection of children</b> - When authorised and safe: .....	5
<b>20. Re-entry</b> - No person may re-enter the building until permission is given by the fire service. ....	6
<b>Roles and Responsibilities</b> .....	6



<b>Personal Emergency Evacuation Plans (PEEPs)</b> .....	6
<b>After each emergency evacuation</b> .....	6
Fire Risk Assessment Arrangements .....	7

## Reviewed

When	First Review	Approval
11/12/2015	JLindow	TWilson
03/01/2016	JLindow	TWilson
16/01/2017	JLindow	TWilson
19/09/2017	JLindow	TWilson
05/08/2018	JLindow	TWilson
25/04/2021	JLindow	JWilson
22/05/2022	JLindow	TWilson
01-09-2023	JLindow	TWilson
05/09/2024	JLindow	TWilson
16/02/2026	JLindow	TWilson



## Fire Safety & Emergency Evacuation Procedure

### Emergency Evacuation Drill Frequency

Emergency Evacuation drills will take place **a minimum of once every Term**. We aim for every 6-12 weeks. Because attendance patterns vary, drills will be scheduled at different days and times to ensure all children and staff participate regularly.

A written record of each drill will be kept, including:

- date and time
- staff in attendance
- number of children
- time taken to evacuate
- any issues identified
- actions taken to improve procedures

Regular practice walks are also undertaken so children become familiar with:

- holding the rope
- responding to whistle or verbal instructions
- stopping, listening and following adult direction

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## In the Event of an Emergency Requiring Evacuation

### General Principles

- **Immediate evacuation is the priority.**
  - No attempt should be made to fight a fire unless trained and it is safe.
  - Staff must remain calm and give clear instructions.
  - Children must always remain supervised.
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## Evacuation Steps

1. **Raise the alarm** - Any person discovering a fire or danger must immediately alert others by blowing whistle and saying, “**STOP AND LISTEN.**”
2. **Direct evacuation** – Alerting Staff to indicate the safest exit route.
3. **Reinforce instruction** - All staff repeat the STOP AND LISTEN message using consistent words and gestures. Keep calm.
4. **Form children** - Children should form a queue quickly and calmly under the direction of the manager, deputy or room leader. Quantity of children communicated to lead to ensure all children accounted for.
5. **Coats and shoes** - Only collect coats and shoes **if they are immediately accessible and it is safe. Evacuation must never be delayed** for clothing.
6. **Spare clothing** - If safe, spare items may be placed in the evacuation bucket for later use. If not safe → **leave them.**
7. **Emergency grab bag** - The deputy (or nominated person) collects the emergency rucksack from the main entrance. This must contain:
  - daily register
  - emergency contacts
  - first aid essentials in bag

A should be picked up phone if easy quick access (the whole phone cage)

The bag must be checked daily.

8. **Rope procedure** - Where used, children hold the rope with:
  - one adult at the front
  - one at the rear
  - additional adults positioned next to younger or SEND children
  - this should be used to lead the children to a safe area

Staff must sweep outdoor areas and include any children already outside.  
All staff must ensure children:

- hold the rope or child’s shoulders in front of them.
- move promptly
- stay quiet and listen



**9. Fire Marshal responsibilities – If safe** Fire Marshal will

- collect building keys and work phone
- call the emergency services once evacuation is complete and children are safe. No one should re-enter the building until a fire officer has stated it is safe to do so.
- initiate parent communication when appropriate

**10. Minimum staffing situation -** If only two staff members are present:

- one escorts children to safety
- the other conducts a quick check of accessible areas **without putting themselves at risk**

**11. Assembly point -** Children are taken to the **designated meeting point in the centre of the car park.**

**12. Sweep check -** If safe, the Fire Marshal checks before exiting the building:

- changing rooms
- toilets
- kitchen
- hall
- bar area
- toilets

Doors and windows should be closed to slow fire spread. **No one should re-enter areas once cleared.**

**13. Headcount and register -** At the assembly point, a headcount must be completed immediately and checked against the register. Any discrepancy must be reported to the fire service at once.

**14. Supervision & reassurance -** Staff must:

- keep children calm
- use distraction
- allocate vulnerable children to named adults

**18. Await instructions -** Remain at the assembly point until emergency services advise.

**19. Collection of children -** When authorised and safe:



- parents will be contacted
- at least two staff must remain until all children are collected

**20. Re-entry** - No person may re-enter the building until permission is given by the fire service.

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## **Roles and Responsibilities**

### **Manager / Fire Marshal**

- overall control
- liaison with emergency services
- ensures building sweep is conducted if safe
- ensures records are completed

### **Deputy / Nominated Staff**

- collect grab bag
- support headcount
- assist vulnerable children

### **All Staff**

- supervise children
  - enforce instructions
  - maintain calm
  - report concerns
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## **Personal Emergency Evacuation Plans (PEEPs)**

Individual arrangements must be in place for children or staff requiring additional support to evacuate.

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## **After each emergency evacuation**

A written report must be completed including:

- timeline
  - effectiveness of evacuation
  - issues
  - improvements required
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Procedures should be reviewed and updated where necessary.

## **Fire Risk Assessment Arrangements**

### **Landlords BPCC**

- maintaining equipment i.e. fire extinguishers and emergency lighting

### **Responsible Person**

The Manager is the designated **Responsible Person** for fire safety.

In their absence, the Deputy assumes this role.

They are responsible for:

- ensuring a suitable and sufficient fire risk assessment is completed
- implementing control measures
- providing staff training
- reviewing the assessment regularly

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### **Identification of Fire Hazards**

The fire risk assessment will consider potential sources of ignition and fuel including, but not limited to:

- electrical equipment
- cooking and kitchen facilities
- heaters
- lighting
- stored materials
- waste accumulation

Risks relating to young children, sleeping children, and those with SEND will be specifically considered.

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### **Control Measures**

To reduce risk the setting will:

- always maintain clear escape routes
- ensure fire doors are unobstructed
- store flammable materials safely
- avoid overloading sockets
- switch off electrical items when not in use
- maintain good housekeeping
- supervise children to prevent unsafe behaviour

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### **Fire Detection and Warning Systems – Landlord responsible**

The premises are fitted with appropriate alarm systems.

These are maintained and monitored by Bickley Park Cricket Club House manager.

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### **Fire Fighting Equipment – Landlord responsible**

Extinguishers and fire blankets will:

- be visually checked regularly
- receive an annual service by a competent contractor

Staff are not expected to fight fires unless trained and safe.



Manage to liaise with BPCC house manger to identify when they are scheduled. These are monitored by the house manager and maintained by Bickley Park Cricket Club.

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### **Emergency Lighting – Landlord responsible**

Where provided, emergency lighting will be tested routinely and serviced annually. Manage to liaise with BPCC house manger to identify when they are scheduled. These are monitored by the house manager and maintained by Bickley Park Cricket Club.

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### **Training**

All staff will receive:

- fire safety instruction at induction
  - regular refresher training
  - guidance on their role during evacuation
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### **Record Keeping**

Records will be maintained for:

- emergency evacuation drills
  - alarm tests
  - equipment servicing
  - training
  - risk assessment reviews
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### **Review of the Fire Risk Assessment**

The assessment will be reviewed:

- annually
- after building changes
- after changes in occupancy
- following an incident or drill where problems are identified