

This policy was amended on	Signed on behalf of BASK	Date for next review
<i>3rd September 2023</i>	<i>Andy McEwing</i>	<i>August 2025</i>

BASK Fire Safety Policy

At **BASK** we make sure we provide a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager makes sure BASK premises are compliant with the School and with fire safety regulations; and seeks advice from the local fire safety officer as necessary, including prior to any major changes or alterations to the premises.

The manager has overall responsibility for evacuation procedures.

The School checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	School	Daily	
Fire extinguishers and blankets	School	Annually	
Evacuation pack	School	Annually	
Smoke/heat alarms	School	Annually	
Fire alarms	School	Annually	
Fire doors closed and in good repair doors free of obstruction and easily opened from the inside	All Staff	Daily	

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors is kept. These records must be taken out along with the register and emergency contacts list in the event of a fire and on fire drills.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by **breaking the alarm glass**
- Immediately evacuate the building under guidance from the **manager/staff on duty**

- Using the nearest accessible exit lead the children out, assemble at Playground adjacent to Knockbuckle Road or rear car park for Kilmacolm or at Bike shed for Newark
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

The **manager/staff member** is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, and medications)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area - Playground adjacent to Knockbuckle Road or rear car park for Kilmacolm or at Bike shed for Newark – check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.