

# 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)	BASK Staff	Daily	
Fire extinguishers and blankets	Inverclyde council staff	Annually	
Evacuation pack	Inverclyde council staff	Annually	
S m o k e / h e a t alarms	Inverclyde council staff	Annually	
Fire alarms	Inverclyde council staff	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 Car Park in Boglestone community centre

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 – Car park in Boglestone Community Centre – 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.

<b>This policy was amended on</b>	<b>Signed on behalf of BASK</b>	<b>Date for next review</b>
<i>17<sup>th</sup> July 2025</i>	<i>Andy McEwing</i>	<i>July 2026</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 church 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)	BASK Staff	Daily	
Fire extinguishers and blankets	St Fillans Church	Annually	
Evacuation pack	St Fillans Church	Annually	
S m o k e / h e a t alarms	St Fillans Church	Annually	
Fire alarms	St Fillans Church	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 Church gates

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 – Church gates – 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

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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)	S t J o s e p h s Primary School	Daily	
Fire extinguishers and blankets	S t J o s e p h s Primary School	Annually	
Evacuation pack	S t J o s e p h s Primary School	Annually	
S m o k e / h e a t alarms	S t J o s e p h s Primary School	Annually	
Fire alarms	S t J o s e p h s Primary 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 Car Park adjacent to Bluebird Centre

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 Car Park adjacent to Bluebird Centre – 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

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