# Brockham Arts Club – Fire Evacuation Policy

Effective from: July 2025
Next review: July 2026

## 1. Statement of Intent

Brockham Arts Club is committed to ensuring the safety of all children, staff, and visitors in the event of a fire or emergency evacuation. This policy sets out clear procedures for evacuation, in accordance with fire safety legislation and Ofsted requirements.

## 2. Fire Evacuation Procedure

- On hearing the fire alarm, all activities will stop immediately.
- Staff will calmly instruct children to line up and will escort them out of the building.
- The main exit door will be used first. If this route is blocked or unsafe, the rear door will be used as the secondary exit.
- Staff will check all rooms (including toilets and storage areas) to ensure no one is left behind.
- Children and staff will assemble safely outside near the El Rocitante food truck (designated assembly point).

## 3. Staff Responsibilities

- The session leader is responsible for taking the register and bringing the emergency contact details and first aid kit.
- A designated staff member will conduct a headcount and call the register to confirm all children are present.
- The DSL or deputy will call emergency services if this has not already occurred.

## 4. Fire Drills

- Fire drills are carried out at least once per term and recorded in the fire safety log.
- Staff and children are trained on what to do in an emergency.
- Drills help familiarise everyone with exits, routines, and the assembly point.

## 5. Visitors and Volunteers

- All visitors and volunteers must sign in and be made aware of the fire evacuation procedure.
- In the event of a fire, they must follow staff instructions and leave the building via the nearest safe exit.

## 6. Additional Information

- Fire exits are kept clear at all times.
- Fire extinguishers and alarms are checked and maintained in accordance with safety standards.
- Any fire hazards or concerns must be reported immediately to the session leader or venue management.

## 7. Contact

If you have any questions about this policy or fire safety procedures, please contact us at:
📧 brockhamartsclub@outlook.com