

Take 2 Cornwall

Fire Safety and Risk Assessment

Take 2 Cornwall understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Young people are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at least once a month or whenever new staff or children/young people join Take 2 Cornwall.
- All young people are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- Take 2 Cornwall has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

Take 2 Cornwall will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Take 2 Cornwall's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The young people will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken, and all young people, staff and visitors accounted for.
- If anyone is missing from the register, the emergency services will be informed.

- If the register is not available, the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

Take 2 Cornwall Designated Fire Safety Officer is Liisa Whenday the Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

This policy was adopted by: Take 2 Cornwall	Date:01.09.2021
Reviewed: 01.09.2022	Signed: 
Reviewed: 01.09.2023	Signed: 
Reviewed: 30.07.2024	Signed: 
Reviewed: 30.07.2025	Signed: 
Reviewed: 01.09.26	Signed: 
Next review date: 01.09.27	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56]*

Appendices

1. Personal Evacuation Plan & Info Graphic
2. Bude and Hub Fire Risk Assessments
3. Wadebridge Hub Fire Risk Assessments
4. Evacuation Graphics

1. Personal Evacuation Plan & Info Graphic

Personal Emergency Evacuation Plan (PEEP) Template

A PEEP should be developed when an employee or service user/pupil requires specific arrangements to be in place to support their evacuation in an emergency. This plan should be developed in conjunction with the person concerned.

Where this PEEP and its arrangements cannot be implemented, (e.g. due to building work or breakdown of equipment), alternative working arrangements or accommodation for the individual must be considered.

Individual requiring support (name of person):	
Person completing the PEEP (name):	
Location PEEP applicable to (name and address):	

Why does the individual require support in an emergency evacuation?

How does the individual's health, mobility, hearing, sight, communication etc. impact on their safe evacuation?

What assistance is required?

Detail the type of support the individual will need to evacuate safely.

Consider:

- Will they need specific arrangements to alert them of an emergency?
- Will they need people or equipment to assist their evacuation?
- Will they require to evacuate using a specific route?

Who will provide support?

- Identify those people who will provide assistance and the nature of the assistance. (You should identify who will provide back-up cover during absence e.g. holiday, sickness etc.)

Name	Nature of assistance	Contact details

What training is required to ensure those named above can assist with the evacuation?

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Equipment

What equipment will be provided to assist with the evacuation?
 Where is this located?
 Who is responsible for maintaining this?
 If this equipment is shared, will there be sufficient availability to allow safe evacuation of all those who require it, within a suitable timescale?

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Evacuation procedure and route

Detail the evacuation procedure including safe routes to be taken. (Have alternative routes been identified should the first route be unavailable?).
 Where this PEEP and its arrangements cannot be implemented (for example due to building work or breakdown of equipment), alternative working arrangements or accommodation for the individual must be considered.

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Agreement of the PEEP arrangements

	Name	Signature or Signature of parent/carer	Date
Individual requiring support			
Person completing the PEEP			

Communication of the PEEP (to those who are supporting the individual)

	Name	Date communicated and agreed
Those named in the plan above		
Premises Manager (if required)		

If it is necessary to share this information, ensure the consent of the individual concerned is obtained.



2. Bude Hub Fire Risk Assessments

Take 2 Cornwall Bude Hub Fire Safety Risk Assessment Location: Unit 21-22 Clearspace, Bude and Stratton Business Park, Bude EX23 8LY

	What are the hazards? <i>What could go wrong?</i>	Who is at risk?	INITIAL LEVEL of RISK?	What additional measures are in place to reduce the risk?	RESULANT LEVEL of RISK?
			LOW		LOW
			MEDIUM		MEDIUM
			HIGH		HIGH
Risk of fire due to electrical appliances	As per Bude Hub RA As per Take 2 Fire Safety Policy	Student, Staff, Public.	Med - Low	Daily Hub checks completed and recorded. PAT checks completed as per regulations All staff Fire Safety trained. Designated staff trained as fire wardens. All signage regarding alarms, evacuation procedures, and extinguishers in place. Personal Emergency Evacuation Procedures in place for students where necessary.	Low
Risk of kitchen fire	As per Bude Hub RA As per Take 2 Fire Safety Policy As per Take 2 Kitchen and Cooking RAs	Student, Staff, Public.	Med - Low	Daily Hub checks completed and recorded. Close level of supervision of students and high staff to student ratios. All staff first aid trained. All staff Fire Safety trained. Designated staff trained as fire wardens. All signage regarding alarms, evacuation procedures, and extinguishers in place. Personal Emergency Evacuation Procedures in place for students where necessary.	Low
General risk of fire	As per Bude Hub RA As per Take 2 Fire Safety Policy	Student, Staff, Public.	Med - Low	Daily Hub checks completed and recorded. All staff Fire Safety trained. Designated staff trained as fire wardens. All signage regarding alarms, evacuation procedures, and extinguishers in place. Personal Emergency Evacuation Procedures in place for students where necessary.	Low
Risk of fire whilst off-site	As per Take 2 All Off-site visits RA As per Take 2 Transport RA	Student, Staff, Public.	Med - Low	All staff Fire Safety trained. Staff to make sure student and themselves are aware of and adhere to venue safety guidelines and fire safety procedures. Venue risk assessments held on file.	Low



3.Wadebridge Hub Fire Risk Assessments

Take 2 Cornwall Wadebridge Hub Fire Safety Risk Assessment

Location: Units 31,32,33, Clearspace, Dunveth Business Park, West Hill, Wadebridge, Cornwall PL27 7FE

	What are the hazards? <i>What could go wrong?</i>	Who is at risk?	INITIAL LEVEL of RISK?	What additional measures are in place to reduce the risk?	RESULANT LEVEL of RISK?
			LOW MEDIUM HIGH		LOW MEDIUM HIGH
Risk of fire due to electrical appliances	As per Bude Hub RA As per Take 2 Fire Safety Policy	Student, Staff, Public.	Med - Low	Daily Hub checks completed and recorded. PAT checks completed as per regulations All staff Fire Safety trained. Designated staff trained as fire wardens. All signage regarding alarms, evacuation procedures, and extinguishers in place. Personal Emergency Evacuation Procedures in place for students where necessary.	Low
Risk of kitchen fire	As per Bude Hub RA As per Take 2 Fire Safety Policy As per Take 2 Kitchen and Cooking RAs	Student, Staff, Public.	Med - Low	Daily Hub checks completed and recorded. Close level of supervision of students and high staff to student ratios. All staff first aid trained. All staff Fire Safety trained. Designated staff trained as fire wardens. All signage regarding alarms, evacuation procedures, and extinguishers in place. Personal Emergency Evacuation Procedures in place for students where necessary.	Low
General risk of fire	As per Bude Hub RA As per Take 2 Fire Safety Policy	Student, Staff, Public.	Med - Low	Daily Hub checks completed and recorded. All staff Fire Safety trained. Designated staff trained as fire wardens. All signage regarding alarms, evacuation procedures, and extinguishers in place. Personal Emergency Evacuation Procedures in place for students where necessary.	Low
Risk of fire whilst off-site	As per Take 2 All Off-site visits RA As per Take 2 Transport RA	Student, Staff, Public	Med - Low	All staff Fire Safety trained. Staff to make sure student and themselves are aware of and adhere to venue safety guidelines and fire safety procedures. Venue risk assessments held on file.	Low

4: Evacuation Graphics

EVACUATION

When to evacuate

Evacuation removes everyone from the site during incidents such as:

- Fire or internal threats
- Credible external threats e.g. a bomb threat

Evacuation procedure

1. Signal:

- Continuous sound of the fire alarm

2. Action:

- Stop immediately and listen for instructions
- Guide pupils to the nearest safe exit

3. Exiting the Building:

- Do not block exits
- Ensure no one is left behind in toilets, halls, or other areas

4. Assembly:

- Line up at the designated evacuation point
- Take a register or headcount immediately

5. Reporting:

- Notify leaders of any missing persons or hazards

REMEMBER

Do not re-enter the building until the 'all-clear' is given.