



Fire Safety Policy

Taunton Home Education aims to minimise the risks to children, parents and other service users which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for evacuating the premises and minimising the effects of an outbreak of fire are in place. The Committee will appoint a Nominated Person with overall responsibility for this policy and implementing these fire procedures.

Specifically for Weir Lodge

- An attendance list is maintained which participants/attendees at Taunton Home Education events **must** put their name on when they enter Weir Lodge (and sign out when they leave) so that we can check everyone present has been evacuated safely in the event of a fire.
- Smoke alarms are checked regularly and fire exits signposted. Any electrical equipment used will be regularly checked for safety by the event organiser before use.
- A fire risk assessment for when the premises are being used for HE activities must be carried out and reviewed regularly – additionally any activities posing any level of potential fire risk will be risk assessed and preventive/mitigating action taken.
- Procedures will be put in place to ensure any equipment which could be hazardous is only used by competent persons.
- All participants at events and activities have clear information on what to do in the event of a fire, where the fire exits are and the designated meeting point or safe place (if at Weir Lodge this is by the trampoline in the front garden). Fire Action signs (see below for example) will be posted at various points around the venue where they can easily be seen so everyone knows what to do.

- Personal Evacuation Plans will be drawn up for disabled people who require assistance to escape.
- The Nominated Person will test smoke alarms, arrange fire safety drills and seek external advice and guidance on how to improve these procedures.

Fire Action plan for Weir Lodge

- If a fire or suspected fire is detected the gong will be banged 6 times and a shouted warning will then be relayed to each room in the building (any Deaf people in attendance will be alerted in an alternative appropriate manner e.g. Nominated Person touching on shoulder/arm, making BSL signs for fire and evacuate).
- Everyone exits the building by the nearest safest exit as quickly and calmly as possible and gathers by the trampoline.
- The Nominated Person will
 - ensure that the fire brigade have been called and liaise with emergency services;
 - collect the attendance list;
 - help anyone who needs assistance to leave the building, close windows and doors once everyone is out;
 - take any action they are able to, bearing in mind their own safety, to put the fire out if appropriate;
 - be the ONLY person allowed back in the building to find any missing persons and
 - decide when, if at all, it is safe to let people back into the building in liaison with the fire brigade.

At venues other than Weir Lodge

- The person running the session will be the nominated fire officer and will be responsible for enacting the fire procedure in the unlikely event of a fire.
- An attendance list will be similarly maintained, participants will be similarly advised (as for Weir Lodge) as to the correct fire procedures, location of fire exits and safe meeting place and the Nominated Person has the same responsibilities except there may

be additional liaison with venue managers involved and specific issues to take into consideration.

- They will receive training in what the procedure is and how to inform their participants of the correct procedure to follow in the case of a fire.
- Any venue used by Taunton Home Education other than Weir Lodge must have smoke alarms and clearly labelled fire exits.
- Activities taking place at alternative venues to Weir Lodge and any on site equipment being used will be risk assessed for fire safety.



Fire Action



Raise the alarm



**Leave the building by
the nearest exit**



Report to assembly point



**Do not return to the building
until authorised to do so**



Do not take any risks