

Fire Safety Manual



March 2026

Fire alarm call point locations:

Ground Floor
Front doors near alarm panel
Bottom of staircase near fire exit
Caterpillar Room near doors to garden
Shared Corridor next to fire exit to the garden

First Floor
Top of Staircase

Fire Extinguishers:

Ground Floor
Outside shared kitchen
Caterpillar room by the door to shared corridor
Shared corridor next to fire exit to the garden
Inside boiler room located outside fire exit on stair way to the right.

First Floor
Shared kitchen CO2 only

Purpose of this Manual

This manual has been written in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and associated UK Fire Safety Guidance. The Manual's primary objective is to prevent injury or loss of life by ensuring all staff understand and follow correct fire safety procedures. A secondary objective is to minimise the impact of any fire so that normal operations can resume as soon as possible. Stepping Stones will ensure our landlord, Wiltshire Council maintain appropriate fire detection and warning systems, provide suitable firefighting equipment. Stepping Stones will ensure safe evacuation procedures are in place, conduct regular testing and fire drills and work collaboratively with other building users to ensure full compliance.

All staff must familiarise themselves with the location and use of fire safety equipment, as detailed in Appendix 1.

Legal Responsibilities

Stepping Stones complies with the Regulatory Reform (Fire Safety) Order 2005, which places a duty on employers and responsible people to identify fire risks, implement control measures, and maintain safe escape routes. Staff training, fire risk assessments, emergency planning, and the provision of firefighting equipment are all required under this legislation. Compliance with fire safety requirements also supports safeguarding obligations under the Early Years Foundation Stage (EYFS) statutory framework. Stepping Stones keeps and maintains fire alarm testing, evacuation, emergency lighting, staff

training, firefighting equipment, maintenance of escape routes, PAT testing, Fixed electrics, Gas safety certificate.

Responsible Persons

Responsibility for fire safety rests with the Centre Manager, who oversees all arrangements. The Business Manager supports compliance and operational management, while the Inclusion Manager ensures that children requiring additional support are safely evacuated. Senior Practitioners act as Fire Marshals and manage the evacuation of rooms and areas. Each of these roles has clear duties to ensure safe evacuation and liaison with emergency services.

Shared Building Arrangements

Stepping Stones operates in a shared building with YMCA Little Shoots Nursery and Silverwood. Fire alarm testing, emergency lighting checks, and evacuation drills are coordinated with YMCA to ensure consistency across all shared areas. Staff from both organisations collaborate during fire drills and emergencies.

Building Information

The building is a detached, two-storey structure with no basement, constructed in 2010 using traditional methods with concrete floors and a flat roof. Fire service access is available on all sides of the building except the rear. Escape routes include internal staircases and multiple external doors fitted with push bars. A fire evacuation chair is located at the top of the stairwell for occupants with mobility needs. There is a lift in the building which has an internal fire detection within it. The boiler room is located on the ground floor, exiting the fire exit at the bottom of the stairs and then to the right. There are two boilers. The emergency gas stop pipe is immediately to the right as you enter. The key to the boiler room is stored with the admin team.

Building Ownership and Legal Responsibilities of Wiltshire Council

The Longfield Children's Centre building is owned and maintained by Wiltshire Council. As the building owner and responsible person under the Regulatory Reform (Fire Safety) Order 2005, Wiltshire Council has a duty to ensure the structural and physical fire safety of the premises. This includes maintaining:

- Fire-resistant construction and compartmentation
- Fire doors, emergency lighting, and fire alarm systems
- Fire escape routes, stairwells, and signage
- Fire detection systems and alarm panels
- Boiler service and maintenance

Wiltshire Council is also responsible for arranging periodic inspection, testing, and servicing fire safety systems. This includes fire alarm and emergency lighting checks, as well as any fire safety equipment provided as part of the building infrastructure.

While Stepping Stones is responsible for the safety of children, staff, and visitors within the operational areas, Wiltshire Council ensures that the physical fabric of the building does not compromise fire safety and provides access for the fire service where necessary. Stepping Stones liaises with Wiltshire Council regarding any faults, repairs, or maintenance issues affecting fire safety and reports these immediately to ensure compliance with legal duties.

Fire Detection and Alarm Systems

A fully addressable fire alarm system provides comprehensive coverage, including smoke detectors, break glass call points, and audible alarms. The main control panel is located in the entrance foyer. The system has battery backup and is maintained regularly. Weekly tests of the alarm, carried out in partnership with YMCA, are recorded in the fire log.

Emergency Lighting

Emergency lighting is installed throughout the building to provide visibility in the event of power failure. Units are in corridors, stairwells, toilets, offices, playrooms, sensory rooms, kitchens, and storage areas. Testing is carried out every six weeks, and Wiltshire Council, as the building owner, conducts additional inspections.

Means of Escape

Escape routes include external emergency doors and the internal concrete stairwell. All routes must remain clear of obstructions including furniture, boxes, coats, or stored items. A fire evacuation chair is available at the top of the stairwell. Lifts must never be used during evacuation.

Fire Exits are located:

- Caterpillar Room – Evacuate using the door in the Caterpillar room through the garden and into the basketball court.
- Ladybird Room - Evacuate into the Caterpillar room through the garden and into the basketball court.
- Ground floor offices - Evacuate through the corridor, past the playrooms out the fire exit next to the Caterpillar room.
- Upstairs meeting room - Evacuate down the stairs and out of the exit at the bottom of the stairs and into the basketball court.

Occupants at Risk

Children, especially those with additional needs, are at the highest risk in the event of fire. Disabled staff or visitors, and anyone unfamiliar with the building, also require additional support. Personal Emergency Evacuation Plans (PEEPs) are maintained for those who require them.

Fire Safety Equipment

The following fire safety measures are in place:

- Fire blankets located in both kitchen areas.
- Smoke detectors installed throughout the building.

- Emergency lighting installed throughout escape routes.
- Fire extinguishers positioned in designated areas.
- Fire extinguishers are inspected and maintained by TH White in accordance with legal servicing requirements.
- Evacuation chair

All fire exits and escape routes must be always kept clear and unobstructed. Staff must familiarise themselves with the location and safe use of all equipment. Fire extinguishers should only be used to create an exit from the building.

Testing and Maintenance

Weekly (Term Time Only)

- Fire alarm system tested.
- Emergency lighting checked.

Termly

- Full evacuation drill conducted during the first week of each term.

All tests and drills are recorded in the Fire Logbook.

Fire Marshals

Stepping Stones has eight Fire Marshals. Fire Marshals are responsible for:

- Reducing the risk of fire within the setting.
- Ensure fire exits are clear and aware of alternative routes.
- Leading evacuation procedures ensuring everyone is out the building and accounted for.
- Liaising with YMCA Little Shoots Nursery Fire Marshals.
- Supporting communication with emergency services.

Fire Prevention and Control

Fire hazards within Stepping Stones include electrical equipment, soft furnishings, paper displays, books, toys, and stored materials. Hazardous items are stored safely and away from heat sources. Electrical appliances are PAT tested, and oxygen cylinders are stored securely in the Caterpillar Room cupboard. Staff maintain clear escape routes, limit combustible materials on walls, and follow good housekeeping practices to reduce fire risk.

Procedure in the Event of Fire

If a fire is discovered, staff must:

- Remain calm.
- Immediately activate the nearest fire alarm call point (red alarm box).
- Not delay in raising the alarm.

Under no circumstances should staff investigate before raising the alarm.

It is important that all alarms must be treated as real and evacuation must take place immediately taking no personal belongings with them. The office fire marshal must liaise

immediately with YMCA Little Shoots Nursery Fire Marshals. If safe, attend the fire panel and assess whether the alarm is genuine or false.

Contractors and Visitors

Contractors and visitors must follow building fire procedures, sign in with the admin team and comply with evacuation instructions. Visitors are included in evacuation procedures. The admin team must ensure that all visitors and contractors are aware of the closest fire exits and where to assemble. No visitor or contractor must leave the assembly point until accounted as safely evacuated.

Oxygen on Site

Oxygen is stored in the Caterpillar Room, located within the cupboard which is to the left of the doors to the garden. This is at the opposite side of the building from the boiler room. If the fire alarm is activated, the building needs to be evacuated as usual. If the fire panel directs that there is a fire within that cupboard, then the alarm must be silenced by the fire marshal and that person must wait to see if the alarm goes off again, within the same location. **At no point should the fire marshal from Stepping Stones or YMCA open the cupboard.** If the alarm goes off again, then the fire department must be called immediately as it is safe to presume that it is likely, there is a fire within that cupboard.

Contacting Emergency Services

Fire Marshals must ensure the Fire and Rescue Service is called. Dialling 999 and stating the address: **LONGFIELD CHILDREN'S CENTRE, BROADCLOTH LANE, TROWBRIDGE, WILTSHIRE, BA14 7HE.** The Fire Marshall must also ensure that the fire service is reminded that oxygen tanks are stored in the Caterpillar Room Cupboard.

Roles and Responsibilities During Evacuation

Senior Practitioners are also Fire Marshals. They are responsible for organising and leading children and staff out of the building ensuring they are using the closest and safest emergency exit. They must ensure that toilets in the playroom, sensory room, under tables and any other places for hiding are checked before leaving. Where possible the senior practitioner is the last to exit.

Inclusion Manager must be aware of more vulnerable children in the two playrooms. They must leave with office staff immediately and say, where safe to do so, who is to support the evacuation of the children based on the needs of the children. They must also, where safe help in evacuation the children. In the absence of both the Inclusion Managers, this role is to be fulfilled by a member of the office team.

Office Staff must collect, where safe to do so, the children's contact details the setting mobile phone. Children's, staff and visitor registers and Emergency grab bag. They must then evacuate the building and meet at the assembly point ensuring they provide the registers, logs and emergency grab bag to the Inclusion Manager. To work with the Centre Manager to call parents/carers to collect children ensuring no parent or carer drives up to Stepping Stones.

Centre Manager, on hearing the fire alarm must immediately, if safe to do so, go to the fire panel. Laise with YMCA. And again, if it is safe to do so, confirm if it is an actual fire or if it is a drill. Laise with YMCA on calling the fire service. Immediately evacuate the building and support children and staff to the evacuation point. Verify with the Inclusion Manager, all children, staff and visitors are present. Immediately inform the Fire Service of any missing persons. To work with the Office staff to call parents/carers to collect children ensuring no parent or carer drives up to Stepping Stones. In the absence of the Centre Manager, this role is to be completed by the Business Manager and in the event of their absence, the Inclusion Manager.

Additional Evacuation Practice (Child-Centred Approach)

In recognition of the needs of individual children, additional evacuation practice may take place without activating the fire alarm.

Where this occurs:

1. The Centre Manager or Inclusion Manager will calmly enter the playroom and state: *“This is a fire test. You need to start our evacuation procedure now.”*
2. Staff will follow the evacuation procedures ensuring they are quick but keeping the children safe based on their complex care needs.
3. Children will be escorted safely to the garden area using the closest fire exit available to them.
4. Children will return once the evacuation process for that room is complete.

These practices support children with more complex care needs and reduces dysregulation while also ensuring staff remain competent in evacuation procedures.

Assembly Point and Temporary Shelter

All occupants assemble at the basketball court using the entrance closest to the building. The court is secured with a padlock, the code of which is known to Stepping Stones and YMCA staff. If the building cannot be re-entered, a temporary place of safety is located at Willowbrook – Longmeadow School Hall.

Incident Reporting

Following any fire incident or alarm activation, an incident report must be completed and reviewed by senior management. Any required improvements must be implemented immediately.

Training

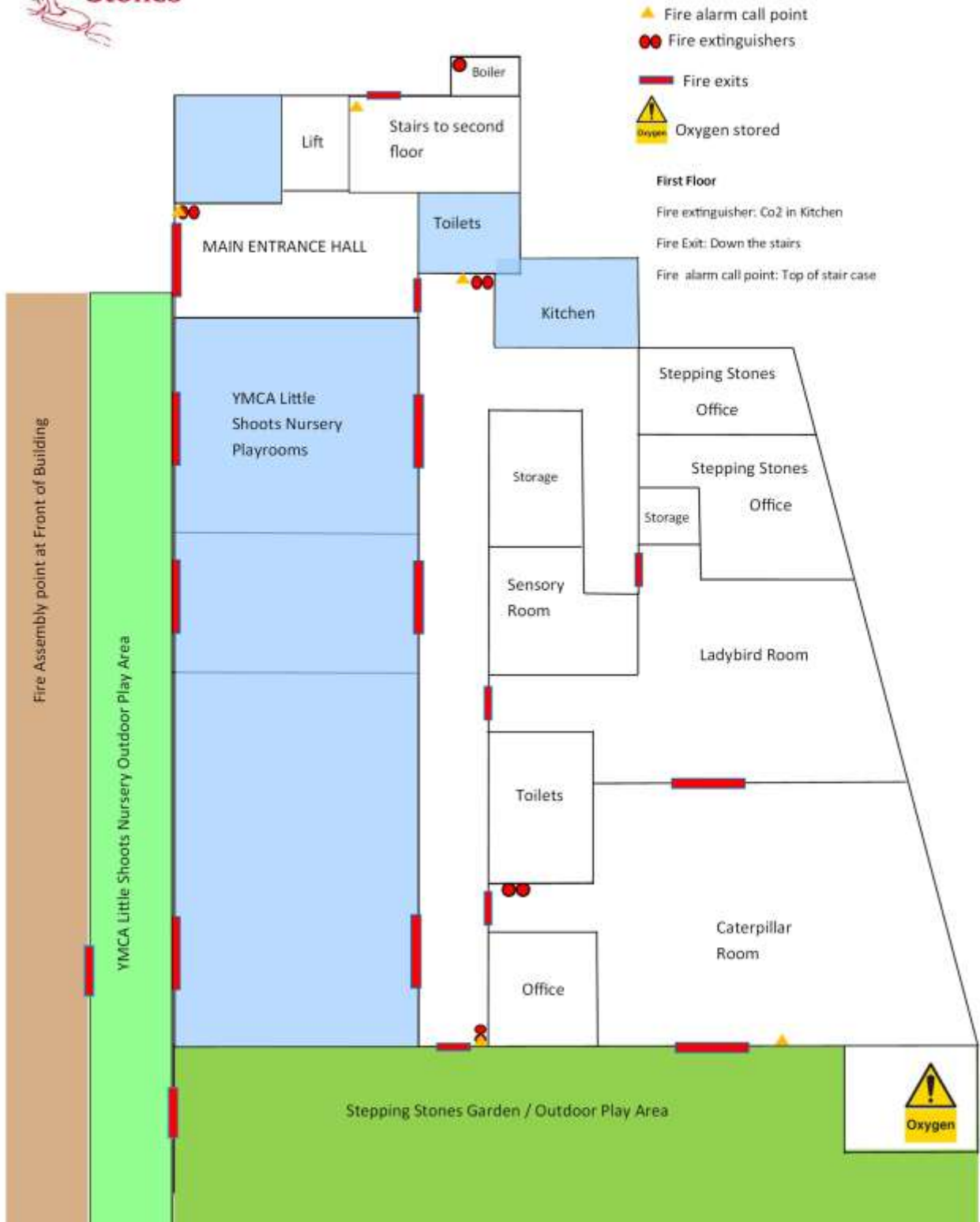
All staff receive fire safety induction training. This is completed on their first day at Stepping Stones. Fire Marshals receive additional role-specific training. Refresher training is provided regularly.

Monitoring and Review

This manual will be reviewed annually or sooner if there are significant changes to the premises, legislation changes or following a fire incident or near miss.



Stepping Stones Building Layout



Appendix 2

Fire Risk Assessments

Playrooms

The playroom is used by early years children (ages approximately 0–5 years) for learning and play activities. The room contains learning resources, paper records, wall displays, electrical equipment, and two small medical oxygen bottles stored for emergency use.

Hazard	Risk	Existing Control Measures	Further Action Required
Paper files and documents	Paper is highly combustible and could increase fire spread if ignited.	None	Files stored in designated cupboards and filing cabinets away from heat sources. Good housekeeping maintained.
Paper displays and decorations on walls	Wall displays could allow fire to spread quickly if they ignite.	None	Review quantity of paper displays and avoid covering large wall areas. Consider using fire-retardant display materials where possible. Displays kept away from electrical equipment, heaters, and lighting fixtures.
Electrical equipment (computers, printers, chargers, appliances)	Faulty or overloaded equipment could cause electrical fires.	None	Continue routine inspections. Staff reminded not to use damaged cables or plugs. Equipment PAT tested annually. Visual checks carried out regularly. Sockets not overloaded. Equipment switched off when not in use.
Coats hung on wall pegs or coat hooks	Coats are combustible and could contribute to fire spread if near heat sources.	Coat hooks located away from electrical equipment and heaters.	Ensure coats do not obstruct fire exits or escape routes.
Two small oxygen bottles	Oxygen can intensify fire and cause rapid combustion if exposed to heat or flames.	Bottles stored upright in a secure, clearly labelled area away from ignition sources. Only trained staff handle the bottles.	Ensure storage location remains well-ventilated and signage is displayed: "Oxygen in use". Regularly check bottles for damage.
People at Risk	Children attending Stepping Stones, Employees, Parents, Visitors		
Fire Detection and Warning	Smoke detectors installed in the playrooms. Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located in nearby corridors or designated points. Appropriate extinguishers available for electrical fires (e.g., CO ₂ extinguishers). Staff aware of the location of firefighting equipment. Staff need to be trained to use		

Hazard	Risk	Existing Control Measures	Further Action Required
Escape Routes		Clearly marked fire exits from the playrooms. Escape routes kept clear of furniture, toys and obstructions. Fire exit signage clearly visible.	
Emergency Procedures		Staff responsible for evacuating children immediately when alarm sounds. Children escorted to designated assembly point. Register taken to account for all children and staff. Emergency services contacted if required.	
Training and Fire Drills		All staff receive fire safety training. Fire evacuation drills carried out at least once per term . Staff trained in assisting young children during evacuation.	
Maintenance and Monitoring		Fire alarms tested weekly. Fire extinguishers serviced annually. Electrical equipment PAT tested as required. Regular housekeeping checks to reduce fire risks. Oxygen bottle storage checked regularly.	
Overall Risk Level		High – to ensure paper files, documents are maintained. Ensure wall displays and paper pinned on walls is reduced to essentials only. Good housekeeping ensuring this aren't clipped back up after time. Ensure PAT testing is completed as soon as possible. Ensure staff training is booked.	

Offices

The two offices are located on the ground floor. The main office can hold four employees. The other office holds up to two employees. Both offices contain electrical equipment, paper files, books and paper on noticeboards.

Hazard	Risk	Existing Control Measures	Further Action Required
Paper displays and notices on walls	Paper materials are combustible and could allow fire to spread quickly if ignited.	Displays kept away from electrical equipment, heaters, and lighting fixtures.	Avoid excessive wall coverage with paper. Review displays regularly and remove unnecessary materials.
Filing cabinets containing paper records	Large quantities of paper can increase fire load and contribute to fire spread.	Documents stored in filing cabinets and cupboards where possible. Cabinets positioned safely within the room.	Ensure cabinets remain closed when not in use and avoid storing loose paper around them.
Items stored under desks (boxes, bags, paperwork)	Stored items may increase combustible materials and could obstruct movement or	Staff encouraged to keep workspaces tidy and minimise storage under desks.	Carry out periodic checks to ensure items do not block walkways or exits.

Hazard	Risk	Existing Control Measures	Further Action Required
	evacuation routes.		
Coats hung on wall pegs or coat hooks	Coats are combustible and could contribute to fire spread if near heat sources.	Coat hooks located away from electrical equipment and heaters.	Ensure coats do not obstruct fire exits or escape routes.
Electrical equipment (computers, printers, chargers, kettles, extension leads)	Faulty electrical equipment or overloaded sockets may cause electrical fires.	Electrical equipment PAT tested regularly. Visual checks carried out by staff. Sockets not overloaded and extension leads used appropriately. Equipment switched off when not in use where possible.	Staff reminded to report damaged cables or equipment immediately. Avoid daisy-chaining extension leads. Regular inspections to continue.
People at Risk	Employees		
Fire Detection and Warning	Smoke detectors installed in the office area. Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located in nearby corridors or designated points. Appropriate extinguishers available for electrical fires (e.g., CO ₂ extinguishers). Staff aware of the location of firefighting equipment.		
Escape Routes	Clearly marked fire exits available from the office area. Escape routes kept clear of furniture, storage, or equipment. Fire exit signage clearly visible.		
Emergency Procedures	When the fire alarm sounds, staff must evacuate immediately. Staff leave the building via the nearest safe exit. Proceed to the designated assembly point. Responsible staff ensure the office is clear if safe to do so.		
Training and Fire Drills	Staff receive fire safety and evacuation training. Fire drills carried out regularly in line with organisational policy.		
Maintenance and Monitoring	Fire alarms tested weekly. Fire extinguishers serviced annually. Electrical equipment PAT tested as required. Regular housekeeping checks to reduce fire risks.		

Hazard	Risk	Existing Control Measures	Further Action Required
Overall Risk Level	High – to ensure paper files, documents are maintained. Ensure wall displays and paper pinned on walls is reduced to essentials only. Good housekeeping ensuring this aren't clipped back up after time. Staff to ensure they are storing safely with minimising risk of fire spreading. Ensure PAT testing is completed as soon as possible. Ensure staff training is booked for fire safety.		

Sensory Rooms

The sensory room is used by children for sensory activities, relaxation, and supportive learning experiences. The room contains specialist sensory equipment, furniture, carpets, toys, wall displays, and soft furnishings. Electrical sensory equipment may also be used within this space.

Hazard	Risk	Existing Control Measures	Further Action Required
Furniture (chairs, storage units, sensory furniture)	Furniture may be combustible and could contribute to the spread of fire.	Furniture arranged to maintain clear walkways and escape routes.	Ensure furniture is positioned away from heaters or electrical equipment and does not block exits.
Carpets and floor coverings	Carpets may contribute to fire load and allow fire to spread if ignited.	Carpets are securely fitted and kept clean and well maintained.	Ensure carpets remain in good condition and are kept clear of heat sources or damaged electrical equipment.
Paper pinned on walls (displays, learning materials)	Paper is highly combustible and may allow fire to spread quickly.	Displays kept away from electrical equipment and lighting fixtures.	Limit the amount of paper on walls and review displays regularly. Consider using flame-retardant materials where possible.
Toys and sensory equipment	Some toys made of plastic or fabric may burn and produce smoke.	Toys stored in designated areas when not in use and regularly checked for safety.	Ensure toys are kept away from electrical equipment and exits are kept clear.
Electrical equipment (sensory lights, projectors, bubble tubes, sound equipment)	Faulty electrical equipment or damaged cables could cause electrical fires.	Electrical equipment PAT tested regularly. Visual checks carried out by staff before use. Equipment switched off when not in use.	Staff to report faulty equipment immediately. Avoid overloading sockets or using damaged cables.
Soft furnishings (cushions, bean bags, mats)	Soft furnishings are combustible and may increase fire load within the room.	Soft furnishings kept tidy and away from electrical equipment and heat sources.	Limit excess soft furnishings and ensure items are in good condition and stored safely when not in use.

Hazard	Risk	Existing Control Measures	Further Action Required
People at Risk	Children using Sensory Room, Employees, Parents, Visitors, Therapists		
Fire Detection and Warning	Smoke detectors installed in the playrooms. Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located in nearby corridors or designated points. Appropriate extinguishers available for electrical fires (e.g., CO ₂ extinguishers). Staff aware of the location of firefighting equipment. Staff need to be trained to use		
Escape Routes	Clearly marked fire exits accessible from the room. Escape routes kept free from toys, furniture, or equipment. Exit signage clearly visible.		
Emergency Procedures	Staff responsible for evacuating children immediately when alarm sounds. Children guided safely to the nearest fire exit. Children escorted to designated assembly point. Register taken to account for all children and staff. Emergency services contacted if required.		
Training and Fire Drills	All staff receive fire safety training. Fire evacuation drills carried out at least once per term. Staff trained to support children with additional needs during evacuation.		
Maintenance and Monitoring	Fire alarms tested weekly. Fire extinguishers serviced annually. Electrical equipment PAT tested as required. Regular housekeeping checks to reduce fire risks. Regular checks of furnishings, toys, and displays to reduce fire risks.		
Overall Risk Level	Medium– to ensure paper files, documents are maintained. Ensure wall displays and paper pinned on walls is reduced to essentials only. Good housekeeping ensuring this aren't clipped back up after time. Ensure PAT testing is completed as soon as possible. Ensure staff training is booked for fire safety.		

Kitchen Downstairs

The kitchen is used located on the ground floor near the entrance for Stepping Stones and YMCA. It is used for the preparation of food and drinks for children and staff. The room contains electrical appliances including an electric oven, fridge freezer, kettles, and microwaves. Staff use the kitchen regularly throughout the day.

Hazard	Risk	Existing Control Measures	Further Action Required
Electrical equipment (general appliances)	Faulty electrical equipment or damaged cables may cause electrical fires.	Appliances regularly checked and maintained. Electrical equipment PAT tested where required. Staff carry	Staff to report faulty equipment immediately and remove it from use until repaired or replaced.

Hazard	Risk	Existing Control Measures	Further Action Required
		out visual checks before use.	
Electric oven	High temperatures may cause burns or fires if left unattended or if flammable materials are nearby.	Oven used only by authorised staff. Area around the oven kept clear of combustible materials. Oven switched off when not in use.	Ensure regular cleaning to prevent build-up of grease or food.
Paper pinned on walls (displays, learning materials)	Paper is highly combustible and may allow fire to spread quickly.	Displays kept away from electrical equipment and lighting fixtures.	Limit the amount of paper on walls and review displays regularly. Consider using flame-retardant materials where possible.
General kitchen environment (heat, food preparation)	Heat sources and electrical appliances increase fire risk.	Good housekeeping maintained. Surfaces kept clean and clutter-free.	Continue regular cleaning and monitoring of equipment.
People at Risk	Employees of Stepping Stones and YMCA		
Fire Detection and Warning	Smoke detectors installed kitchen Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located near the kitchen area. Fire blanket available for small cooking fires. Staff aware of the location and basic use of firefighting equipment.		
Escape Routes	Clear access to exits from the kitchen area. Escape routes kept free from boxes, equipment, or obstructions. Fire exit signage clearly visible.		
Emergency Procedures	Staff must stop using equipment immediately when the fire alarm sounds. Evacuate the building via the nearest safe exit. Report to the designated assembly point. Emergency services contacted if required.		
Training and Fire Drills	Staff receive fire safety training. Staff instructed in safe use of kitchen equipment. Fire evacuation drills conducted regularly.		
Maintenance and Monitoring	Fire alarms tested weekly. Fire extinguishers serviced annually. Electrical equipment PAT tested as required. Regular housekeeping checks to reduce fire risks.		

Hazard	Risk	Existing Control Measures	Further Action Required
		Kitchen equipment cleaned and maintained regularly.	
Overall Risk Level	Low. YMCA organising PAT testing due to their kitchen. Stepping Stones to organise PAT testing for our equipment.		

Kitchen and Staff Area

This area is used by staff for preparing drinks and simple food items and as a break area. It is located on the first floor. The space includes kitchen appliances and soft furnishings such as chairs or sofas for staff use. Electrical equipment such as a kettle, microwave, and a fridge freezer is present.

Hazard	Risk	Existing Control Measures	Further Action Required
Electrical equipment (general appliances)	Faulty electrical equipment or damaged cables may cause electrical fires.	Appliances regularly checked and maintained. Electrical equipment PAT tested where required. Staff carry out visual checks before use.	Staff to report faulty equipment immediately and remove it from use until repaired or replaced.
Paper pinned on walls (displays, learning materials)	Paper is highly combustible and may allow fire to spread quickly.	Displays kept away from electrical equipment and lighting fixtures.	Limit the amount of paper on walls and review displays regularly. Consider using flame-retardant materials where possible.
Soft furnishings (sofas, chairs, cushions)	Soft furnishings are combustible and could contribute to fire spread.	Furnishings positioned away from electrical appliances and heat sources.	Avoid placing soft furnishings near electrical equipment or plug sockets.
General clutter or storage in staff area	Excess items may increase fire load or obstruct movement.	Staff encouraged to maintain good housekeeping and keep areas tidy.	Regular checks to ensure walkways and exits remain clear.
Location on first floor	In the event of a fire, evacuation may take longer due to the need to use stairs.	Clear signage showing escape route via stairwell. Staff aware of evacuation procedure.	Ensure stairwell access remains clear at all times and evacuation procedures are regularly reviewed.
Use of lift during fire	Using a lift during a fire may trap occupants if power	Fire safety procedures clearly state that lifts must	Staff reminded during fire training and drills not to use the lift.

Hazard	Risk	Existing Control Measures	Further Action Required
	fails or lift stops operating.	not be used during evacuation.	
People at Risk	Employees of Stepping Stones and Sliverwood, Parents, Visitors		
Fire Detection and Warning	Smoke detectors installed kitchen Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located near the kitchen area. Fire blanket available for small cooking fires. Staff aware of the location and basic use of firefighting equipment.		
Escape Routes	Nearest exit route is via the stairwell. Escape routes and stairwell must be kept clear of furniture or stored items. Lift must not be used during fire evacuation. Fire exit signage clearly visible.		
Emergency Procedures	When the fire alarm sounds, staff must stop using all appliances immediately. Evacuate the building via the nearest stairwell exit. Do not use the lift during evacuation. Proceed to the designated assembly point. Emergency services contacted if required.		
Training and Fire Drills	Staff receive fire safety and evacuation training. Fire drills conducted regularly. Staff reminded of evacuation routes and the requirement not to use lifts during a fire.		
Maintenance and Monitoring	Fire alarms tested weekly. Fire extinguishers serviced annually. Electrical equipment PAT tested as required. Regular housekeeping checks to reduce fire risks. Kitchen equipment cleaned and maintained regularly. Escape routes and stairwell checked regularly to ensure they remain clear.		
Overall Risk Level	High – to ensure paper files, documents are maintained. Ensure wall displays and paper pinned on walls is reduced to essentials only. Good housekeeping ensuring this aren't clipped back up after time. Ensure PAT testing is completed as soon as possible. Ensure staff training is booked for fire safety.		

Corridors

The corridors provide access between playroom rooms and are used as main circulation and evacuation routes within the building. The corridors contain notice boards, paper displays, bookcases, cabinets with folders, and children's coat pegs.

Hazard	Risk	Existing Control Measures	Further Action Required
Paper displays and	Paper materials are highly combustible	Displays kept away from electrical	Limit the amount of paper displayed in corridors and review displays regularly.

Hazard	Risk	Existing Control Measures	Further Action Required
notices on walls	and may allow fire to spread quickly if ignited.	fixtures and light fittings where possible.	
Bookcases	Bookcases containing books and paper materials increase combustible materials and may obstruct escape routes if poorly positioned.	Bookcases positioned against walls and away from exits.	Ensure bookcases do not reduce corridor width or block evacuation routes.
Cabinets and folders filled with paper	Large quantities of paper increase fire load and may contribute to the spread of fire.	Cabinets used to store folders neatly and positioned safely along corridor walls.	Ensure cabinet doors remain closed and avoid storing additional loose paper nearby.
Children's coat pegs with coats	Coats are combustible and may contribute to fire spread. They may also obstruct movement if overcrowded.	Coat pegs installed along designated areas of the corridor away from exits.	Ensure coats are kept tidy and do not obstruct walkways or fire exits.
Corridor used as escape route	Items placed in corridors may obstruct evacuation during an emergency.	Staff maintain good housekeeping and ensure corridors remain clear.	Regular checks carried out to ensure corridors remain free from obstruction.
People at Risk	Children at Stepping Stones and YMCA, Employees of Stepping Stones and YMCA, Visitors, Parents.		
Fire Detection and Warning	Smoke detectors installed kitchen Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located near the kitchen area. Staff aware of the location and basic use of firefighting equipment.		
Escape Routes	Corridors serve as primary escape routes within the building. Escape routes clearly marked with fire exit signage. Corridors must be kept clear of obstructions at all times.		
Emergency Procedures	When the fire alarm sounds, staff escort children safely through the corridors to the nearest fire exit. Staff guide children to the designated assembly point. Registers checked to ensure all individuals are accounted for.		

Hazard	Risk	Existing Control Measures	Further Action Required
Training and Fire Drills		Staff receive fire safety and evacuation training. Fire drills conducted regularly.	
Maintenance and Monitoring		Fire alarms tested weekly. Fire extinguishers serviced annually. Regular checks carried out to ensure corridors remain clear and safe. Displays, storage, and coat areas reviewed regularly to reduce fire risks.	
Overall Risk Level		High – to ensure paper files, documents are maintained. Ensure wall displays and paper pinned on walls is reduced to essentials only. Good housekeeping ensuring this aren't clipped back up after time. Ensure fire exits are clear.	

First Floor Meeting Room

The upstairs meeting room is used for staff meetings, small group discussions, and training sessions. It contains a large table, chairs, storage cabinets, and electrical equipment including laptop and monitor and a kettle.

Hazard	Risk	Existing Control Measures	Further Action Required
Electrical equipment (laptops, projector, printer, chargers)	Faulty equipment or overloaded sockets may cause electrical fires.	Equipment PAT tested annually. Visual checks by staff. Sockets not overloaded. Equipment switched off when not in use.	Staff reminded to report damaged cables or equipment immediately. Avoid daisy-chaining extension leads. Regular inspections to continue.
Paper and files in cabinets or on tables	Paper is combustible and may increase fire load.	Paper stored in cabinets where possible. Paper on surfaces kept to a minimum.	Review storage regularly to ensure minimal combustible load. Remove unnecessary paper.
Furniture and soft furnishings	Chairs, tables, and any fabric items can contribute to fire spread.	Furniture kept clear of escape routes and heaters.	Ensure any temporary items (bags, cushions) do not block access or exits.
Lone working	Staff working alone may be delayed in raising the alarm	Staff aware of fire alarm locations and emergency procedures. Mobile phone available when working alone.	Ensure lone working procedure communicated; consider buddy system for high-risk periods.
First-floor location	Fire on first floor may delay evacuation and increase risk.	Clear stairwell and emergency lighting along escape route. Evacuation chair	Ensure stairwell kept clear at all times; review evacuation route periodically.

Hazard	Risk	Existing Control Measures	Further Action Required
		available for persons with mobility needs.	
Use of lift during fire	Using a lift during a fire may trap occupants if power fails or lift stops operating.	Fire safety procedures clearly state that lifts must not be used during evacuation.	Staff reminded during fire training and drills not to use the lift.
People at Risk	Employees using meeting room, visitors unfamiliar to the building including parents and therapists, person with mobility difficulties.		
Fire Detection and Warning	Smoke detectors installed kitchen Fire alarm system audible throughout the building. Fire alarm tested regularly.		
Firefighting Equipment	Fire extinguishers located near the kitchen area. Staff aware of the location and basic use of firefighting equipment. Staff trained in the safe use of firefighting equipment		
Escape Routes	The designated exit leads down the stairwell to the Silverwood garden, then out through the front gate Emergency lighting along the stairwell ensures visibility Routes are kept clear of obstacles at all times Lift must not be used during evacuation		
Emergency Procedures	On discovering fire or hearing the alarm, evacuate immediately Close doors behind you if safe to do so Assist any person requiring help, using the evacuation chair if needed Proceed to the assembly point (basketball court) for accountability		
Training and Fire Drills	Staff receive fire safety and evacuation training covering first-floor evacuation Fire drills conducted regularly, including lone working scenarios and reminding visitors and therapists of the fire process		
Maintenance and Monitoring	Fire alarms tested weekly and logged Fire extinguishers serviced annually Electrical equipment PAT tested as required Regular checks of furniture, storage, and stairwell for fire safety compliance		
Overall Risk Level	High – Ensure visitors are aware of fire process. Ensure PAT testing is completed as soon as possible.		

Fire Safety Staff Induction



Date

Employee name

Covered:

Reading of Fire Manual and Discussion

Fire risk assessments

Tour of building highlighting: Fire Exits

Fire Alarm calls

Assembly point

The employee's role in a fire:

Signed employee

Managers name

Managers signature