

University of Warwick Holiday Scheme

Fire Safety and Evacuation Policy

Purpose	The purpose of this policy is to minimise the risk of fire during the Holiday Scheme and ensure that staff understand the procedures to follow if the fire alarm sounds or an evacuation is required. It ensures that children are evacuated quickly, calmly and safely , that all children, staff and visitors can be accounted for, and that appropriate arrangements are considered for anyone who may require additional assistance to evacuate. It also ensures that no one re-enters the building until it has been confirmed as safe to do so.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

Policy Statement

The Holiday Scheme is committed to ensuring the safety of all children, staff and visitors. We will take all reasonably practicable steps to reduce the risk of fire and ensure that everyone can evacuate safely and promptly in an emergency.

Fire safety is the responsibility of everyone. The University of Warwick states that everyone must take reasonable care to ensure their actions do not compromise their own safety or that of others.

Staff Responsibilities

All Holiday Scheme staff must familiarise themselves with the emergency arrangements for the building being used, including:

- the nearest and alternative emergency exits;
- the designated assembly point;

- the location of fire alarm call points;
- the arrangements for accounting for children, staff and visitors; and
- any additional evacuation arrangements required for individuals needing assistance.

The University also uses **Personal Emergency Evacuation Plans (PEEPs)** for staff and students who cannot evacuate a building independently. The Holiday Scheme will therefore consider appropriate individual evacuation arrangements for any child, staff member or visitor who may require additional support.

Fire Prevention

Staff must maintain a safe environment and report any fire safety concerns promptly. Escape routes and exits must not be compromised.

The Holiday Scheme will work within the University's fire safety arrangements and relevant risk assessments. Activities presenting an elevated fire or explosion risk should be supported by an appropriate risk assessment.

In the Event of a Fire or Fire Alarm

If a fire is discovered or the fire alarm sounds:

1. **Raise the alarm immediately.**
2. Staff must **evacuate the children calmly and immediately using the nearest safe emergency exit.**
3. The most senior member of staff on duty will collect the registers for both staff and visitors as well as a list of the contact details for all the children and will ensure that all the children and staff have evacuated the premises safely. This information is held at the registration desk and a copy is in each room.
4. The most senior member will collect a first aid box and any child medications. This is located at the registration desk.
5. Staff must direct children to the **designated assembly point** for the building. When using the Avon Building this is at the bandstand and when using Cryfield Bar, this is on the Car Park P23.
6. Staff must prioritise the evacuation of children and must not place themselves or children at additional risk.
7. Doors should be closed where appropriate and where this can be done safely without delaying evacuation.
8. The appropriate registers must be taken or otherwise made available so everyone can be accounted for.
9. At the assembly point, the most senior member of staff must carry out an **immediate register/headcount**, accounting for all children, staff and visitors.
10. Any missing person must be reported immediately to the person managing the emergency response.

11. **No child, member of staff or visitor may re-enter the building until it has been confirmed that it is safe to do so.**

Emergency Assistance

For **life-threatening emergencies or a crime in progress**, the University currently instructs that **999 should be called**. Where possible, University Community Safety should then be contacted through the SafeZone app or by telephone. If more than one person is available to assist, one person can call 999 while another contacts Community Safety.

University Community Safety

- Internal: **22222**
- External: **024 7652 2222**
- Emergency Services: **999**
- **Registers and Headcounts**

Accurate registers must be maintained while the Holiday Scheme is operating.

Staff must be aware of the children in their care and ensure that registers/headcounts are checked following an evacuation. Particular care must be taken when groups have moved between indoor and outdoor activities or different areas of the Holiday Scheme.

Children Requiring Additional Assistance

Where a child may require assistance to evacuate because of a disability, medical condition or other individual need, appropriate arrangements must be considered in advance as part of the child's individual arrangements and the relevant building evacuation procedures.

The University's fire safety guidance specifically identifies PEEPs as its mechanism for staff and students requiring assistance or special arrangements to reach safety during an evacuation.

Fire Drills

Fire evacuation procedures should be practised so that staff understand their responsibilities and children become familiar with leaving the building safely and calmly.

Fire evacuation practices will take place frequently. Each practice should take place at a different time and on a different day from the last. A written record should be made of each practice recording the numbers of staff, children and visitors in attendance the time taken to evacuate the Holiday Scheme, and any notes made that could result in changes to the way evacuations are conducted.

After an Evacuation

Children must remain supervised and together at the designated assembly point until instructions are given by the appropriate University or emergency personnel.

If the building cannot be reoccupied, the Holiday Scheme will follow the relevant University emergency arrangements and make appropriate arrangements for the continued safety and supervision of the children, including contacting parents/carers where necessary.