



The **Daffodil** Project CIC

Fire Safety & Emergency Evacuation Policy

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1. Policy Statement

The Daffodil Project CIC is committed to ensuring the safety of all children, staff, volunteers, animals, and visitors in the event of a fire or emergency. Fire safety is a critical component of our safeguarding and health and safety responsibilities, especially within a setting that includes children with special educational needs (SEND), therapeutic animals, and potentially vulnerable individuals. This policy outlines our approach to fire prevention, detection, safe evacuation, training, and compliance with legal fire safety duties. We aim to create a culture of preparedness, where everyone on site is confident in their role during an emergency.

- Prioritise life safety for children, staff, and animals in all fire procedures
 - Ensure full compliance with fire safety legislation and best practice
 - Prepare staff and children to respond quickly and safely to any fire or emergency
 - Embed regular training, risk assessment, and fire drill routines
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2. Scope

This policy applies to all indoor and outdoor areas of The Daffodil Project CIC premises, as well as temporary buildings, animal shelters, sheds, and any leased or rented space used by the organisation. It also includes all persons on site—children, staff, volunteers, visitors, contractors—and outlines procedures to safeguard both humans and animals during fire emergencies.

- Applies to all buildings and outdoor environments on site
 - Includes all persons: staff, children, volunteers, visitors, and contractors
 - Applies during hours of operation and at all events or activities
 - Covers both domestic-style and non-domestic buildings in use
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3. Legal & Regulatory Framework

This policy complies with the following UK laws and statutory guidance:

- **Regulatory Reform (Fire Safety) Order 2005**
 - **Health and Safety at Work Act 1974**
 - **The Children Act 2004** (Safeguarding Duty)
 - **The SEND Code of Practice 2015** (inclusive evacuation planning)
 - **Ofsted Education Inspection Framework** (safety of premises and risk management)
 - **Fire Safety in Educational Premises: BB100** (DfE guidance for fire precautions in schools and settings)
 - Comply with fire safety laws and educational guidance
 - Include all SEND-specific requirements (PEEPs, supervision, additional time)
 - Maintain accurate fire documentation and equipment checks
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4. Roles & Responsibilities

The Director is the designated Responsible Person under the Fire Safety Order and is accountable for ensuring all fire precautions are in place, maintained, and reviewed regularly.

The Fire Safety Coordinator will conduct fire drills, oversee risk assessments, maintain fire equipment records, and train staff in emergency procedures.

All Staff are responsible for knowing evacuation procedures, understanding the location and use of fire equipment, supervising children during drills, and reporting concerns or hazards immediately.

Volunteers and Visitors must be made aware of evacuation routes and fire procedures upon arrival.

Children will be guided and supported in learning how to evacuate safely in a calm, structured way, appropriate to their needs and abilities.

- Director is legally responsible for fire compliance and oversight
 - Fire Safety Coordinator leads day-to-day implementation and drills
 - All staff must follow evacuation procedures and raise any concerns
 - Children are supported to understand and practise evacuation in a safe, accessible way
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5. Fire Prevention Measures

The Daffodil Project CIC will take all reasonable precautions to reduce the risk of fire. This includes regular inspections of electrical equipment, safe storage of flammable materials (including animal bedding and feed), clear exits and pathways, and appropriate staff training in daily fire prevention.

Hot works (e.g. for building maintenance) must be risk assessed and monitored, and all combustible materials kept away from heat sources.

- Maintain electrical safety checks (PAT testing, fixed wiring inspections)
- Store flammables in clearly marked, ventilated areas away from ignition sources
- Keep exits, stairwells, and corridors free from obstruction
- Risk assess hot works and cooking-related activities
- Check fire exits and extinguishers weekly

5.1 Smoking and Ignition Sources

The Daffodil Project CIC operates a strict **No Smoking policy** within all buildings, play areas, animal enclosures, and outdoor learning spaces. Where smoking is permitted, it will only be in a clearly designated area away from children, flammable materials, and buildings.

- No smoking inside buildings or activity areas.
 - Designated smoking areas clearly marked (if provided).
 - Staff, volunteers, and visitors informed of this policy.
 - Use of e-cigarettes/vapes subject to the same restrictions.
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6. Emergency Evacuation Procedures

Emergency evacuation procedures will be clearly displayed throughout the premises and explained to all staff and children regularly. Evacuation routes will be accessible to those with mobility or sensory needs, and staff will be allocated specific roles, such as:

- Fire Marshals to check rooms are clear
- Lead staff to assist with animal evacuation where safe to do so
- Support staff to accompany and reassure children
- Roll call coordinator to verify all persons are accounted for

Evacuation routes must lead to a designated assembly point away from buildings and animal enclosures. No one may re-enter the building until cleared by the Fire Safety Coordinator or emergency services.

Muster Point Location:

Main Gate Entrance
Silerspot Cl

- Display evacuation procedures clearly
- Assign roles: marshals, roll call, animal support, child supervision
- Use designated escape routes and meeting points
- Never re-enter a building until authorised

6.1 Contacting the Emergency Services

In the event of a fire or other emergency requiring evacuation, staff must:

- Immediately call **999** and request the Fire and Rescue Service.
- Provide the Centre's **full postal address** and the designated **What3Words location** to ensure responders can find the exact site.
- Give clear directions to the nearest entrance and assembly point if asked by emergency services.
- Remain on the line until the operator confirms all required information has been received.

Summary:

- Call 999 without delay.
- Provide full postal address:
 - The Daffodil Project, Silerspot Cl, Rainham, ME8 8JR + What3Words reference: [///cooks.elect.spokes](#)
- Confirm location of nearest access point and assembly point.
- Stay on the call until operator confirms.

7. Personal Emergency Evacuation Plans (PEEPs)

Children or adults who have mobility challenges, sensory impairments, or behavioural needs that could affect evacuation will have a Personal Emergency Evacuation Plan (PEEP). These plans are developed with parents and professionals, shared with all relevant staff, and reviewed termly or if the individual's needs change.

- Develop PEEPs for all individuals who require support to evacuate
 - Include instructions for staff assistance and specific exit strategies
 - Review and update PEEPs termly or when needed
 - Train staff to implement PEEPs effectively and sensitively
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8. Fire Risk Assessments

A full fire risk assessment will be conducted annually and reviewed following any building alterations, incidents, or fire drills. This assessment will consider:

- Building layout and access
- Activities involving heat or flammable materials
- High-risk areas (e.g. kitchen, animal bedding stores)
- Evacuation routes and signage
- Needs of individuals on-site (including animals)

Records of fire risk assessments and mitigation measures will be stored in the Fire Safety Folder and be accessible to staff and inspectors.

- Conduct and document annual fire risk assessments
 - Review after incidents, building changes, or staff concerns
 - Assess activities and occupants in addition to layout
 - Store all records for inspection
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9. Fire Drills & Staff Training

Fire drills will be carried out at least once per term, including variations in time and day to simulate real scenarios. Staff will receive fire safety training on induction and annually thereafter. Training includes:

- Use of extinguishers (where safe to do so)
- Evacuation of SEND children
- Animal safety and practical limitations
- Understanding fire panel and alarm systems

Records of all fire drills and training will be maintained for Ofsted inspection.

- Carry out fire drills at least once per term
 - Train all staff on fire procedures and safe use of equipment
 - Include SEND and animal care in training and practice
 - Keep records of all training and drills
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10. Monitoring & Review

This policy and all related procedures will be reviewed annually by the Director and Fire Safety Coordinator. Reviews will also be triggered by any fire incident, drill outcome, or major change to the building, staffing, or children's needs. A summary of updates will be logged and shared with staff.

- Review policy annually or after any significant incident
- Use drill feedback to improve evacuation practice
- Keep logs of updates and version control

Signed:

Magdalena Van De Voort

A handwritten signature in black ink, appearing to read 'M. Vindred', is located at the top left of the page.

Director, The Daffodil Project CIC
Date: January 2025