

Cobras AP

Fire Safety and Evacuation Procedures



Name of Setting: Cobras AP

Address: 44 High Street, Bagshot GU19 5BA

Reviewed: 01st July 2025

Next Review Due: 30th June 2026

1. Fire Risk Assessment

- A written fire risk assessment is completed annually or whenever significant changes occur.
- Carried out by a competent person and stored in the office.

2. Fire Detection & Equipment

- Smoke and heat detectors fitted.
- Fire alarm tested weekly and recorded.
- Fire extinguishers checked annually.

3. Evacuation Procedure

If the fire alarm sounds:

1. Evacuate using the nearest fire exit.
2. Do not collect belongings.
3. Go to the assembly point: [Insert Location].
4. Fire Marshals check building.
5. Lead staff bring register.
6. Roll call.
7. Do not re-enter until cleared.

4. Fire Marshals

- Ruth Fettes and Rachel Fox



5. Drills & Training

- Fire drills once per term.
- Annual staff fire training.
- Induction includes fire procedures.

6. Maintenance Records

- Logs for alarm/extinguisher tests.
- Weekly fire door checks.
- Annual checks on fire extinguishers

