



FIRE SAFETY & EMERGENCY ACTION PLAN

GOAT Learning

Policy owner	Abbie Wyatt - Owner and Lead Tutor
Contact	goatlearning@outlook.com
Effective from	September 2026
Review	At least annually, and sooner following an incident, change to the premises or relevant guidance

1. Purpose and scope

This plan sets out GOAT Learning's arrangements for preventing fire, raising the alarm, evacuating children and visitors, accounting for everyone present and responding safely to a fire or suspected fire. It applies to the dedicated tuition outbuilding and the associated garden evacuation route.

The plan should be read alongside the GOAT Learning Health & Safety Policy and the premises Fire Risk Assessment.

2. Premises and occupancy

GOAT Learning operates from a dedicated outbuilding with electricity and heating. The outbuilding has one external exit door leading directly into the garden. The maximum planned occupancy is seven people: Abbie Wyatt and up to six children.

The designated assembly point is at the bottom of the garden near the garage. One smoke alarm is currently installed within the outbuilding.

3. Responsibilities

Abbie Wyatt, as Owner and Lead Tutor, is the Responsible Person for the fire safety arrangements within GOAT Learning. This includes maintaining appropriate fire precautions, keeping the escape route accessible, reviewing the Fire Risk Assessment, ensuring children receive simple emergency instructions and maintaining appropriate records of checks and actions.

4. Fire prevention and precautions

- The external exit and route into the garden will be kept clear whenever children are present.
- The exit door must be capable of being opened immediately from inside without searching for a key or using a complicated mechanism.
- Electrical equipment, plugs, leads and heating equipment will be used safely and checked for visible damage.
- Sockets will not be overloaded and combustible learning materials will be kept away from heaters and other ignition sources.
- Smoking, candles and naked flames are not permitted in the tuition outbuilding.
- The smoke alarm will be maintained and must be audible throughout the occupied tuition space.
- The garden evacuation route will be kept usable and appropriately lit during sessions held after dark.

5. Emergency evacuation procedure

- 1. Raise the alarm:** On discovering fire or smoke, alert everyone immediately. Do not delay evacuation to investigate.
- 2. Evacuate:** Direct all children and visitors through the external door into the garden. Leave belongings behind.
- 3. Assemble:** Walk directly to the assembly point at the bottom of the garden near the garage. Children must remain together and supervised.
- 4. Account for everyone:** Use the session attendance information to confirm that every child and visitor has evacuated.
- 5. Call 999:** Call the Fire and Rescue Service from a place of safety and follow the emergency operator's instructions.
- 6. Do not re-enter:** Nobody may return to the outbuilding until the Fire and Rescue Service confirms that it is safe.
- 7. Contact parents/carers:** Once immediate safety has been secured, parents or carers will be contacted where the incident affects the session or collection arrangements.

6. Children with SEND or additional needs

Individual needs that could affect evacuation will be considered before a child attends. This may include mobility, sensory, communication, medical or SEND needs. Where necessary, an individual evacuation arrangement will be agreed with the parent or carer and recorded.

7. Firefighting equipment

Evacuation is the priority. No person will be expected to put themselves or a child at risk by attempting to fight a fire. The need for, type and location of any firefighting equipment will be determined through the Fire Risk Assessment and competent advice obtained where required.

8. Checks, testing and maintenance

The exit and garden escape route will be checked before sessions to ensure they are clear and usable. The exit door will be checked to ensure it can be opened readily from inside. The smoke alarm will be tested regularly and maintained in accordance with the manufacturer's instructions.

Electrical and heating equipment will be visually monitored for damage or unsafe use. The lighting of the escape route during evening sessions will be assessed, including whether emergency escape lighting is required.

9. Recording and review

Fire safety arrangements and the Fire Risk Assessment will be reviewed at least annually and sooner following a fire, false alarm, evacuation, significant change to the premises or layout, new equipment, a change in occupancy or where a child's individual needs affect evacuation.

Any fire-related incident, identified hazard or resulting action will be recorded and followed up.

Approved by: Abbie Wyatt, Owner and Lead Tutor

Effective: September 2026 | Next formal review: September 2027