



Walsall Childminding Hub

Fire Safety & Emergency Evacuation Risk Assessment

Setting: St Matthew's Centre, Walsall

This assessment details the procedures for responding safely to a fire alarm or emergency evacuation.

Hazard	Potential Risk	Control Measures	Risk
Fire within the building	Injury from smoke or fire	The building has a fire alarm system. On hearing the alarm, all staff and children evacuate immediately using the nearest available fire exit. Staff do not attempt to fight fires and evacuate without delay.	Low
Delayed evacuation	Increased risk to occupants	The Registered Childminder and all staff are responsible for leading an immediate evacuation. Centre staff check shared toilets while Hub staff leave immediately.	Low
Blocked escape route	Delay leaving the building	Staff use the nearest safe fire exit depending on their location within the three-storey building.	Low
Use of lift	Entrapment during fire	The lift must never be used during a fire evacuation. Stairs are used at all times.	Low
Portable door lock	Delay exiting room	Any staff member reaching the door first removes the portable door lock before leaving.	Low
Missing person	Child, visitor or staff unaccounted for	Daily register, visitor book, fire alarm book and staff sign-in/out records are used to account for everyone. Emergency contacts are available via the secure portal.	Low
Visitors	Visitor left behind	Visitors evacuate with staff and children and remain supervised.	Low
Child refuses to evacuate	Delay and increased danger	Staff remain calm, encourage and reassure the child, and if necessary safely assist or carry the child from the building without unnecessary delay while prioritising everyone's safety.	Medium
Re-entering building too early	Risk of injury	No one re-enters until centre staff advise it is safe to do so.	Low

Emergency Evacuation Procedure

On hearing the fire alarm, stop activities immediately. Leave by the nearest available fire exit. Do not use the lift. Any staff member removes the portable door lock if fitted. Proceed to the assembly point opposite the Vera Fenn Blue Pyramid building in the designated car park. Take the daily register and use the emergency contacts portal if required. Centre staff contact the emergency services. Carry out a roll call using registers and visitor records. Monthly fire drills are completed and recorded. Do not re-enter the building until authorised by centre staff.