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FIRE AND EVACUATION POLICY

Main Evacuation

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all children/visitors are out of the building.

All staff should be aware of their nearest exit not only in activity but other areas of the venue. Fire Evacuation notices and plans are in place in all areas of the venues. All staff should take time to familiarise themselves with these plans.

Staff procedures/duties on hearing the fire alarm

Senior Sports Coach/Assistant Sports Coach

- On hearing the fire alarm the person managing the children will take the children through the nearest fire exit.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the nearest assembly point

Deputy Site Lead

- The register of all the children attending will immediately taken to the fire assembly point
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Site Lead

- The Site Lead will monitor the evacuation of the premises from the fire assembly point
- Take a register of all the children in attendance
- Flag any missing children to the fire warden.

Fire Officers

- Check all spaces and corridors being used by Superstar Sports, including toilets
- Inform the Site Lead that all areas are clear
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no people re-enter the premises.

No-one may re-enter the buildings until they have been given the all clear by the Site Lead, in the case of a fire drill or Fire Officers, in the case of a fire.

General Fire Safety

All venues have:

- Fire Warning System
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a regular basis
- The main fire alarm panel is serviced annually
- Regular fire drills are arranged
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced biannually.

Evacuation Procedures

All areas have a site plan indicating nearest escape route and outside assembly points.

Visitors and external providers are supplied with Fire Safety Information when they sign in

Key Escape Routes

- All areas of use have direct escape routes to assembly points
- Fire exit signs are posted on all exits
- All exits are kept unlocked and clear of obstructions.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually.

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

This is an individual plan for means of escape from fire/emergency for adults/children with a disability. These are put in place after consultation with staff involved either directly with a disability or with a child's parents.

Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures:

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures:

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire
- It is illegal to smoke at any of the venues.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Monitoring and Review

This policy will be reviewed annually or following changes in legislation.

Date Reviewed: January 2026

Next Review: September 2026