



FIRE SAFETY POLICY (MULTI-VENUE)

1. Statement of Intent

Elite SF is committed to ensuring the safety and wellbeing of all children, staff, and visitors in the event of a fire across all venues used. We comply with the Regulatory Reform (Fire Safety) Order 2005 and guidance from Ofsted.

2. Responsibilities

Elite SF will:

- Ensure fire safety procedures are suitable for each venue used.
- Maintain an up to date record of all venues and their fire arrangements.
- Ensure risk assessments are in place.
- Ensure coaches are trained to adapt to different environments.

Coaches will:

- Check fire safety arrangements on arrival at each venue
- Identify exits, alarms, and assembly points before sessions begin
- Take responsibility for children during evacuations
- Report any concerns about venue safety immediately

3. Venue Specific Fire Safety

Before any session begins, coaches must:

- Identify all fire exits and ensure they are accessible
- Locate the fire alarm call point
- Confirm the assembly point
- Review the venue's own fire procedure (if available)
- Check maximum occupancy limits are not exceeded

A Venue Fire Safety Checklist will be completed for each new venue and reviewed periodically.

4. Fire Risk Assessments:

- A fire risk assessment will be carried out for each venue used
- Where venues provide their own risk assessments, these will be reviewed and supplemented where necessary

Assessments will consider:

- Layout and exit routes
- Type of activities
- Age and needs of children
- Equipment used

5. Fire Prevention Measures:

- Equipment brought into venues will be safe and suitable
- Electrical equipment will be checked regularly
- Exit routes will never be blocked by coaching equipment
- Coaches will challenge unsafe practices where appropriate

6. Fire Detection and Equipment

Primary responsibility lies with the venue provider.

Coaches will confirm that:

- Fire alarms are present and functional
- Fire extinguishers are visible and accessible
- Any concerns must be reported and sessions risk-assessed before continuing

7. Emergency Evacuation Procedure

In the event of a fire:

1. Raise the alarm immediately
2. Stop all activities
3. Evacuate children via the nearest safe exit
4. Do not collect belongings
5. Proceed to the agreed assembly point
6. Conduct a register check immediately

Coaches must adapt evacuation routes depending on the venue layout.

8. Evacuation of Children:

- A register will be taken at the start of every session
- Staff will supervise children at all times during evacuation
- Headcounts will be conducted at the assembly point
- Additional support will be provided for younger or vulnerable children

9. Fire Drills:

- Fire drills will be conducted periodically across different venues where possible
- Where drills cannot be conducted (e.g. hired halls), staff will carry out verbal walkthroughs of evacuation procedures
- Records will be maintained

10. Personal Emergency Evacuation Plans (PEEPs)

Individual plans will be created where required for children or staff needing assistance, and adapted for each venue.

11. Training:

- Coaches will receive fire safety training as part of induction
- Training will include working safely across multiple venues
- Coaches will be trained to dynamically assess unfamiliar environments

12. Record Keeping

We will maintain:

- A list of all venues used
- Venue fire safety checklists
- Fire risk assessments
- Fire drill records
- Coaches training records

13. Review

This policy will be reviewed annually or following:

- Changes in venues
- A fire incident or near miss
- Updates from Ofsted or legislation

Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026