



Emergency Evacuation Procedure Policy

1. Policy Statement

Elite Skills & Fitness is committed to ensuring the safety and wellbeing of all children, coaches, volunteers, and visitors. This Emergency Evacuation Procedure outlines the actions to be taken in the event of an emergency requiring the immediate evacuation of a venue or activity area.

This policy is written in line with health and safety legislation, safeguarding expectations, and Ofsted requirements where applicable.

2. Scope

This policy applies to:

- All Elite Skills & Fitness sessions, clubs, camps, and activities
- All coaches, volunteers, young workers, and contractors
- All children attending sessions
- All venues and premises used for activities

3. Types of Emergencies

Evacuation procedures may be implemented in response to situations including but not limited to:

- Fire or smoke
- Gas leaks
- Structural concerns or building damage
- Security threats
- Severe weather or environmental hazards
- Any situation where remaining in the building or activity area may pose a risk

4. Responsibilities

Management Responsibilities

- Ensure evacuation procedures are clearly communicated to all coaches
- Ensure venues have appropriate evacuation routes and assembly points
- Conduct periodic evacuation drills where appropriate
- Maintain up to date emergency contact information

Coach Responsibilities

Coaches must:

- Familiarise themselves with evacuation routes and assembly points
- Act quickly and calmly in an emergency
- Supervise children at all times during an evacuation
- Ensure registers are taken to the assembly point
- Report any missing children immediately

5. Evacuation Procedure

In the event of an emergency evacuation:

- 1. Raise the alarm**
 - Alert coaches and participants immediately if an emergency is identified
 - Follow venue alarm procedures where applicable
- 2. Stop activities immediately**
 - Coaches will safely stop all activities and instruct children to move calmly
- 3. Lead children to the nearest safe exit**
 - Coaches will guide children to the nearest safe evacuation route
 - Running, pushing, or panic should be avoided
- 4. Do not collect belongings**
 - Personal items should be left behind unless essential
- 5. Move to the designated assembly point**

- Coaches will lead groups to the pre-identified safe assembly area

6. Conduct a register check

- Coaches will check attendance registers to confirm all children are present

7. Report missing persons immediately

- Any missing child, staff member, or visitor must be reported to emergency services or venue management immediately

8. Remain at assembly point

- Groups must remain together until the all-clear is given

6. Fire-Specific Procedures

If evacuation is due to fire:

- Activate the nearest fire alarm if available
- Do not attempt to fight the fire unless trained and safe to do so
- Close doors behind you where possible to slow the spread of fire
- Never re-enter the building until emergency services confirm it is safe

7. Outdoor Sessions

For outdoor sessions:

- Coaches will move children away from hazards
- Groups will gather at the agreed emergency meeting point
- Emergency services will be contacted where necessary

8. Children with Additional Needs

Where children have additional needs or disabilities:

- Coaches will ensure appropriate support is provided during evacuation
- Individual care plans will be followed where applicable
- Additional assistance will be provided to ensure safe evacuation

9. Communication with Parents/Carers

If an evacuation affects session delivery or child safety:

- Parents/carers will be informed as soon as reasonably possible
- Updates will be provided regarding session continuation or early collection if required

10. Training & Drills

- Coaches will receive training on emergency evacuation procedures
- Evacuation drills may be conducted periodically to ensure preparedness
- New coaches will be briefed during induction

11. Incident Reporting

Following any evacuation:

- A detailed incident report will be completed
- The situation will be reviewed to identify improvements
- Where necessary, authorities or regulatory bodies may be informed

12. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation or guidance changes
- An incident highlights the need for revision
- Operational or venue changes occur

13. Declaration

All coaches, volunteers, and relevant personnel must read, understand, and comply with this Emergency Evacuation Procedure Policy.

14. 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