Fire Evacuation Policy

Achieve UK Training Ltd
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Opening Hours
Monday – Friday: 10:00 AM – 5:00 PM
Saturday: 10:00 AM – 3:00 PM

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1. Purpose

This Fire Evacuation Policy outlines the procedures to follow in the event of a fire to ensure the safety of all staff, learners, visitors, and contractors on the premises. It is designed to comply with the **Regulatory Reform (Fire Safety) Order 2005** and related health and safety legislation.

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2. Scope

This policy applies to all individuals present at **Achieve UK Training Ltd**, including:

- Staff
- Students/learners
- Visitors
- Contractors
- Volunteers

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3. Fire Safety Responsibilities

3.1 Responsible Person

The **Managing Director** is the designated Responsible Person and ensures:

- Fire Risk Assessments are up to date
- Fire alarms and equipment are tested regularly
- Fire drills are carried out at least **twice a year**
- Staff receive training on fire procedures

3.2 Fire Wardens (will be the managing director)

Appointed fire wardens are responsible for:

- Assisting in evacuations
- Sweeping their designated zones to ensure no one is left behind
- Assisting disabled or vulnerable individuals
- Reporting to the assembly point coordinator

Current Fire Wardens:

- Manav Arora

3.3 All Staff

All staff are responsible for:

- Knowing fire exits and assembly points
- Ensuring visitors sign in and out
- Following evacuation procedures immediately in the event of an alarm

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4. Fire Alarm System & Detection

- Fire alarms are fitted throughout the building and tested **weekly**
- Smoke detectors and emergency lighting are checked regularly by competent contractors
- Fire extinguishers are placed at strategic locations and checked **annually**

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5. Evacuation Procedure

5.1 Upon Discovery of Fire

- Raise the alarm immediately by activating the nearest red fire call point
- Do not attempt to fight the fire unless trained and it is safe to do so

5.2 Upon Hearing the Fire Alarm

- **Stop all activities** and leave the building immediately using the nearest **fire exit**
- **Do not use lifts**
- **Do not stop to collect personal belongings**
- **Close doors behind you** if you are last out of a room
- Go directly to the **Assembly Point**

Assembly Point:
Leisure centre car park opposite the training centre

6. Visitors and Learners

- All visitors and learners must sign in at reception
- Staff must take responsibility for ensuring their visitors are evacuated safely
- Fire wardens will assist in checking that all learners have exited the building

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7. Disabled or Vulnerable Persons

- A **Personal Emergency Evacuation Plan (PEEP)** must be created for any learner or staff member with mobility or sensory needs
- Fire wardens are trained to assist with evacuating individuals requiring support

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8. After Evacuation

- Do **not re-enter** the building until authorised by the **Fire Brigade** or the **Responsible Person**
- Roll call will be carried out using the **sign-in register**
- Missing persons must be reported to the Fire Officer immediately

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9. Fire Drills and Training

- Fire drills are carried out **twice annually**
- New staff and learners receive **fire safety induction** on their first day
- Records of drills, equipment checks, and training are kept securely

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10. Maintenance and Equipment Checks

Equipment	Frequency	Responsible Party
Fire alarms	Weekly	Site Supervisor/IT/Admin
Fire extinguishers	Annually	External Contractor
Emergency lighting	Monthly	Site Supervisor
Fire drills	Biannually	Fire Warden / Management
Risk Assessment Review	Annually	Health & Safety Officer

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11. Non-Compliance

Failure to comply with fire evacuation procedures may result in disciplinary action in accordance with the Staff Code of Conduct or Learner Behaviour Policy.

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12. Policy Review

This policy will be reviewed **annually** or immediately after:

- A fire or near-miss incident
- A change in the building layout
- Staff or learner feedback indicating gaps in understanding

For all fire safety concerns or queries, contact:
📧 contact@achieveuktraining.com
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Policy Owner: Manav Arora
Approval Date: 01/02/2025
Review Date: December 2027