



SAILSHIP
Training and Learning for Life
Fire Safety Policy

Sailship Training and Learning for Life

Policy owner	CEO
Approved by	Board of Trustees
Version	2026 updated edition
Review date	12 August 2026
Next review	August 2027, or sooner if required
Applies to	Staff, participants/learners, volunteers, visitors and contractors

1. Purpose and Scope

Sailship Training and Learning for Life (Sailship TLL) is committed to protecting staff, participants/learners, volunteers, visitors and contractors from the risk of fire. This policy sets out the arrangements for preventing fire, raising the alarm, evacuating the site safely and supporting people who may require additional assistance.

Fire safety arrangements will be inclusive and will take account of the communication, mobility, sensory, cognitive, emotional and behavioural needs of people using Sailship.

2. Legal Framework

This policy is based on the Regulatory Reform (Fire Safety) Order 2005 and Sailship's site-specific fire risk assessment. Other statutory reporting requirements, including RIDDOR, will be considered where the relevant legal reporting criteria are met.

3. Responsibilities

Responsible Person / Management

- Ensure a suitable and sufficient fire risk assessment is in place and reviewed at least annually, after a fire or significant incident, and following significant changes to buildings, activities, occupancy or fire precautions.
- Ensure appropriate fire detection, alarm, emergency lighting, signage and fire-fighting equipment are provided, inspected, tested and maintained.
- Ensure escape routes and fire exits are clearly identified, available and unobstructed.
- Appoint sufficient trained fire wardens/marshals and ensure responsibilities are understood.
- Provide fire safety information, instruction and training and arrange regular evacuation drills.
- Ensure appropriate Personal Emergency Evacuation Plans (PEEPs) or other individual evacuation arrangements are in place where required.
- Maintain appropriate fire-safety records and act promptly on identified defects or concerns.

Staff

- Know the alarm arrangements, escape routes and assembly points.
- Take part in fire-safety training and evacuation drills.



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- Report fire hazards, damaged equipment, obstructed exits or other concerns immediately.
- Support participants/learners in accordance with agreed evacuation arrangements and PEEPs.
- Never put themselves or another person at unnecessary risk.

Participants/Learners, Volunteers, Visitors and Contractors

People using the site will be given fire-safety information appropriate to their role and needs. Visitors and contractors will be informed of relevant evacuation arrangements and will be accounted for during an emergency.

4. Fire Risk Assessment

The fire risk assessment is the principal document for identifying site-specific fire hazards, people at risk, preventive and protective measures, escape arrangements and actions required. It will be reviewed whenever circumstances materially change and following any significant fire-related incident.

5. Fire Prevention and Control

- Smoking is not permitted on site.
- Flammable substances, fuels, paints and chemicals will be stored safely and securely in designated locations.
- Electrical equipment will be maintained appropriately and defective equipment removed from use.
- Rechargeable and lithium-ion batteries/equipment will be charged in accordance with manufacturers' instructions, away from escape routes and combustible materials, and damaged batteries will not be used.
- Cooking activities will be appropriately supervised and kitchen fire risks controlled.
- Participants/learners will receive appropriate supervision around heat sources, machinery and ignition risks.
- Combustible waste will be removed regularly and not allowed to accumulate.
- Fire doors, exits, escape routes, alarm points and fire-fighting equipment must not be obstructed.
- Contractor activities that could create additional fire risk will be appropriately controlled.

6. Fire Detection and Alarm

Anyone discovering a fire or signs of fire must raise the alarm immediately using the site's designated fire-alarm arrangements and alert others. Walkie-talkie radios may be used to supplement communication and coordinate staff, but must not replace the primary means of raising the fire alarm.

The emergency services must be called on 999 as soon as possible. No person should delay evacuation in order to make a telephone call.

7. Emergency Evacuation Procedure

- On discovering a fire: raise the alarm immediately.
- Call 999, or ensure that the nominated incident controller has arranged for 999 to be called.
- Leave by the nearest safe exit. Do not stop to collect personal belongings.
- Staff should calmly direct and support participants/learners, visitors and volunteers to the designated assembly point.



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- Designated fire wardens may check allocated areas only where this is part of their role and it is safe to do so. Nobody must delay their own evacuation or re-enter a building to conduct a search.
- Proceed to the designated assembly point and remain there.
- Area leads/support staff must account for their group and immediately report any missing person, their name and last known location to the incident controller.
- Nobody may re-enter a building until the Fire and Rescue Service or other authorised person confirms that it is safe.
- Work must not resume while a serious danger remains.

Where safe and staffing permits, a nominated person wearing high-visibility clothing may go to the agreed road location to direct emergency services to the site. This must not compromise evacuation or supervision at the assembly point.

8. People Requiring Assistance and PEEPs

Sailship recognises that some people may need additional assistance to evacuate safely. Individual arrangements will be considered for anyone whose mobility, sensory needs, communication, understanding, anxiety, behaviour or other circumstances could affect their response to an emergency.

- PEEPs will be prepared where appropriate and reviewed when needs or circumstances change.
- Plans will identify the assistance required, communication method, safe route and staff responsibilities.
- Staff supporting an individual must be familiar with the relevant arrangements.
- Evacuation arrangements should promote dignity, reassurance and safety and should be practised appropriately where this can be done without causing unnecessary distress.

9. Fire Wardens / Marshals

Sailship will appoint sufficient trained fire wardens/marshals appropriate to staffing and site activities. Their duties may include supporting evacuation, checking designated areas where safe, reporting to the incident controller and helping to confirm that people are accounted for. Fire wardens are not expected to place themselves at risk.

10. Fire-Fighting Equipment

Evacuation and life safety take priority over fighting a fire. Nobody is expected to tackle a fire. A competent person who has received appropriate training may use suitable fire-fighting equipment on a very small fire only where it is safe to do so, the alarm has been raised, an escape route is immediately available and their actions do not delay evacuation. If there is any doubt, leave the fire to the Fire and Rescue Service.

11. Training and Fire Drills

- Fire-safety information will form part of staff induction.
- Refresher training will be provided periodically and when arrangements materially change.
- Fire wardens/marshals will receive role-appropriate training.
- Evacuation drills will normally be conducted at least twice each year.
- Drills will be recorded and reviewed, with any learning or required action documented and followed up.
- Participants/learners will be prepared for fire procedures in a way that is accessible and appropriate to their individual needs.



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12. Visitors, Volunteers and Contractors

Sailship will maintain appropriate arrangements for knowing who is on site. Visitors, volunteers and contractors must be included in evacuation and roll-call arrangements. Contractors must be informed of relevant fire precautions and must notify Sailship of activities that may introduce additional fire risk.

13. Inspection, Testing and Maintenance

Fire-safety equipment and systems will be inspected, tested and maintained at appropriate intervals in accordance with the fire risk assessment, manufacturers' requirements and competent professional advice. Records will be retained.

- Fire alarm tests and maintenance.
- Emergency lighting tests and maintenance.
- Fire extinguisher inspection and servicing.
- Checks of escape routes, fire doors, signage and alarm points.
- Electrical and other relevant equipment checks.
- Corrective action following defects, drills, incidents or risk-assessment findings.

14. Incident Reporting

All fires, suspected fires, significant false alarms and relevant fire-safety incidents must be reported internally and reviewed. Sailship will consider whether external reporting is required. An incident will be reported under RIDDOR only where the statutory criteria are met.

15. Monitoring and Review

The CEO/Responsible Person and designated Health & Safety lead will oversee implementation. This policy will be reviewed annually, and sooner following a significant incident, material change to the site or activities, significant change in the needs of people using the site, or where the fire risk assessment identifies a need for revision.



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Appendix 1 - Emergency Information Sheet

This sheet should be displayed/held in an accessible emergency-information location and updated whenever operational details change.

Site	Sailship Training and Learning for Life
Address	The Allotments, Fairclough Avenue, Clacton-on-Sea, Essex CO16 7EG
Nearest main road	Rush Green Road
Assembly Point A	Allotment car park
Assembly Point B	Rush Green Road allotment exit
Emergency access	Open gates; where safe, send nominated high-visibility person to agreed road location to direct emergency services
Flammable substances	Metal shed by green container: spray paints, petrol and white spirit in locked metal box; other paints on shelves. Green container: janitorial chemicals in locked metal box.
Coordinates	Latitude 51.793453; Longitude 1.128453; Grid reference TM158151
What3Words	penny.dive.items
Possible helicopter landing site	Clacton Town Football Club, Rush Green Road, CO16 7BQ. Report any overhead cables to helicopter/emergency services.

Person in charge / Incident Controller: _____

Total people on site today: _____

People requiring emergency assistance: _____

Everyone accounted for: YES / NO

Missing person(s) and last known location: _____

Appendix 2 - Evacuation / Roll Call Form

Name / Group	Role or Area	Accounted for	Notes / Last known location



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Include all participants/learners, staff, volunteers, visitors and contractors.

Completed by: _____ Time: _____

Give completed roll-call information to the nominated Incident Controller.

Appendix 3 - Fire Drill Record

Date and time	
Person leading drill	
Areas involved	
Number of people evacuated	
Time taken to evacuate	
PEEP / assistance arrangements tested	
Problems or observations	
Actions required	
Action owner and completion date	

Document Approval

Approved by the Board of Trustees on: _____ 12.08.26 _____

CEO: Liz Barritt

Chair of Trustees: Trevor Cottee

Next scheduled review: August 2027