



Fire Procedure Policy

Autism Mentors Ltd – Neurodiversity Mentoring/Support Services

Location: Oxfordshire, UK

Effective Date: 1st September 2025

Review Date: September 2026

1. Purpose

This policy sets out the procedures to prevent fire and ensure the safe evacuation of staff, clients, and visitors in the event of a fire during any activities or visits associated with Autism Mentors Ltd. It reflects requirements under the Regulatory Reform (Fire Safety) Order 2005 and updated Fire Safety Regulations 2022 (in force 2023–25).

2. Scope

This policy applies to all staff, self-employed contractors, clients, families, and visitors when working or meeting in any setting, including:

- Client homes
- Educational establishments
- Community venues and activity centres

3. Responsibilities

- All staff and contractors must be familiar with fire safety procedures relevant to the premises they are working in.
- Staff must follow instructions given by responsible persons or site fire marshals.

- The company will provide fire safety information and training as appropriate.
- When working in client homes or external settings, staff must identify fire exits and evacuation routes on arrival.
- Autism Mentors Ltd Fire Marshal (Marie Powell) is responsible for:
 - Overseeing fire safety arrangements across company activities.
 - Supporting training and awareness for staff.
 - Ensuring fire incidents or near misses are logged and reviewed.

4. Fire Prevention

- Staff should report any potential fire hazards or unsafe conditions immediately.
 - Report to Fire Marshal: Marie Powell
 - Tel: 07722 091967
 - Email: DSL@autismmentors.co.uk

OR

- Report to DSL: Michelle Wray
 - Tel: 07707 764876
 - Email: DSL@autismmentors.co.uk
- Smoking and vaping are strictly prohibited during working hours and within client premises.
- Electrical equipment must be checked regularly and used safely.
- Combustible materials must be stored securely and away from ignition sources.

5. Fire Alarm Activation

- On discovering a fire or signs of fire (smoke, burning smell), raise the alarm immediately.
- Alert others in the vicinity and call 999 (or follow the host premises' emergency procedures if different).
- Evacuate calmly and quickly using the nearest safe exit.

6. Evacuation Procedure

- Stop all activities immediately.
- Assist clients and others to evacuate in an orderly manner.
- Use designated fire exits; do not use lifts.
- Assemble at the agreed fire assembly point and carry out a headcount.
- Staff must inform emergency services of anyone who may still be inside or who requires assistance.

7. Special Considerations for Neurodiverse Clients

- Individual risk assessments should include fire safety planning.
- Staff must be aware of each client's sensory and communication needs, and prepare for possible additional support during evacuation.
- Familiarisation visits to new settings must include reviewing fire safety arrangements.

8. Post-Evacuation

- Do not re-enter the building until fire services or authorised personnel declare it safe.
- Report any fire-related incidents or near misses immediately to management and to Marie Powell (Fire Marshal).
 - Tel: 07722 091967
 - Email: DSL@autismmentors.co.uk
- Complete an incident report form as soon as possible.

9. Training

- All staff will receive fire safety awareness training as part of induction.
- Regular refresher training and drills will be arranged, supported by Marie Powell (Fire Marshal).
- Training will include adjustments for supporting neurodiverse individuals during evacuation.

10. Review

This policy will be reviewed annually or following any fire-related incident to ensure its effectiveness and compliance with fire safety legislation.

Fire Marshal: Marie Powell

Designated Safeguarding Lead (DSL): Michelle Wray

Policy Approval

Signed:

Name: Marie Powell [Fire Marshal]

Signed: 

Name: Michelle Wray [Director / DSL / Health & Safety Lead]

Date: 1/9/25