

## Viva Gymnastics Club EMERGENCY AND FIRE EVACUATION POLICY

**Registration** An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure.

These records must be taken out along with the register and emergency contacts list in the event of a fire.

**No smoking policy** The club operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire.

**Fire drill procedure** On discovering a fire:

- Calmly raise the alarm
- Immediately evacuate the building under guidance from the person in charge
- Using the nearest accessible exit, lead the children and visitors out and assemble at the using the evacuation guidance on the individual site (Hilsea / John Pounds)
- Close all doors behind you wherever possible
- Children with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child. Additional support may be required, such as walking aids or another member of staff, depending on the person's condition
- DO NOT stop to collect personal belongings on evacuating the building
- DO NOT attempt to go back in and fight the fire
- DO NOT attempt to go back in if any children or adults are not accounted for. If you are unable to evacuate safely:
- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the head coach of your location and identity of the children and other adults with you.

The person in charge is to:

- Pick up the tablet/phone or paper register, staff register, phone, keys, and first aid bag (containing emergency contacts list, blankets)
- Telephone emergency services: dial 999 and ask for the fire service if this has not already been done by centre staff at John Pounds

- In the fire assembly point area – car park at John Pounds – In front of unit 8c for Hilsea - check the children against the register
- Account for all adults - staff – Parents who are in the centre or watching at Hilsea are not the responsibility of Viva Gymnastics Club.
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

The head coach /lead coach will ensure they have

- A register
- First Aid Box
- Any medication if needed
- Telephone In the event of fire, our first priority is to evacuate all children, and staff as quickly as possible.

Below are the procedures we will calmly adopt should the need arise.

Emergency Evacuation & Fire safety Procedures Fire Risk Assessment The Fire Precautions (Workplace) Regulations 1999 calls for all premises to carry out formal Risk Assessments with regard to fire safety in the workplace.

A fire safety risk assessment (which is included in the overall daily risk assessment will be carried out every morning before the site opens by a senior member of staff at Hilsea – John Pounds will be carried out by their own staff)

Means of Escape The main exit routes are shown have clear signs just inside the front door, these are to be maintained by Viva Gymnastics Club at Hilsea and will be covered by John Pounds staff- though Viva Gymnastics Club will inform John Pounds should they have any concerns regarding the clear display of exit signs.

John Pounds – fire doors are located at the main entrance of the hall that lead to the main entrance and back entrance of the building – this allows exit towards the car park and street entrance and one door inside the hall that leads to the middle hall and the other fire exit leading onto the side street.

Hilsea has one door which serves as the main entrance and fire door leading to the outside car park of the site.

If the fire exit is unclear and not accessible then all adults and children are to stay towards the next closest exit and wait for assistance from the fire service at John Pounds.

Hilsea – the shutter is to be open and adults to take children out that way to the fire assembly point.

John Pounds -

Assembly Point Route A – Children, staff and v should leave the building through the fire exit doors at the main door walk to their left side and exit through the reception main doors walk through car park gates into the assembly waiting area – the far end of the john pounds car park if safe. If not safe to walk further onto Aylward street where it meets with queen street.

Route B – to the assembly point. This route consists of: Leaving the hall via the back fire entrance – walking through the main hall to the outside street – st james street and make their way around the building if safe to the fire assembly on alyward street , if its not safe they will remain on st james street.

Fire Warning System As soon as anyone discovers a fire, or is aware of any threat, e.g. suspicious package, terrorist attack warning etc., the fire alarm should be activated by breaking the glass on one of the fire alarm points which are located adjacent to the main points of exit.

The audible alarm must be acted upon immediately by all staff.

The premises are fitted with a fire alarm system .

Fire drills will be carried out periodically at least once every 6 months . John Pounds will carry these out at their own discretion – our staff will merely carry out a fire drill with out including the rest of the building.

The Head coach, who is responsible for overall fire safety, will formally record the results of fire drills. In his / her absence the next person in charge will do this.

Smoke alarms are fitted throughout the premises and the Health & Safety Designated Officer will test the smoke , recording the results. John Pounds staff are responsible for their own building.

Fire Fighting Equipment Fire extinguishers are installed at key locations around the building and are maintained in efficient operating condition.

An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so.

No member of staff should place himself or herself in any danger.

Operating instructions are printed on each extinguisher and should be read carefully before use.  
Responsibilities .

A "999" call will be made by the head or lead coach, or in her absence the next officer in charge.

S/he will also be responsible for checking both the children's and adults' toilets to ensure that no-one is left behind.

The head/lead coach or next person in charge will be responsible for picking up the register and will assist in evacuating all staff and children. On their way from the site they will check the staff room and toilets.

The head coach/lead coach will take a "head count" once all the children reach the assembly point and check that their register accounts for all the children, when the head /coach calls them out from the main register. Each coach is responsible for lining the children they are coaching.

The head/lead coach will be responsible for ensuring that all staff and children are accounted for.

Any missing persons must be reported .

All personnel must ensure that their workplace is maintained in a clean and tidy condition, free of combustible waste materials.

All waste bins are to be emptied at the end of each working day. Fire Safety Training

All personnel will receive relevant fire safety instructions during the induction period, including:

- Fire risk areas
- Fire avoidance measures
- Fire detection, alarm & evacuation drills
- Operating fire fighting equipment