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Fire Safety Policy

Introduction

This Fire Safety Policy outlines the responsibilities and procedures for fire prevention, emergency response, and fire risk assessment at The Wing Chun Collective. The policy ensures compliance with UK fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005.

Responsibilities

Club Management:

1. Ensure rented training venues are compliant with fire safety regulations.
2. Conduct regular fire risk assessments and implement necessary control measures at individual venues.
3. Ensure instructors receive fire safety knowledge at required training locations.
4. Maintain fire safety equipment and ensure fire exits are always kept clear.

Instructors:

5. Be familiar with the specific venues fire safety procedures.
6. Assist in evacuating students and visitors in the event of a fire.
7. Ensure that fire exits and escape routes are not obstructed.
8. Report any fire hazards or malfunctioning fire safety equipment.

Students and Visitors:

9. Follow all fire safety instructions given by instructors.
10. Do not tamper with fire safety equipment.
11. Exit the premises immediately in the event of a fire alarm.

Fire Risk Assessment

The Wing Chun Collective will conduct a fire risk assessment on regular training venues at least annually and whenever significant changes occur. The assessment will identify fire hazards, evaluate risks, and notify venue management to reduce the likelihood of fire.

Key areas of the risk assessment include:

1. Identifying fire hazards (e.g., electrical equipment, heating systems, flammable materials).
2. Assessing who may be at risk (students, staff, visitors, vulnerable individuals).
3. Implementing fire prevention and control measures.
4. Reviewing emergency procedures and escape routes.
5. Ensuring regular maintenance and testing of fire safety equipment.



Fire Prevention Measures

General Fire Safety Precautions:

1. Keep fire exits and escape routes clear at all times.
2. Ensure electrical equipment is regularly maintained and inspected.
3. Prohibit smoking and the use of naked flames within the premises.
4. Store flammable materials safely and away from heat sources.
5. Train staff and instructors in fire prevention and response.
6. Use of Fire Safety Equipment:
7. Fire extinguishers must be available, accessible, and in working order.
8. Fire alarms and smoke detectors must be regularly tested.
9. Emergency lighting should be functional and tested periodically.

Fire Evacuation Procedures

In the event of a fire, the following evacuation procedure must be followed:

1. Raise the alarm by activating the nearest fire alarm call point.
2. Evacuate the building immediately using the designated escape routes.
3. Do not stop to collect personal belongings.
4. Assist any individuals who require help evacuating.
5. Proceed to the designated fire assembly point as determined by the venue's Fire Safety procedures.
6. Instructors or designated staff must conduct a roll call to account for all students and visitors.
7. Call emergency services on 999 and provide details of the fire.
8. Do not re-enter the building until it is declared safe by the Fire Service.

Fire Safety Training

All instructors and staff at The Wing Chun Collective will receive fire safety training specific to the rented venues used and the specific Fire Safety precautions of the individual venue, including:

1. Recognising fire hazards.
2. Using fire extinguishers safely.
3. Emergency evacuation procedures.
4. Fire prevention strategies.
5. Training will be refreshed periodically, and new staff and instructors will receive fire safety training as part of their induction.

Fire Drills and Testing

To ensure preparedness, The Wing Chun Collective will ensure that Fire Safety Equipment at venues used for training purposes has been checked and tested according by the venue management. Fire alarms and emergency lighting will be tested by the specific venue management and is beyond the scope of the Wing Chun Collective.

Emergency Contact Information

In case of fire, contact emergency services immediately on 999.



The Wing Chun Collective

Policy Review

This Fire Safety Policy will be reviewed annually or sooner if significant changes occur within the club or venue.