



# UKCKMA Fire Safety Policy

## 1. Introduction

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

## 2. Responsibilities

### Club Management:

- Ensure compliance with fire safety regulations.
- Appoint a designated Fire Safety Officer.
- Conduct regular fire risk assessments and implement necessary control measures.
- Ensure staff and instructors receive fire safety training.
- Maintain fire safety equipment and ensure fire exits are kept clear at all times.

### Instructors and Staff:

- Be familiar with the club's fire safety procedures.
- Assist in evacuating students and visitors in the event of a fire.
- Ensure that fire exits and escape routes are not obstructed.
- Report any fire hazards or malfunctioning fire safety equipment.

### Students and Visitors:

- Follow all fire safety instructions given by instructors or staff.
- Do not tamper with fire safety equipment.
- Exit the premises immediately in the event of a fire alarm.

## 3. Fire Risk Assessment

**UKCKMA** will conduct a fire risk assessment at least annually and whenever significant changes occur. The assessment will identify fire hazards, evaluate risks, and implement measures to reduce the likelihood of fire.

Key areas of the risk assessment include:

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

## 4. Fire Prevention Measures

### General Fire Safety Precautions:



- Keep fire exits and escape routes clear at all times.
- Ensure electrical equipment is regularly maintained and inspected.
- Prohibit smoking and the use of naked flames within the premises.
- Store flammable materials safely and away from heat sources.
- Train staff and instructors in fire prevention and response.

#### **Use of Fire Safety Equipment:**

- Fire extinguishers must be available, accessible, and in working order.
- Fire alarms and smoke detectors must be regularly tested.
- Emergency lighting should be functional and tested periodically.

### **5. 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: **Car Park**.
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.

### **6. Fire Safety Training**

All instructors and staff at **UKCKMA** will receive fire safety training, including:

- Recognising fire hazards.
- Using fire extinguishers safely.
- Emergency evacuation procedures.
- Fire prevention strategies.

Training will be refreshed at least annually, and new staff and instructors will receive fire safety training as part of their induction.

### **7. Fire Drills and Testing**

To ensure preparedness, **UKCKMA** will conduct fire drills at least twice a year. Fire alarms and emergency lighting will be tested as per the venue's policy, and fire extinguishers will be inspected as per the venue's policy by a qualified professional.

### **8. Emergency Contact Information**

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

Designated Fire Safety Officer: **Lynn Lufflum**



Emergency Assembly Point: **Car Park**

## **9. Policy Review**

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

**Approved by:**

*Lynn Lufflum*

**Club Representative, UKCKMA**

Date: 12/01/2025