

Fire Safety Protocol-

1. Fire Safety Objectives

The gym is committed to:

Preventing fires where possible

Ensuring safe evacuation of all occupants

Always maintaining clear escape routes

Ensuring staff are trained in emergency procedures

2. Fire Risk Prevention

To reduce fire risk:

No smoking or vaping anywhere inside the building

No use of naked flames (candles, lighters, etc.)

Electrical equipment must be PAT tested annually

Damaged cables or equipment must not be used

Overloaded sockets or extension leads are prohibited

Gym equipment must not block ventilation units or electrical panels

All portable heaters are prohibited unless explicitly risk assessed and approved.

3. Fire Detection & Alarm System

A working fire alarm system must be installed and tested weekly

Fire alarms must be clearly audible throughout the facility, including:

Changing rooms

Toilets

Training areas

Any faults must be reported and repaired immediately

A logbook of all alarm tests and maintenance must be kept.

4. Fire Extinguishers

The gym must be equipped with appropriate extinguishers:

CO₂ extinguishers (electrical fires)

Foam or water extinguishers (general fires)

Fire blanket (kitchen or small fire risk areas, if applicable)

Placement:

Near entrances/exits

Near electrical equipment zones

Clearly visible and unobstructed

Staff must not use extinguishers unless trained and it is safe to do so.

5. Escape Routes & Exits

All fire exits must be clearly marked with illuminated signage

Escape routes must remain:

Unlocked during opening hours

Free from obstruction at all times

No gym equipment, bags, or furniture may block exits or corridors

Emergency lighting must activate during power failure.

6. Fire Evacuation Procedure

In the event of fire or alarm activation:

Step 1: Raise Alarm

Activate nearest fire alarm call point (if not already triggered)

Step 2: Stop Training Immediately

Coaches must instruct all members to stop and leave equipment

Step 3: Evacuate Calmly

Exit via nearest safe fire exit

Do not collect personal belongings

Do not use lifts (if applicable)

Step 4: Assemble

Proceed to designated assembly point outside the building

Staff to take attendance register

Step 5: Do Not Re-Enter

No one may re-enter until emergency services confirm it is safe

7. Staff Responsibilities During Fire

Staff must:

Direct members to nearest exits

Help vulnerable persons (if safe to do so)

Check toilets and changing rooms if safe

Close doors behind them (without locking)

Report missing persons to emergency services

8. Fire Drills

Fire drills must be conducted at least twice per year

All staff must participate

Drills should be recorded and reviewed

Any issues identified must be corrected immediately

9. Special Considerations for Boxing Gyms

Due to high-risk training environment:

Sparring must stop immediately during alarm activation

Heavy bags and equipment must never obstruct exits

Coaches must ensure fighters wearing gloves or gear evacuate safely