

The JR Sports Group

Fire Safety Policy

**Signed: James Richardson
The JR Sports Group Director
16/06/2021**



Revision History

Revision	Nature of Changes	Made by	Date	Signed off
1	Original Release	JR	16/06/2021	James Richardson
2	Annual Review	JR	14/06/2022	James Richardson
3	Annual Review	JR, LO	15/06/2023	James Richardson

1. Introduction

At the JR Sports Group, the safety and well-being of our employees, visitors, and all those who participate in activities run by our company are of the utmost importance. Our Fire Safety Policy is designed to establish a comprehensive framework that ensures the prevention of fire incidents, enhances preparedness, and facilitates an effective response in case of an emergency. We hold a special responsibility as we primarily work with children. Ensuring their safety is not just a duty but a heartfelt commitment. Our Fire Safety Policy is designed to ensure we provide a secure environment for children and thereby offer peace of mind to parents, guardians and all stakeholders.

2. Scope

The scope of our Fire Safety Policy extends to all individuals, including employees, volunteers, visitors, children, and contractors who interact within premises used by our organisation. This policy covers all areas used and hired by our company, including spaces where children are present, with a primary focus on ensuring the safety and well-being of our staff and of the children in our care.

3. Company Office

The JR Sports Group conducts the majority of its operations in external locations, including schools, fields, and rented venues, while maintaining a small office within the Director's home where a limited number of staff work on a regular basis. Children shall never present on these premises. Due to the relatively minimal use of its own premises, the company is not obligated to carry out a separate risk assessment for this location. However, as a responsible measure to ensure the safety of its employees using the premises, the owner of the premises will undertake the following to mitigate potential risks:

- Regular testing of smoke alarms
- Identification of escape routes
- Ensuring escape routes are accessible at all times when staff are on the premises

4. External Settings, Venue Hire and Fire Safety during the provision of activities for children

At the JR Sports Group we primarily operate in external environments to provide activities for children. This section provides our fire safety procedures when conducting activities in external locations and hired venues.

4.1 Venue Fire Safety Risk Assessment

4.1.1 Responsibility of the owner of hired premises

- Before utilising any external venue, we require access to the current Fire Safety Risk Assessment from the venue management. This allows us to evaluate the fire safety standards and readiness of the venue to ensure the highest level of protection for the children and our staff.
- The JR Sports Group also requires a record of evacuation routes and fire exit locations from the venue. The venue must make The JR Sports Group aware of its fire assembly points.
- The venue must ensure that these evacuation routes and fire exits are accessible
- All electrical equipment provided by the venue must be PAT tested and the date of the testing should still be valid

4.1.2 Responsibility of The JR Sports Group and its staff

- The JR Sports Group has conducted its own risk assessment for the hire of premises. The following extract is relevant to Fire Safety:

Hazard/Outcome	Risk Factors	Persons at Risk	Severity	Probable Frequency	Risk Score and RAG Rating	Risk Reduction Controls	Risk Score and RAG After Controls
Fire outbreak and resultant injury	Electrical hazards, flammable materials, smoking, lack of fire safety awareness, blocked exits	Staff, visitors, children, participants	5	2	10	Coaches are familiar with the JR Sport Group fire safety policy, and pupils are informed of evacuation routes/what to do in the event of a fire. All electrical equipment must be PAT tested. Smoking is prohibited. FIRE DOORS AND FIRE EXIT ROUTES MUST NEVER BE BLOCKED. Coaches to familiarise themselves with location of fire exits, fire assembly points and evacuation routes.	5

- Any electrical equipment brought into the venue by The JR Sports Group should be PAT tested and the date of this testing should still be valid
- All members of staff are responsible for ensuring evacuation routes and fire exits are accessible and never blocked
- On arrival at the venue, staff should carry out a brief inspection for any fire safety concerns. Any concerns identified should be immediately reported to The JR Sports Group's Health and Safety Lead who shall liaise immediately with the venue management. All activities within the venue should be postponed until the issues have been addressed and resolved by venue management.
- Should any staff member become concerned about Fire Safety during a session, the session should be suspended and the issue reported immediately to the Health and Safety Lead.
- Staff must be aware of where to locate fire safety equipment such as fire extinguishers.
- Staff must be aware of the locations of fire exits, fire assembly points and the available fire evacuation routes.

4.2 Fire Safety Procedure

- The JR Sports Group shall establish from the venue hired whether any fire drills are planned during the carrying out of activities on the premises
- A register of children's attendance shall be taken before the commencement of activities, and the children shall be told what to do in the event of a fire/fire alarm.

4.2.1 In the event of a fire/fire alarm

- The JR Sports Group operates under an immediate evacuation policy. In the event of a fire alarm, staff must evacuate themselves and children along the appropriate routes and through the appropriate exits. Staff should never attempt to fight fire, unless doing so is the only means of enabling escape from the premises.
- Staff and children should gather at the premises fire assembly point. The register should then be re-taken to ensure all children and members of staff have evacuated the building.
- If no members of the venue's fire safety management team are on sight, staff must ensure that emergency services have been contacted. If in doubt of whether fire services have been called, staff shall contact the emergency services.
- The building should not be re-entered until instructed it is safe to do so by the venue's fire safety team/local firefighting services
- This instruction is aligned with the instruction outlined in Appendix A.

4.3 Staff Training and Awareness

- The management team is responsible for providing the necessary resources, support, and direction to implement and maintain fire safety procedures. They must ensure compliance with applicable fire safety regulations.
- All staff will be provided with the JR Sports Group fire safety policies and procedures upon joining the organisation and shall be required to confirm that they have read and understood them, as well as participating in periodic refresher activities.
- Where it is deemed necessary, The JR Sports Group shall periodically simulate fire alarms to test its procedures and assess staff competency
- To ensure clarity and consistency, our staff have access to a comprehensive set of fire safety instructions for each session conducted (Appendix A). These instructions serve as a reliable guide, empowering our team to implement the best practices and maintain a secure environment during all activities.

5. Policy Review and Update

This Fire Safety Policy will be reviewed regularly and updated as necessary to ensure its continued relevance and alignment with emerging fire safety standards.

Appendix A: The JR Sports Group Fire Safety Requirements for Staff



All members of staff are responsible for helping to maintain fire safety standards and ensuring the safety of children participating in our activities.

On Arrival at every session:

- You will familiarise yourself with the layout of the venue and the locations of fire extinguishers/fire blankets, fire exits, fire assembly points and fire evacuation routes. If you have any fire safety concerns, report this immediately to the Health and Safety Lead (James Richardson 07878 988550). Postpone the session immediately until any issues have been resolved.
- Ensure that all fire exits and evacuation routes are clear of obstruction

At the start of the term/one-off activities:

- Explain to children what will happen if the fire alarm goes off (include all of the following points in your explanation)
 - Instruct them that they should immediately stop what they are doing and listen. They should remain quiet at all times so everyone can hear instructions
 - Explain that a member of staff will lead them to evacuate immediately
 - Explain that evacuation should be carried out calmly, do not run or panic
 - Point out fire exits
 - Explain that they should leave all belongings behind
 - A register will be called outside, explain that they must remain silent and only speak when their name is called
 - Explain that nobody should re-enter the building unless led by a member of staff when it is safe to do so
 - No messing around or being silly, best behaviour required
- Ensure that any new children joining after the start of the term are familiar with the above information

During every session:

- Ensure that a register has been taken at the start of the session.
- Remain aware of any fire hazards. If you are concerned, stop the session immediately and contact the Health and Safety Lead

- Keep all fire evacuation routes and fire exits free of obstructions

In the case of a fire:

- The JR Sports Group operates under an immediate evacuation policy. In the event of a fire alarm, staff must evacuate themselves and children along the appropriate routes and through the appropriate exits. Staff should never attempt to fight fire, unless doing so is the only means of enabling escape from the premises.
- Staff and children should gather at the premises fire assembly point. The register should then be re-taken to ensure all children and members of staff have evacuated the building.
- If no members of the venue's fire safety management team are on sight, staff must ensure that emergency services have been contacted. If in doubt of whether fire services have been called, staff shall contact the emergency services.
- The building should not be re-entered until instructed it is safe to do so by the venue's fire safety team/local firefighting services