

# Fire Safety & Risk Assessment Policy



## Of British Wadokai

英国和道会空手道連盟 - 本部道場

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British Wadokai is a Full-Member of the  
**British Wado Federation**

## **FIRE SAFETY AND RISK ASSESSMENT**

BWK Instructor's MUST adopt this policy within their own Dojo.

### **FIRE DRILLS AND TRAINING**

Fire Drills should be carried out at least once a year per club session. It is good practice not to announce fire drills so you get a realistic idea of how effective your fire evacuation plans are. Everyone must participate in the fire drill. You should record the result of each fire drill in your fire logbook.

### **TRAINING**

You must provide all Assistant Instructors with advice, instruction and training so that they know what to do in the event of a fire.

Everyone must know:

- ❑ How to raise the alarm if they discover a fire.
- ❑ How to contact the fire brigade.
- ❑ How to use the fire fighting equipment.
- ❑ How and where to evacuate the building.
- ❑ Where to assemble and who to report to.

Many fires can be avoided by taking fire precautions. If a fire does break out, the effects can be minimised by having effective controls and procedures in place. Anyone who has some control over premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Everyone who enters your Dojo should ensure fire safety but there is now a legally designated "responsible person" who must arrange for a risk assessment, identify any possible fire risks and deal with them.

- ❑ Establish who the responsible person is within your Dojo. If it is not clear, then your local fire authority will decide who should be responsible.

Where there is more than one person responsible for Dojo premises they are expected to:

- ❑ Co-operate with the other responsible persons so far as is necessary to comply with the regulations.
- ❑ Co-ordinate with the other responsible persons measures required to comply with the regulations.
- ❑ Share information with each other.

### **DUTIES OF THE 'RESPONSIBLE PERSON'**

The "responsible person" is someone who has control or a degree of control, over the premises or fire-prevention systems within the premises. If you are the responsible person, you must make sure that everyone who uses your Dojo can escape if there is a fire.

The people you need to think about include anyone who might be on your premises, including employees, visitors or members of the public. You need to pay particular attention to those who may need special help, such as elderly or disabled people or children.

You must:

- ❑ Carry out a fire-risk assessment and identify possible dangers and risks.
- ❑ Think about whom might be particularly at risk.
- ❑ Get rid of the risk from fire, as far as reasonably possible.
- ❑ Put in place fire precautions to deal with any risks that remain.
- ❑ Make sure there is protection if you use or store flammable or explosive materials.
- ❑ Have a plan to deal with emergencies.
- ❑ Record your findings and review them as and when necessary.

If you are the responsible person, you must make sure that the fire-risk assessment is carried out. You can appoint some other competent person to do the actual assessment, but you are still responsible in law.

In many premises achieving fire safety is likely to be a matter of common sense providing the responsible person makes enough time available to go through all the necessary steps.

The enforcing authority, which is usually the local fire authority, must be satisfied with your safety measures. If not, they will tell you what you need to do. If they find major problems they can restrict the use of your premises or close them altogether until you deal with the problems they find.

The recommended way to carry out a risk assessment is to follow a step-by-step process.

### **IDENTIFY THE HAZARDS**

Hazards include:

- ❑ Anything that can start a fire, such as naked flames, heaters etc.
- ❑ Anything that can burn in a fire, including piles of waste, display materials, textiles or other flammable products.
- ❑ Oxygen sources such as air conditioning etc.

### **IDENTIFY PEOPLE AT RISK**

These include:

- ❑ People who work close to or with fire hazards.
- ❑ People who work alone, or in isolated areas.
- ❑ Children or parents with babies.
- ❑ Elderly people.
- ❑ Disabled people.

### **EVALUATE, REMOVE OR REDUCE THE RISK**

You should:

- ❑ Where possible, get rid of the fire hazards you identified - e.g. remove build-ups of rubbish - and reduce any hazards you can't remove entirely.
- ❑ Replace highly flammable materials with less flammable ones.
- ❑ Keep anything that can start a fire away from flammable materials.
- ❑ Have a 'No Smoking' policy.

Once you've reduced the risk as far as practical, you need to look at any risk that can't be removed and decide what fire safety measures to provide.

### **FIRE DETECTION AND WARNING SYSTEM**

A fire in your Dojo must be detected quickly and a warning given so that people can escape safely.

You must have an appropriate fire-detection and warning system. Whatever system you have, it must be able to warn all people in the building in all circumstances. If you own the Dojo then you need to decide which type of fire detector is suitable. It may be that one type of detector is suitable for one part of your premises and another for the rest. Before installing a fire detection system, you are advised to discuss your proposals with your local fire authority.

### **MEANS OF ESCAPE**

The arrangements to evacuate your premises form an important part of your emergency plan. You should:

- ❑ Make sure the escape route is as short as possible.
- ❑ Consider how many people are going to be using the escape route.
- ❑ Consider the impact if one of the means of escape has been blocked.
- ❑ Ensure there is a clear passageway to all escape routes.
- ❑ Ensure escape routes are kept free of any obstructions.
- ❑ Make arrangements for the evacuation of elderly or disabled people. You must also consider other less able-bodied people who may have access to the building, taking into account both physical and mental impairment.
- ❑ Inform and train all Instructors/Coaches etc. in how to escape the building.
- ❑ Install an emergency lighting system. (If you own the Dojo)
- ❑ Identify all escape routes with appropriate signs.

### **FIRE FIGHTING EQUIPMENT**

It may be appropriate to provide portable multi-purpose fire extinguishers so that people on your premises can tackle a fire in its early stages. These extinguishers should have a guaranteed shelf life, and there should be one for every 200 square metres of floor space, and at least one on every floor. Depending on your type of Dojo and the outcome of your risk assessment, you may need other specialised fire-fighting equipment.

### **EXTENSIONS AND ALTERATIONS TO BUILDINGS (if you own your Dojo premises)**

If your premises are subject to building work (being built, extended, materially altered or subject to a relevant change of use) you will need to take account of the Building Regulations. These affect how fire safety is designed into the building, as well as other aspects of building design, such as structural stability, access, ventilation, energy efficiency, etc.

You must provide appropriate early warning of fire and appropriate means of escape, adequately resisting the spread of fire within the building and from one building to another and provide reasonable access and facilities for the fire and rescue service.

As of 6 April 2007 information on what fire safety measures have been provided as part of the building work (eg fire doors, smoke detection, sprinklers) should be passed on to the responsible person to help inform their risk assessment.

