



**L & G ACROBATIC GYMNASTICS CLUB
HEALTH AND SAFETY DOCUMENT
EMERGENCY PROCEDURES FIRE AND BOMB ALERT**

FIRE

Lives and jobs can be lost through fire. Although large fires are responsible for heavy material loss, most injuries and deaths result from smaller fires. It is essential that you co-operate in reducing risks by obeying the warning notices concerning smoking and naked flames.

Know the Gym Fire procedures and evacuation routes.

Observe good housekeeping rules.

POTENTIAL HAZARD AND REDUCING FIRE RISKS

You should prevent fires starting by:-

Not allowing combustible materials to accumulate in corners, under apparatus, seating etc.

Adhering to the correct procedures for using, transporting, storing and disposing of flammable chemicals bottles, gas etc, and by only using chemicals for their designated purposes. All cleaning material is kept locked in the kitchen cupboard.

Never smoke on the Gym premises.

Carrying out any process that involves heating in the approved manner, in the correct place and observing all precautions required.

Reporting any defective electrical equipment or frayed cables, faulty heating apparatus and any leakages or flammable liquids and gases.

FIRE AND BOMB ALERT PROCEDURES

You should familiarise yourself with:-

The fire warning and alarm signal.

FIRE the Senior Coach will shout **Emergency one**

BOMB Alert the Senior Coach will shout **Emergency two**

The fire evacuation procedure, escape routes and roll call point.

The location of the emergency exits.

What action you should take should you discover a fire or if there is a bomb alert.

How to raise the alarm and who you should inform.

FIRE PROCEDURES

On discovering a fire:-

Sound the alarm/warning signal

If possible try to extinguish the fire with the extinguisher located at the front and back door of the Gym. Do not put yourself at risk.

Proceed to the assembly point in the front car park.

ON HEARING THE ALARM/WARNING

A senior member of staff must call the fire brigade immediately, preferably outside the building using a mobile.

All coaches must take their group to the nearest fire exit, making sure they have everyone that is in their group. They should report to the person in charge at the assembly point in the car park. Close all doors behind you once everybody is out of the building.

The senior coach will take charge of any evacuation and check that no one is left behind, and take the class register at the assembly point.

Do not stop to collect personal belongings.

Do not re-enter the building until you have been told that it is safe to do so