



## Viva Gymnastics Club

Companies House: CE020282

Registered Charity: 1187339

*Hilsea*

Unit 8D, Skill Centre

Limberline Spur

PO3 5LF

*Portsmouth*

John Pounds Centre

23 Queen Street

PO1 3HN

[admin@viva-gymnastics.club](mailto:admin@viva-gymnastics.club)

[www.viva-gymnastics.club](http://www.viva-gymnastics.club)

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## Emergency and Fire Evacuation Procedures VERSION CONTROL

Status	Version	Owner	Date	Changes
Live	v1.2	Viva Gymnastics Club	29 Mar 2026	Document reviewed
Live	v1.1	Viva Gymnastics Club	10 Feb 2025	Document reviewed
Approved	v1.0	Viva Gymnastics Club	15 Mar 2023	



## EMERGENCY AND FIRE EVACUATION PROCEDURES

### Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. These records must be taken out along with the register and emergency contacts list in the event of a fire.

### No Smoking Policy

The club operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire.

### Fire Drill Procedure

#### On discovering a fire:

- Calmly raise the alarm
- Immediately evacuate the building under guidance from the person in charge
- Using the nearest accessible exit, lead the children and visitors out and assemble using the evacuation guidance on the individual site (Hilsea / John Pounds)
- Close all doors behind you wherever possible
- Children with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child. Additional support may be required, such as walking aids or another member of staff, depending on the person's condition
- DO NOT stop to collect personal belongings on evacuating the building
- DO NOT attempt to go back in and fight the fire
- DO NOT attempt to go back in if any children or adults are not accounted for. If you are unable to evacuate safely;
  - Stay where you are safe
  - Keep the children calm and together
  - Wherever possible alert the head coach of your location and identity of the children and other adults with you.

#### The person in charge is to:

- Pick up the tablet/laptop or paper register, staff register, phone, keys, and first aid bag (containing emergency contacts list, blankets)
- Telephone emergency services: dial 999 and ask for the fire service (if this has not already been done by centre staff at John Pounds)
- At the fire assembly point area (the car park at John Pounds, or the Viva Gymnastics Club allocated parking spaces at Hilsea) check the children against the register
- Account for all adults (ie, staff. Any parents who are in the community centre or watching at Hilsea are not the responsibility of Viva Gymnastics Club)
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

#### The Head Coach/Lead Coach will ensure they have:

- A register
- First Aid Box

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- Any medication if needed
- Telephone

In the event of fire, our first priority is to evacuate all children and staff as quickly as possible. Below are the procedures we will calmly adopt should the need arise.

## Means of Escape

Clear signage for the main exit routes are to be maintained by Viva Gymnastics Club at Hilsea and will be maintained at John Pounds Centre by the community centre staff, though Viva Gymnastics Club will inform John Pounds should they have any concerns regarding the clear display of exit signs.

### John Pounds

At John Pounds, fire doors are located at the main entrance of the gym hall that lead to the main entrance and back entrance of the building, allowing exit towards the car park and street entrance. There is also one door inside the gym hall that leads to the middle hall and the other fire exit leading onto the side street.

If the fire exit is unclear or not accessible then all adults and children are to stay towards the next closest exit and wait for assistance from the fire service at John Pounds.

Assembly Point Route A – Children, staff and volunteers etc should leave the building through the fire exit doors at the main door, walk to their left side and exit through the reception main doors, walk through car park gates into the assembly waiting area; the far end of the John Pounds car park, if safe. If not safe, they are to walk further onto Aylward Street where it meets with Queen Street.

Assembly Point Route B – This route consists of leaving the hall via the rear fire entrance, walking through the main hall to the outside street (St James Street) and making their way around the building, if safe, to the fire assembly on Aylward Street. If not safe, they are to remain on St James Street.

### Unit 8D, Hilsea

At Hilsea, there is one door which serves as the main entrance and fire door leading to the outside car park of the site.

If the fire exit is unclear or not accessible then the shutter door is to be opened and adults are to take children out that way to the fire assembly point.

## Fire Warning System

As soon as anyone discovers a fire, or is aware of any threat, e.g. suspicious package, terrorist attack warning etc., the fire alarm should be activated by breaking the glass on one of the fire alarm points which are located adjacent to the main points of exit. The audible alarm must be acted upon immediately by all staff.

## Fire Drills

Fire drills will be carried out periodically at least once every 6 months. John Pounds will carry these out at their own discretion; our staff will merely carry out a fire drill without including the rest of the building. The Head coach, who is responsible for overall fire safety, will formally record the results of fire drills. In their absence the next person in charge will do this.

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## Smoke Alarms

Smoke alarms are fitted throughout the premises and the Health & Safety Designated Officer will test the smoke alarm at least once every 6 months, recording the results. John Pounds staff are responsible for their own building.

## Fire Fighting Equipment

Fire extinguishers are installed at key locations around the building and are maintained in efficient operating condition with instructions printed on each extinguisher (to be read carefully before use).

An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so.

No member of staff should place himself or herself in any danger.

## Responsibilities

A "999" call will be made by the Head Coach/Lead Coach, or in their absence the next officer in charge. S/he will also be responsible for checking the toilets to ensure that no-one is left behind.

The Head Coach/Lead Coach will be responsible for picking up the register and will assist in evacuating all staff and children. On their way from the site they will check the staff room and toilets.

The Head Coach/Lead Coach will take a "head count" once all the children reach the assembly point and check that their register accounts for all the children. Each coach is responsible for lining up the children they are coaching.

The Head Coach/Lead Coach will be responsible for ensuring that all staff and children are accounted for. Any missing persons must be reported.

## Precautions

All personnel must ensure that their workplace is maintained in a clean and tidy condition, free of combustible waste materials. All waste bins are to be emptied at the end of each working day.

## Risk Assessment

"Emergency Evacuation & Fire Safety Procedures" within a "Fire Risk Assessment" under the "Fire Precautions (Workplace) Regulations 1999" calls for all premises to carry out formal Risk Assessments with regard to fire safety in the workplace.

A fire safety risk assessment (which is included in the overall daily risk assessment) will be carried out every day before the site opens by a senior member of staff at Hilsea (assessment at John Pounds will be carried out by the community centre's own staff).

## Fire Safety Training

All personnel will receive relevant fire safety instructions during the induction period, including:

- Fire risk areas
- Fire avoidance measures
- Fire detection, alarm & evacuation drills
- Operating fire fighting equipment

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