



Fire Safety Policy and Procedures

Although Redgate Sports does not own premises, coaches play a critical front-line role in ensuring the safety of children under their care during fire emergencies. Through training, preparedness, and effective communication, Redgate Sports coaches can significantly reduce the risks associated with fire across various venues.

Premises Covered

Redgate Sports operates by sending coaches into venues such as schools, children's own homes, public parks, leisure centres, gyms, community centres or similar such venues during school term time.

Redgate Sports **does not own or manage** any of these venues and thus relies on the venue's fire safety arrangements.

When Redgate Sports runs Holiday Camp venues such as school sports halls, swimming pools and playgrounds are **hired** where Redgate Sports is the sole operator of the venue for the duration of the hire.

People at Risk

- Children under the coach's supervision
- Coaches employed or subcontracted by the business
- Other venue users (e.g. members of the public, venue staff, teachers, residents)

In all cases, the coach has **direct responsibility for the safety of the children** during the session, including in the event of fire.

Fire Hazards (Indirect)

As Redgate Sports does not bring electrical or cooking equipment, most fire risks are controlled by the venue. However, potential indirect hazards include:

- Unfamiliarity with the venue's fire procedures
- Poor communication between the coach and venue staff
- Being in open spaces (e.g., parks) where no formal fire procedures exist
- Inability to account for all children during an evacuation if registers are not properly maintained
- Entrances/exits obstructed or not known to the coach

4. Current Control Measures (Venue Responsibility)

Venues have their own fire risk assessments and are legally responsible under the Regulatory Reform (Fire Safety) Order 2005

Venues are required to provide:

- Clearly marked fire exits
- Fire alarms and detection systems
- Emergency lighting
- Evacuation procedures and assembly points
- Fire drills (for permanent settings like schools/gyms)
- Trained staff and marshals

Coach Responsibilities (Abiding by Venue Rules)

Each coach must:

- Report to the venue on arrival and sign in if required
- Request and review the venue's fire procedure where appropriate
- Identify:
 - Location of fire exits and assembly points
 - Whether the venue has a fire alarm test or drill scheduled
 - Who is the fire marshal or responsible person at the venue
- Follow any visitor briefing protocols
- Ensure that the group stays within the designated safe area of the venue
- Maintain an accurate register of children at all times
- Brief the children (age-appropriately) at the start of the session on:
 - What to do if the fire alarm sounds
 - Where to go
 - Who to stay with

Additional Measures

While the venue manages fire safety infrastructure, Redgate Sports will significantly enhance safety by:

- Requesting the fire evacuation plan for the venue in advance (especially for first-time visits)
- Visiting the site early to scope out exits and safe zones (if feasible)
- Ensuring that coaches always carry a mobile phone (charged and audible) to contact venue staff, emergency services and inform parents/guardians if an evacuation occurs

- Providing a checklist for coaches to complete on arrival at any venue (see Appendix 1)

Fire Risk in Outdoor Settings (Parks, Fields)

Even though risk is lower, coaches will:

- Agree a meeting point at the start of each session (e.g., park entrance, playground gate)
- Identify closest building or contact point to call for emergency services
- Ensure children understand not to scatter if something unexpected happens
- Be alert to nearby BBQs, fires, or anti-social behaviour

Emergency Procedures

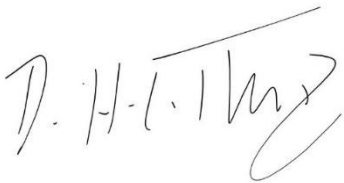
In the event of a fire a coach will:

1. Raise the alarm (via venue system or mobile phone)
2. Instruct children clearly to follow evacuation procedures
3. Lead children safely to the designated assembly point
4. Take the register and ensure all are accounted for
5. Report to venue/fire marshal any missing persons
6. Await further instructions and do not re-enter the building

Review

Fire safety procedures will be reviewed annually.

This policy is recommended for approval by:



Dan Thorp

Redgate Sports CEO and Welfare Officer

Date: 01/10/25

POLICY REVIEW:

Redgate Sports review all policies every August. Policies may be reviewed and amended more frequently if the need arises. Changes in legislation and guidance or learning from incidents/near miss event may require a review and change to take place.

Policy/ Procedure	Date Last Reviewed	Amendments Made	Date Next Review	Amended By
Fire	01/10/25	Policy created	01/10/26	

This policy is circulated to all staff annually. The policy is also circulated to all referring partners.

Redgate Sports holds staff training every 6 months and aspects of this policy are included in every training session.

This Policy has been developed by the Redgate Sports team and approved by the Board.

Appendix 1



Fire Safety Checklist

ACTION	CHECK
Report to the venue on arrival and sign in if required	
Identify the location of fire exits	
Identify the location of the assembly point	
Check if a fire alarm test or drill is scheduled	
Identify the Fire Marshall or responsible person at the venue	
If outdoors, agree an assembly point	
If outdoors, identify closest building or contact point to call for emergency services	
If outdoors, ensure chosen location is away from any BBQs, fires or anti-social behaviours	
Brief the child(ren) at the beginning of the session: - What to do if a fire is discovered - What to do if a fire alarm sounds - Where to go - Who to stay with	