



Kodokan Martial Arts Fire Safety Policy

Relating to Hall Hire and Training Activities

1. Policy Statement

Kodokan Martial Arts is committed to ensuring, as far as is reasonably practicable, the safety of its members, instructors, volunteers, visitors, and spectators during training sessions and events. This policy outlines the club's fire safety responsibilities when hiring premises for training activities.

2. Status of Premises

The organisation regularly hires the St Columba's Church Hall, Clifton Ave, Darlington, for training activities and does not own, manage, or control the building structure or fixed fire safety systems.

Responsibility for the building-wide fire safety arrangements, including but not limited to:

- Fire Risk Assessments.
- Fire Alarm Systems.
- Emergency Lighting.
- Fire Fighting Equipment.
- Structural Fire Precautions.

rests with the building owner or management.

The above also covers any additional premises hired by Kodokan Martial Arts from time to time.

3. Assurance

Kodokan Martial Arts will seek confirmation from the building owner or management that:

- Fire Alarm Systems are installed, regularly tested and maintained.
- Emergency Lighting is installed, regularly tested and maintained.
- Fire Fighting Equipment is provided, accessible and regularly serviced.
- Fire Exits and escape routes meet legal standards.

This confirmation may be obtained through written documentation, hire agreements, or direct communication with the building owner.



4. Responsibilities During Hire

During periods of hire, **Kodokan Martial Arts** accepts responsibility for fire safety in the areas it uses (shown in green in the diagram below). This includes:

a) Fire Exits

- i. All designated fire exits within the hired space remain unobstructed at all times.
- ii. Escape routes remain clear of equipment, bags, furniture, or training materials

b) Awareness and Communication

- iii) Instructors and volunteers are made aware of evacuation procedures and fire exit locations.
- iv) Emergency procedures are explained where appropriate to attendees and spectators.

c) Supervision and Evacuation

- v) Adequate supervision is maintained throughout training sessions.
- vi) Instructors and volunteers will assist with the safe and orderly evacuation of all attendees if required.
- vii) A register of attendees will be maintained where reasonably practicable to support roll call during evacuation.

d) Reporting Fire Safety Concerns

- viii) Any fire hazard, faults, or safety concerns identified during hire will be reported promptly to the building owner or management.

5. Emergency Evacuation Procedure

In the event of discovering a fire or hearing the fire alarm:

- Stop all training activities immediately.
- Instructors will direct all participants and visitors to leave the building calmly using the nearest safe exit.
- No one should stop to collect personal belongings.
- The designated assembly point will be:
Across the road, near the shop next to the post box.



- A roll call will be carried out where registers are available.
- No person shall re-enter the building until authorised by emergency services or building management.

6. Layout Plan of the Building

The **Kodokan Martial Arts** will familiarise instructors and volunteers with the layout of the hired premises. The layout typically includes:

- Main training hall area
- Entrance and reception area
- Toilet
- Kitchen and refreshment area
- Emergency exit routes located at:
 - Main entrance doors, labelled Exit

A copy of the building layout plan, showing fire exits and fire extinguishers, first aid equipment and defibrillator is shown below:



Building Plan for Fire Policy
Green Area is the area for Kodokan Martial Arts



7. Activity Based Risk Assessment

The organisation recognises its responsibility to manage risks associated with activities it directly controls. The club will carry out activity-based risk assessments which consider:

- Equipment brought into the premises (e.g. mats, pads, training aids)
- Number of attendees and safe capacity levels
- Layout and positioning of training equipment and furniture
- Safe access to exits and walkways during sessions
- Supervision levels appropriate to participant age and ability

Risk assessments will be reviewed periodically and updated where necessary.

8. Fire Safety Training

- Instructors and volunteers will receive an appropriate briefing on emergency procedures.
- This policy will be reviewed annually or following any incident, change of venue, or significant operational change.

9. Emergency Contact Information

In case of fire, contact emergency services immediately on **999**.

Designated Fire Safety Officers: **Fred Bateman (lead instructor) & Beckie Challans (Instructor)**

9. Policy Review

This Fire Safety Policy will be reviewed annually or sooner if significant changes occur within the club or venue.

Approved by: *Fred Bateman*

Date: 21/02/2026

Next Review Date: 21/02/2027