



Fire Safety & Extinguishers Check

Objective: To ensure the safety of all staff, members, and visitors by maintaining functional fire safety systems and ensuring that fire extinguishers and emergency equipment are in good working order and compliant with local regulations.

Scope: Applies to all UAC Clubs, including gym floors, recovery areas, offices, and storage facilities. members, contractors, and visitors present in the facility during operating hours.

Responsibilities

- Club Manager / Franchisee: Ensure all fire safety checks are conducted and documented.
- Designated Safety Officer / Club Staff: Carry out regular inspections and report issues immediately.
- Franchise Support Officer: Conduct compliance audits and ensure corrective actions are taken.

Check Type	Frequency	Responsible
Fire extinguisher visual inspection	Weekly	Club Staff
Fire extinguisher service/maintenance	Annually (by certified provider)	Club Manager
Fire alarm test	Monthly	Safety Officer
Evacuation route check (clear and marked)	Weekly	Club Staff
Emergency lighting test	Monthly	Safety Officer
Fire drill	Every 6 months	Club Manager
Fire blanket and safety signage inspection	Monthly	Club Staff

Procedure:

1. Fire Extinguisher Checks (Weekly)

- Verify each extinguisher is in its designated location.
- Check that it is easily accessible and unobstructed.
- Ensure the pressure gauge needle is in the green zone.
- Confirm safety pin and tamper seal are intact.
- Check that the inspection tag is present and up to date.
- Look for signs of corrosion, leakage, or damage.
- Record inspection in Fire Safety Logbook (digital or physical).

CLUB OPERATIONS STANDARDS

2. Fire Alarm Test (Monthly)

- Activate one alarm point to confirm the system functions correctly.
- Ensure sounders and strobe lights are operational.
- Record date, time, and tester initials in the logbook.
- Report and escalate any fault to the approved service provider.

3. Emergency Lighting (Monthly)

- Switch off main power to test lighting system.
- Ensure all emergency lights remain operational for at least 90 seconds.
- Record results and note any faulty units for replacement.

4. Evacuation Routes & Signage (Weekly)

- Ensure all emergency exits are clear of obstructions.
- Check that illuminated exit signs are visible and functional.
- Confirm all fire doors open freely and latch securely.

5. Fire Drill (Every 6 Months)

- Conduct a full evacuation drill simulating a fire scenario.
- Record total evacuation time and note any issues (blocked exits, confusion, etc.).
- Provide refresher briefing to all staff after the drill.

6. Documentation

- Maintain Fire Safety Logbook including:
 - Date, time, and name of person conducting inspection
 - Fire extinguisher serial numbers and locations
 - Fire alarm and emergency light test records
 - Fire drill reports
- Keep all documentation for a minimum of 2 years.

Non-Compliance / Fault Reporting

- Any defect or missing equipment must be reported immediately to the Club Manager.
- Serious hazards (e.g. faulty alarm system, missing extinguishers) must be escalated to Franchise Support Officer within 24 hours.

Training Requirements

- All new hires must complete Fire Safety & Evacuation Induction.
- Annual refresher training for all staff, including proper extinguisher use (PASS method: Pull, Aim, Squeeze, Sweep).

Fire Safety Log Reference

All inspections must be recorded using the UAC Fire Safety Inspection Template (digital checklist or paper copy kept in the Safety Binder).