

EGHAM BOWLS CLUB

FIRE RISK ASSESSMENT POLICY DOCUMENT

Our policy is to protect all persons including employees, customer, contractors and members of the public from potential injury and damage which may arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment and systems to our members and visitors. We will provide all information, training and supervision required for this purpose.

This document has been signed by the Management Committee to demonstrate our commitment to Fire Safety and to compliance with all legal fire regulations Act of 2021.

Reviewed: August 2024

Next Review: July 2025

Signed:

On behalf of The Management Committee

EGHAM BOWLS CLUB

GENERAL INFORMATION

Responsible Person: Facilities Manager

1. Fire Safety Management Main duties are:

- To minimise risk from fire through risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors are unobstructed and operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Logbook is kept up to date and accessible

2. Fire Procedures

Notices displaying the fire procedures are on the Notice Boards

Persons Responsible for Fire Safety

| | |
|--|--|
| Responsible Person | Facilities Manager |
| Competent person | Fire Risk Assessment Officer: Facilities Manager |
| Fire safety training, induction and revision | Facilities Manager |
| Fire risk assessments | Facilities Manager |
| Fire drills | Fire Warden |
| Updating of logbook / recording | Fire Risk assessment Officer: Facilities Manager |
| Checks on call points | Fire Risk assessment Officer: Facilities Manager |
| Checks on emergency lighting | Fire Risk assessment Officer: Facilities Manager |
| Fire escapes unobstructed | All members & officers |
| Check all fire detection & protection systems are maintained | Fire Risk assessment Officer: Facilities Manager |

EGHAM BOWLS CLUB

3. Fire Safety Training

Appropriate specific training for all the fire wardens and Fire Risk Assessment Officer (facilities manager) will be undertaken at least every three years.

All wardens and the facilities manager will have internal training every three years. This will include:

- Understanding the Emergency Plan/fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment eg fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety eg keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training to be provided every 3 years for all fire wardens
- All voluntary officers to be given fire procedure information
- All management and committees to be taken through the Fire Policy and training schedule as part of Induction

All records of training and induction are recorded in Fire Safety Log Book, which is located in the main committee meeting/management office.

4. Fire Risk Assessment Appraisal

Fire Risk Assessment is carried out annually by the Facilities Manager. This is informed by a Fire Risk Assessment and audit visit carried out by the Fire Risk Assessment.

All issues that present a fire risk must be transferred to an Action Plan, to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment as per Health & Safety procedures.

See Appendix II for Fire Risk Assessment Form

EGHAM BOWLS CLUB

5. Evacuation Drills

The procedure for emergency evacuation (see Appendix 1) is displayed on the notice board and by each fire alarm call point. The main alarm panel is situated in the entrance area front of the reception desk. Fire drills are executed by the fire wardens, via this panel or from call points around the club. Fire evacuation drills should be carried out at least on a six-monthly basis. Where required they may be undertaken more frequently, particularly if there are new members or visitors often to capture all persons that regularly use the building to ensure they are familiar with the procedures. Different times and days of the week are used, some drills are unplanned (false alarms) whilst others are planned with club officers being given notice ensuring all committee members are aware of the procedures.

See Appendix IV for plan of where call points are situated.

6. Club Officers Roles & Responsibilities in the Event of an Evacuation Alarm

The first priority of all club officers is to ensure that all members and visitors leave the building safely.

| Action | Person responsible | In case of absence |
|--|--|---|
| Evacuation of all members and visitors | Facilities Manager and Fire Wardens | Club Officers, Bar Manager and Senior Members |
| Collection of score cards and members/ visitor signing in book/ sheets | Facilities Manager and Fire Wardens | Club Officers, Bar Manager and Senior Members |
| Calling the Fire Service | Facilities Manager, Fire Wardens and Club Officers | Catering Manager, Bar Manager and or Members |
| Meeting the Fire Service | Facilities Manager | Fire Warden, Club Officer, Bar Manager |

In general, all members and visitors will assemble at the assembly point, unless the source of the fire makes this impossible. Fire Wardens or Club Officers will immediately do a head count and call the register. Absentees will immediately be reported to the Fire Warden or Club Officers present.

7. Fire Doors & Exits

The final fire exit doors open outwards and have been fitted with immediate release locks so that in the event of a fire alarm the final exit doors will open and require no key or even the door handle to be operated to exit the building. All doors should be closed after the last person has existed. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows. Internal Fire doors must not be routinely held open. Where doors are held open they have been fitted with door closers that automatically close the door in the event of a fire alarm. On NO OCCASION must a Fire Door ever be locked while the club is occupied. Locking Fire Doors or otherwise blocking exit routes is a serious disciplinary matter

EGHAM BOWLS CLUB

8. Follow-up to Evacuation Drills

Drills must be recorded in the Fire Safety Logbook located in the management office. Timing of each evacuation must be recorded accurately. Everyone will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health & Safety monitoring, the Facilities Manager and Fire Warden Officers will periodically check the Fire Safety Logbook and the evacuation schedule.

9. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Facilities Manager and Fire Wardens will also carry out the routine tests on the systems and precautions as detailed below (Frequency of testing).

A plan of where fire extinguishers are located, and their specific use can be found in Appendix V

| System | Frequency | Method of Test |
|-------------------------------------|---------------------|---|
| Fire alarm | Weekly | Visual check of panel for fault indications |
| Fire alarm | Weekly | Test key operation of different call points each week in rotation |
| Fire alarm | At least 6-monthly | Servicing / Battery test |
| All external and internal doors | Daily | Confirmation that doors open or close as required and that they aren't obstructed |
| Emergency lighting – Function test | Monthly | Momentary operation of test switch or circuit breaker. |
| Emergency lighting – discharge test | Annual | Switched on and left for at least the duration of the battery e.g. an hour or 3 hours |
| Fire extinguishers, fire blankets | Weekly | Check that seals are intact; equipment has not been removed or tampered |
| Fire extinguishers | Annually (5-yearly) | Service (extended service) (Annual service certificate supplied and filed) |

Records for these tests are kept in the Fire Safety Log Book located in the Management Office.

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10. Disabled Pupils/Officers and Members

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Club Officers should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service

PEEP (Personal Emergency Evacuation Plan (PEEP))

Fire Evacuation Procedures

Part 1: Basic Details

Name:

Part 2: Awareness of Procedure

I have received the evacuation procedure in the following format (tick appropriate box)

Braille

Electronic Format

Tape

Large Print

It has been explained in British Sign Language (BSL)

I have been shown the evacuation routes

I have my own authorised plan

Alarm system (tick appropriate boxes)

The Existing Alarm System

Verbal

Visual Alarm System

Club Officers, Fire Warden Team (each of these people require a copy of this sheet)

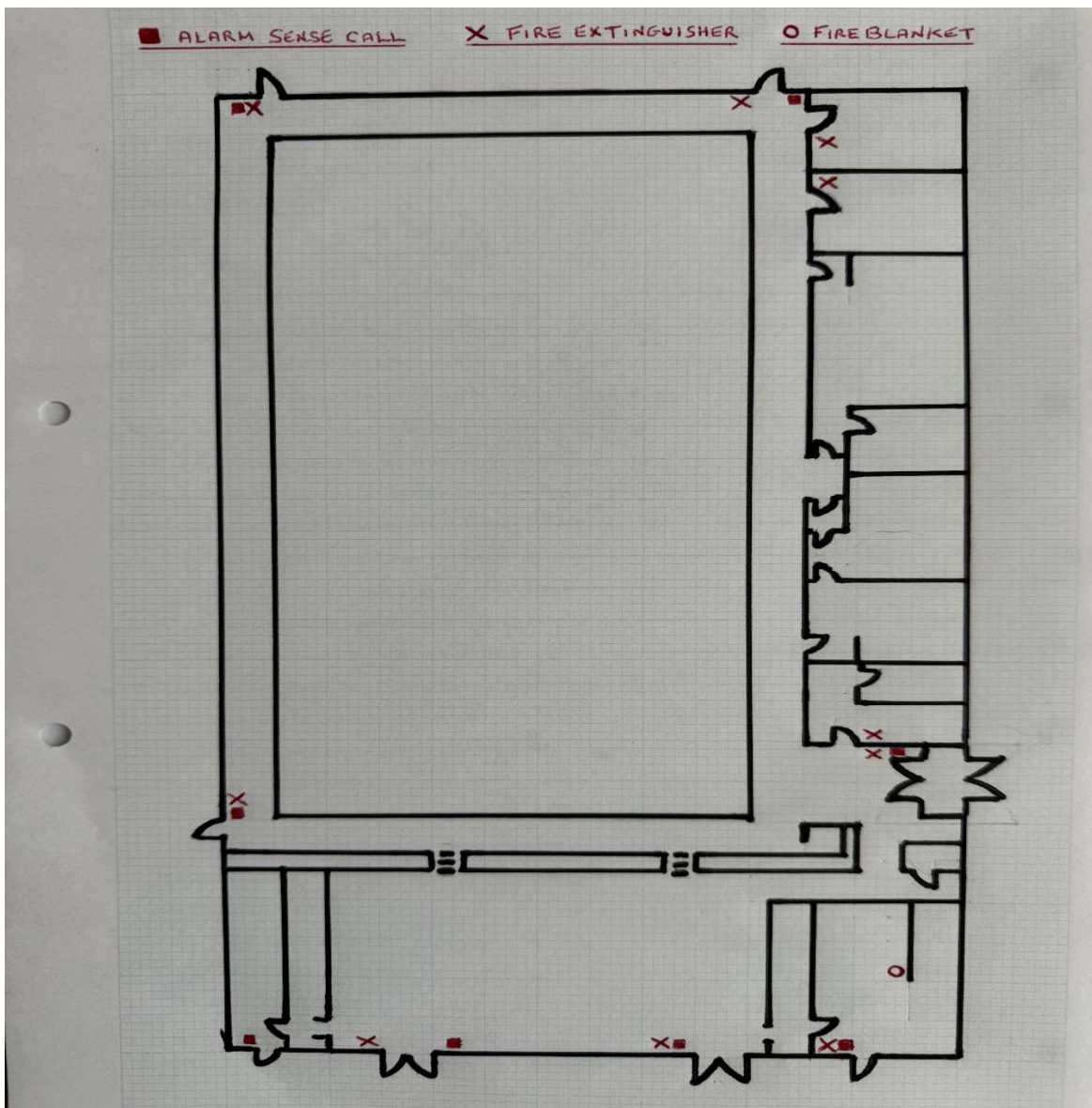
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Part 3: Getting Out

I require (No.) people to assist me. The (No.) people that have been trained as Operators (date of training 00/00/24) to use the Evac Club Chair are: -

Name Name Name

The following is a record of my escape plan:



■ Alarm Sense Call X Fire Extinguisher (Water/CO2/Foam/Powder) ○ Fire Blanket

EGHAM BOWLS CLUB

My specialist equipment to assist my escape is:

(i.e. Evac-Club Chair located in the main entrance and far score board end of the building)

Each of these people will require a copy of this sheet.

Part 4: My Practice Diary:

| Year 1 | | | | | | | | | | | | Year 2 |
|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan |
| | | | | | | | | | | | | |

MOE – Means of Escape

Mock-up: Simulation of disabled people’s escape procedures (i.e. a fire drill, with individual(s) being told in advance that it is a drill).

Carry-down – All types of escape that include evacuation chairs, manual handling training, disability evacuation etiquette training (i.e. a dry run with individual(s) and the Evac Club Chair trained staff using the Chair along the means of escape at a date convenient to them).

Date: 00/00/24

Distribution: