



Bedford Rowing Club

FIRE RISK ASSESSMENT


DATE:
1st July 2017

REVIEW DATE:
1st July 2018

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FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
1. PREMISES PARTICULARS	
Premises Name: Bedford Rowing Club Address: Duckmill Lane Bedford MK42 0AX	Use of Premises: Sport Centre and Social Club
Tel No: 01234 353183	Owner/Employer/Person in control of Workplace: Captain/President
Date of Risk Assessment: 1/7/17	Date of Review: 1/7/18
Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment: Martin Fraser – Club Safety Officer	
2. GENERAL STATEMENT OF POLICY	
Statement: It is the policy of Bedford Rowing Club to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities. The club will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. The club will give a high level of commitment to health and safety and will comply with all statutory requirement	
Signed: 	Print Name: M Fraser
Date: 1/7/17	

3. MANAGEMENT SYSTEMS

Commentary:

- **Planning** – The Risk Assessment will be completed/updated by accessing the electronic file stored on the Bedford Rowing Club google.docs account. Risks identified will be addressed by the employer in order of priority thereby eliminating any hazards and reducing risks to relevant persons
- **Organisation** – The club has a president who has overall responsibility for all matters. Certain responsibilities are delegated to volunteer members of the club and report to the committee in a monthly basis. Any matters relating to Health and Safety are communicated by the posting of hard copy documents on notice boards located around the club and posted on the club Facebook page.
- **Control** – The Safety Officer, Captain has responsibility for carrying out the Management of Health and Safety issues throughout the club. He is responsible for:
 - Deciding the fire safety proactive and preventative measures
 - Ensuring they are implemented and communicated to other members
 - Routine periodic checks of all systems
- **Monitoring** – The Safety Officer is responsible for monitoring the effectiveness of the Fire Risk Assessment and its implementation
- **Review** –
 - Fire drills are carried out every 6 months
 - Fire safety equipment is checked on a weekly basis
 - All test are recorded in the Fire Log Book in the Safety Folder

4. GENERAL DESCRIPTION OF PREMISES	
<p>Description:</p> <p>The building comprises of a large detached period building situated on the river front. It is brick built and consists of 4 large boat storage areas and gym on the ground floor, bar/restaurant, changing rooms, on first floor, meeting room, treatment room, office and exercise room on the second floor. Main building built approx.1850</p> <p>The premises are considered to be of low risk taking into account the likelihood of fire and likely consequences. In the event of a fire there is little chance of anyone being placed at risk due to the safety measures in place.</p> <p>The building has two internal staircases. The main central staircase is protected by self-closing fire doors. This staircase discharges at a fire door leading onto the riverside hardstanding.</p> <p>There is a separate entrance into the boat storage area that has an additional fire exit through an adjoining storage area. This area has emergency lighting, ceiling fitted smoke detectors and fire alarms.</p>	
<p>Occupancy:</p> <p>Times the Premises are in use: 6.00am – 11.00pm</p> <p>The Total Number of Persons Employed within the Premises at any one time: 3</p> <p>The Total Number of Persons who may resort to the premises at any one time. 50 (members/guests)</p>	<p>Size:</p> <p>Building footprint (Metres x Metres) 50m x 25m</p> <p>Number of Floors: 3</p> <p>Number of Stairs: 1 external 2 internal</p>
5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES	
<p>Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839)</p> <p>Electrical system complying to BS 5839: Prt 1. Break-glass points are provided in the boathouse, staircase on each landing and emergency exit points. Smoke detectors are on located each landing.</p> <p>The warning signal is a continuous audible signal.</p>	

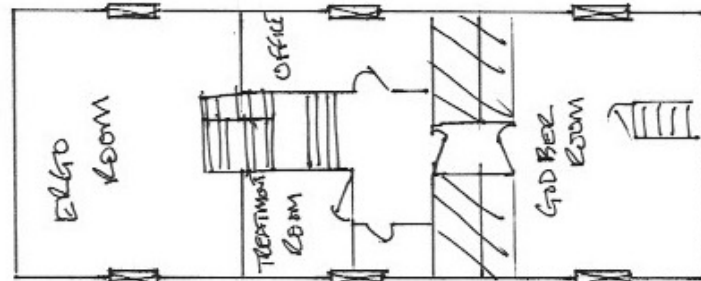
Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266)

Non-maintained type of 3-hour duration, complying with BS 5266: part 1 is provided on ground floor and all levels of the internal and external staircase.

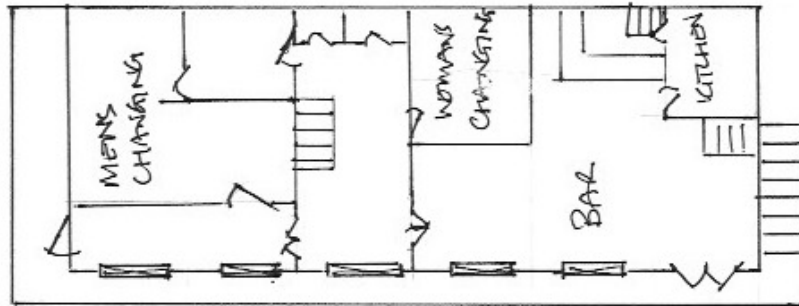
Other: (ie Sprinkler System to LPC rules BS 5306)

Portable fire extinguishers to BS EN3 are provided and located in accordance with guidelines. 13A Spray Foam type, 34B Carbon Dioxide for electrical and a fire blanket

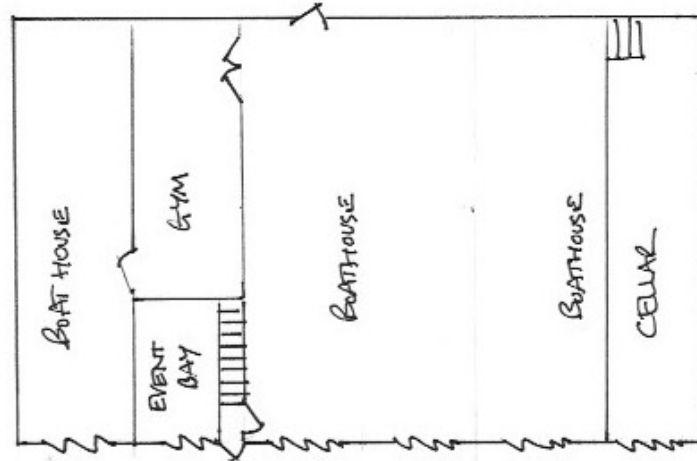
6. (Single line) PLAN DRAWING OF PREMISES



SECOND floor.



FIRST floor



GROUND floor

7. IDENTIFY FIRE HAZARDS
<p>Sources of Ignition: The ignition sources are those commensurate with sports club/bar, being electrical equipment such as computers, battery chargers. In addition, the bar/kitchen has a gas cooker and electrical equipment.</p>
<p>Source of Fuel: The sources of fuel are those commensurate with this type of premises. There is a negligible amount of paper/paper waste within the premises. Waste paper is disposed of regularly to avoid build up</p> <p>There is a small quantity of solvent on the premises that is kept in locked metal containers. There is a 25lt petrol container also stored separately in a locked metal storage container in an outside secure unit.</p> <p>Computers in office on 2nd floor Battery chargers in crew room, 2nd floor</p>
<p>Source of Oxygen:</p> <p>Natural</p>
<p>Work Processes:</p> <p>N/A</p>
<p>Structural features that could promote spread of fire:</p> <p>Staircase leading from ground floor to open landing area</p>

8. IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

- Employees in bar
- Club users
- Visitors
- Competitors from other clubs during events
- There may be adaptive rowers at the club who can access the first floor via a stair lift

9. MEANS OF ESCAPE – HORIZONTAL EVACUATION**Commentary:**

Ground Floor: 3 fire exits are located at either end of the area 1 at rear, 2 at the front of the boathouse

First Floor: Exit Points -

- Main entrance/exit to bar.
- End of corridor leading to left aspect of the building.
- Bottom of stairs on landing leading to front of building (riverside)

Second Floor: There are two exit routes available from this floor with a direct route between the two:

- Metal stairs to landing
- Wooden steps to bar

Fire doors are located on all levels and are closed automatically by door returners.

There is only one exit point from the Ergo Room on the second floor, all other rooms have two exit points.

All exit points lead to open areas.

Stannah Stair lift available to assist evacuation for members/guests with mobility issues.

Total evacuation of the premises should be 2-3 minutes

10. MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

There are stairways servicing both ends and centre of the premises to facilitate evacuation from either end of the building.

The central stairway has a Stannah Stair lift fitted to assist in escape for disabled visitors.

All exits lead to safe, open areas. Both exits to the front of the premises lead to the hard standing of the river bank. The rear exit leads to the club car park.

11. FIRE SAFETY SIGNS AND NOTICES

Commentary:

All fire exits and routes to exits are indicated by BS standard safety signs. Fire doors display "Fire Door, Keep Closed" signs

Fire doors activated by push bar mechanisms are marked accordingly.

Fire extinguishers and other fire-fighting equipment are clearly marked.

12. FIRE WARNING SYSTEM

Commentary:

A British Standard audible alarm is fitted on all floors to alert all occupants and can be heard in all locations.

The premises are fitted with an automatic fire detection system.

13. EMERGENCY LIGHTING SYSTEM

Commentary:

BS Standard emergency lighting is fitted. It has a back-up battery system so it will continue to operate during power failure.

14. FIREFIGHTING EQUIPMENT

Commentary:

There is sufficient fire-fighting equipment on each floor that is clearly marked. This equipment is maintained by Chubb Security

15. MANAGEMENT – MAINTENANCE		
Is there a maintenance programme for the fire safety provisions in the premises: Commentary: Fire Alarms tested on weekly basis by Safety Officer	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are regular checks of fire resisting doors, walls and partitions carried out: Commentary: Visual checks monthly by Safety Officer or deputy	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are regular checks of escape routes and exit doors carried out: Commentary: Weekly checks by Safety Officer or deputy	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are regular checks of fire safety signs carried out: Commentary: Visual monthly checks by Safety Officer or deputy	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there a maintenance regime for the fire warning system: Commentary: <div style="text-align: right;">Weekly</div> All alarms systematically checked by activating individually by Safety Officer or deputy Six monthly as above	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there a maintenance regime for the emergency lighting system: Commentary: <div style="text-align: right;">Monthly</div> Checked by electrician <div style="text-align: right;">Annually</div> – As above	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there maintenance of the firefighting equipment (by competent person?) and condition checks: Commentary: <div style="text-align: right;">Monthly</div> – equipment managed by Chubb Security <div style="text-align: right;">Annually</div> As above	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are records kept and their location identified: Commentary: The Fire Log Book for all aspects relating to maintenance issues is kept in the Safety Officers filing cabinet	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	

16. METHOD FOR CALLING THE FIRE SERVICE
<p>Specify:</p> <p>Automatic fire detection system fitted</p>
17. EMERGENCY ACTION PLAN (EAP)
<p>Commentary:</p> <p>There is an Emergency Action Plan (EAP) for fire, bomb threat and gas leak emergencies</p> <p>The EAP for fire is attached at the end of this report</p>
18. TRAINING
<p>Commentary:</p> <p>A number of members are designated fire wardens who have undergone formal training.</p> <p>Fire evacuation drills are performed every 6 months.</p> <p>An annual training meeting is held and at that time the staff are reminded of the emergency procedures including fire. Also include:</p> <ul style="list-style-type: none"> • How to operate fire alarms • Dealing with other emergencies (bomb, gas leak) <p>All formal training is conducted by Social Care TV Online Training and a copy of the certificates are held with the Safety Officer.</p> <p>Refresher training for wardens is planned for every three years</p> <p>This training needs to be agreed by the club committee and arranged by Safety Officer</p>

19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED					
See Section:-	Deficiency / Rectification	Priority	To be Completed within	To be Completed by - name	Date Rectified. Name and Signature
18	<i>No Fire Warden in place</i>	<i>1</i>	<i>1 month</i>	Martin Fraser	
	* Insert additional pages as required				

20. GENERAL COMMENTS AND/OR OBSERVATIONS	
Item	Control Measure/Action
<p>Deficiencies identified (see section 19)</p> <p>Lack of recorded fire drills</p> <p>Insert additional pages</p>	<p>Action required by club committee and Safety Officer</p> <p>Safety Officer or deputy to implement. Started August 2017 – Review October</p> <p>as required</p>

21. ADDITIONAL HAZARDS	
<p>Specify:</p> <p>None to note</p> <p>Need to consult Fire Service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON
Name: Martin Fraser
POSITION: Safety Officer

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name: Martin Fraser
POSITION: Safety Officer
:

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTS
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name: Martin Fraser
POSITION: Safety Officer
:

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name: Martin Fraser
POSITION: Safety Officer
:

STAFF TRAINING

- PERSON RESPONSIBLE FOR:
- FIRE SAFETY TRAINING OF ALL STAFF
 - IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name: Martin Fraser
POSITION: Safety Officer
:

EMERGENCY ACTION PLAN

ASSEMBLY POINT

PARK INN CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

ALTERNATIVE ACCOMMODATION

- IN THE EVENT OF BEING UNABLE TO RETURN TO THE BUILDING IN A SHORT TIME, ARRANGEMENTS HAVE BEEN MADE WITH ** TO PROVIDE TEMPORARY SHELTER AND OFFICE FACILITIES. BACK-UP COMPUTER RECORDS AND PHONE DIVERSIONS ARE AVAILABLE THERE TO ASSIST WITH BUSINESS CONTINUITY.