

**SALE SPORTS CLUB
CHARITABLE BENEFIT SOCIETY
ROOKWOOD
CLARENDON CRESCENT
SALE, CHESHIRE
M33 2DE
0161 973 7250**

FIRE SAFETY POLICY, IMPLEMENTATION AND MONITORING

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David Walmsley – Club Trustee

Dave@dwalmsley.co.uk 0161 282 8154

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1. FIRE SAFETY POLICY

This policy should be read in conjunction with the overall Health and Safety Policy and with the current Fire Risk Assessment.

Sale Sports Club is committed to the safety and welfare of its employees, members and guests who are legitimately on its premises.

It is the responsibility of the CBS Management Board and its officers and the Trading Company and its officers to ensure that members, employees and legitimate guests are protected as far as possible from the dangers of fire by the processes and practices laid down in the sections following this policy.

The CBS board, committees, officers and employees of the club will strive to work within the guidance and requirements of the Regulatory Reform (Fire Safety) Order 2005.

CBS management board will allocate responsibilities pursuant to this policy and that allocation will be recorded in the health and safety policy, in logs and records and in minutes of the meetings of those bodies which manage the club.

This policy and the processes and practices which are detailed in what follow are based on advice obtained from materials produced by the GM Fire Service, HM Government and the HSE as well as the advice of PJ Fire Safety Risk Assessment in their Fire Strategy for the new building dates 11.12.2018. It also takes close note of the stipulations of our insurers.

CBS management board will update such policies and practices following receipt of details of new legislation, best practice and advice received subsequent to a fire inspection.

The club recognises that there are potential fire hazards in the building and its environs and will seek to mitigate these. A fire safety risk assessment will be conducted by a competent person and reviewed annually.

2. FIRE HAZARDS - examples

Misuse of fuel and other flammable materials such as fertilizer stored in grounds man's garage

Electrical malfunction

Boiler malfunction

Gas escape

Gas appliance malfunction

Accident in kitchen

Smoking by members or employees

Arson

Inappropriate behaviour such as misuse of firework by member or guest

Untidy storage and accumulation of combustible material

3. COMBUSTIBLE MATERIAL

Curtains and blinds

Soft furnishings and carpets

Wooden fittings in bar and changing rooms

Packaging in store room

4. PEOPLE AT RISK

All Employees

Fire safety included in contract of employment/job description

Staff made aware of placement of fire extinguishers

Staff made aware of club's health and safety and fire and safety policies and operations

Take part in risk assessment and periodic premises inspections

Relevant staff to be trained to use cookers and electrical equipment safely

Staff and CBS Board members to be proactive and use initiative in spotting issues and faults and reporting them – in job description

Grounds man

Grounds man to be trained in safe storage of flammable materials

Grounds man made aware of club's health and safety and fire safety policies and practices

Bar staff

Bar staff to be trained in fire alarm and fire evacuation procedure and in their responsibilities to report proactively any system faults

Cleaners

Cleaners to be trained on fire evacuation procedure and their responsibilities with regard to removing combustible material and keeping fire exit access clear

Members and guests using club house or pavilion

Hirers to be made aware of fire evacuation procedure on hiring form and on reception to the building at the time of hire

Bar staff trained to manage fire evacuation from the function room

Contractors – to be advised of evacuation procedure and sound of alarm. in the case of hot working

5. RISK ASSESSMENT – examples of issues

5.1 ARSON

Fuel in garage could be used to start a fire – is it diesel or petrol or kerosene?

What other flammable substances are there in the garage and pavilion?

Are there other untidy areas in the pavilion which could be the source of a fire?

Is there combustible material around the pavilion and the club which could be used to start a fire?

How much fuel is kept on site at one time?

Rubbish in the bin storage outside cellar area

5.2 ELECTRICAL FAULTS

Ensure receipt of an EIC for adaptations to the electrical system

Ensure NICEIC assessment and remedial action on a five-year basis

Ensure PAT testing of all electrical appliances on a yearly basis; equipment that can be easily moved around, such as kettles, cleaners, floor polishers, heaters, fans, hairdryers, lamps, UV equipment, small cookers, pitch perimeter advertising units etc.; larger less frequently moved items such as water chillers, fridges, microwaves, vending machines

5.3 SMOKING

Is banned on the premises

Careless disposal of cigarettes in smoking areas outside club house and pavilion

5.4 ACCIDENT IN KITCHEN

All gas appliances automatically cut off.

Water heater in kitchen tested.

Fire blankets to be used in case of fat fire.

Equipment to be maintained to ensure safety devices and gas shut-off work effectively.

Cleaning routines for kitchen to be established to conform to best practice and to insurers specifications – see appendix 1.

5.5 GAS ESCAPE OR MALFUNCTION

Annual inspection by NW Gas and staff training on what to do if a gas leak is suspected.

Automatic cut offs in kitchen area

5.6 ELECTRICAL MALFUNCTION

EIC for all new work NCIEC assessment every five years

5.7 GROUNDS MAN'S GARAGE

Storage of fuel, fertilizer and other flammable and combustible material

Separate risk assessment to be made with grounds man and officer responsible for the grounds

6. RAISING THE ALARM IN THE CASE OF A FIRE ON THE PREMISES

There are various call points in the club on both floors.

There is a fully maintained and serviced fire alarm system

Bar and catering staff will also be trained to raise the alarm vocally in order to prompt an evacuation procedure.

7. FIRE EVACUATION STRATEGY

The fire evacuation of the building, on activation of the fire alarm, is direct evacuation by the nearest safe fire exit door that are clearly marked and lit. The fire evacuation will be supervised by trained staff. The lift should not be used during the evacuation procedure. An evacuation chair is located on the wall alongside the upper floor male toilets for the evacuation of people with disability by the main staircase.

8. ESCAPE ROUTES

From the function room and the lounge areas – via the two fire escapes leading on to the balcony or one of the two fire doors which lead to the stairway.

From the kitchen – via one of the two fire doors and if taking the route into the function room through the most accessible of the fire escapes.

The lift should not be used as a means of escape and the evacuation chair should be used for people with a disability or with mobility issues.

- From the ground floor player and umpire/referee changing rooms and disabled toilet evacuation is by the nearest push bar fire door exit and to a muster station on the front car park or on the main playing field if the route is blocked.
- From the ground floor exercise studio evacuation is by the nearest push bar fire door exit and to a muster station on the front car park or the main playing field if the route is blocked.
- From the ground floor tea/coffee and vending machine areas evacuation is by the Club main entrance and to a muster station on the main car park.
- From the ground floor office evacuation is by the Club main entrance and to a muster station on the main car park.
- From the kitchen, toilets, storerooms, offices on the upper floor evacuation is by the main

staircase and to a muster station on the main car park.

- When the door to the staircase is locked but the kitchen is in use for preparation evacuation is by the nearest fire door on to the balcony and down the outside escape staircase to the muster station on the main car park.
- From the social areas on upper floor evacuation is via the nearest of the two clearly signed fire doors and down the main staircase to the main entrance and out onto the muster station on the main car park. When the room partitions are in use then evacuation is by the nearest fire door and as above.
- When the scorer's area partition is in use evacuation from that area is by the fire door onto the balcony and down the outside escape staircase to the muster station on the main car park.
- Evacuation from the balcony is via the outside stairway to the muster station on the main car park.

9. MONITORING OF EVACUATION ROUTES

All evacuation routes should be kept clear and well maintained.

To that end:

- The designated employee and the cleaners should report any tripping hazards or, if possible, rectify them as soon as identified
- Notices should deter players from leaving kits bags in the hallway leading from the changing room to the bar areas and bar staff should ask members and guests to remove them totally
- Sports captains should advise the opposition that kit bags are best returned to vehicles after players have got changed
- Those in charge of activities on the first floor should ensure that there is a routine for evacuation and that they are familiar with evacuation procedures and the assembly point.
- Employees should ensure that no disco or other equipment is blocking the fire escape from the function room to the balcony
- Cleaners should routinely check the nosings on the stairs to the first floor to make sure there are no tripping hazards

10. TAKING CHARGE IN AN EMERGENCY

Management employees and bar staff on duty and leaders of other groups using the function room and exercise suite must take responsibility in an emergency as they are the ones who know the escape routes and how to access them. For that purpose, the club will familiarise those responsible with evacuation routes and train them in how to take control.

This is a non-negotiable condition of hire of the club or employment by the club.

11. EMERGENCY LIGHTING

Emergency lighting (BS5266) covers all exterior fire exit routes and fire exit doors are indicated by illuminated fire exit signs.

12. FIRE ALARM

The building has a break glass fire alarm and a smoke detection system (BS 5839-L2.) Break glass call points are to be found at every final exit door and the smoke detection system will detect every change in all fire exit routes and adjoining rooms.

13. EVACUATION PROCEDURE AND ACCESS OF FIRE SERVICE

- a. When the fire alarm sounds and/or there are vocal warnings of fire, all persons must evacuate the building by the nearest unobstructed route.
- b. Those evacuated and the staff should assemble on the front car park between the two ranks of cars situated to the right as one exits the building from the front door.
- c. Employees, members and guests should not delay in order to retrieve clothing or belongings and the fire services must be called without delay.
- d. All fire doors should be left closed.
- e. A club officer, the senior employee on duty or the bar staff will take charge in marshalling those who have evacuated.
- f. Access for fire appliances is via the Clarendon Crescent main entrance until the new Dane Road exit is in use when appliances will enter via Clarendon crescent and exit directly onto Dane Road.

14. FIRE FIGHTING EQUIPMENT

- a. Fire extinguishers are located adjacent to the fire alarm call points- water or foam and carbon dioxide.
- b. Water or foam, carbon dioxide and fire blankets are located adjacent to the exit doors from the kitchen.
- c. A carbon dioxide extinguisher is located by the plant room and external equipment store.
- d. CO₂, foam and powder extinguishers are available in the grounds man's garage
- e. Staff and members should only use fire fighting equipment of trained.

15. FIRE SAFETY MANAGEMENT

15.1 Fire safety management is the responsibility of CBS Management and designated employees of the club, who are accountable to the CBS Management board and the Trading Company via twice yearly reports based on the schedule of actions and responsibilities set out later in this policy.

15.2 Fire safety management is also the responsibility of the employees of the club and is an expectation of their job descriptions and their professional duties.

16. PROVISION OF INFORMATION

This document should be available to all members of the CBS Management Board as electronic copies and should be retained on Google Drive by the secretary. All employees should have a paper copy. All members should have access to a copy on the club web site. All hirers should have access to an electronic copy on completion of their booking or a paper copy available when they have access to the club at the time of the hiring. All sections and their members need sight of this document.

17. TRAINING

All employees and officers will be trained so that they can acquit their responsibilities under this policy. Fire Safety training will encompass:

- Action to be taken upon discovering a fire
- Action to be taken on hearing the fire alarm
- How to raise the alarm and where the call points and panel are located
- Know the correct method of calling the fire service
- Location and safe use of fire fighting equipment
- Knowledge of all escape routes and the assembly point
- Appreciation of the importance of fire doors and the need to close all doors during an evacuation
- How to operate emergency exit doors
- What to do when the fire service arrives
- The importance of general housekeeping in the premises
- How to evacuate members of the public

All training will take place at induction with refreshers conducted every 6 months.

18. RECORDS

Records will be kept in the form of a log of routine inspections and a fire file for the risk assessment containing details of the completion of periodic testing and maintenance – as laid out in the schedule which follows. The logs are the responsibility of the senior employees for the clubhouse and the grounds man for the garage; the file is the responsibility of the CBS Management board

ACTIONS TO BE TAKEN AND RECORDED AS PART OF THIS FIRE SAFETY POLICY

<u>Action</u>	<u>Frequency</u>	<u>By</u>	<u>Where</u>	<u>Reporting to</u>
Check Fire Extinguishers in place and bracketed	Weekly	Senior employees Grounds man	Log Book	Line Managers
Check fire Exit doors not blocked	Daily	Bar Staff	Log Book	Line Managers
Check fire exits open and close	Daily	Bar Staff	Log Book	Line Managers
Fire door check – operation & condition	Weekly Annually	Designated employee Specialist	Log book	Line Managers
Emergency Lights – bulb test	Monthly	Designated employees	Log Book	Line Managers
Emergency Lights – LED check	Daily	Bar staff	Log Book	Line Managers
Fire Exit Signs	Daily	Bar Staff	Log Book	Line Managers
Test Alarm	Weekly	Designated employees	Log Book	Line Managers
Fire Risk Assessment	Annually as part of whole club risk assessment	Safety Inspection Team with employees and grounds man	Risk Assessment Log	Trading Company and CBS Board
Maintain Alarm and exit system	Annual	External specialist engaged by trading company	Fire File	CBS Board
Fire Extinguisher	Annual	As above	Fire File	Trading company
Portable Appliance Testing	Annual	As above	Fire File	Trading Company
Check of electrical Installations and DBs	Five Year	As above	Fire File	CBS
Kitchen – all requirements of insurers	Various	Designated employees and contractors – see separate schedule	Log Book Fire File	Trading company
Stair Nosings	Weekly	Cleaner	Log Book	Designated employee
Reporting	6 monthly in-house audit	Trading company	Report	CBS
Training	When necessary and on induction	Relevant officers	Fire File	CBS
Publishing	Annually	Relevant officers	Club Website Contracts for hirers Contracts of employment	Chair of Trading Company

