



Club house

Start Hut & Rib garage

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Rear Commodore House		
Address of Premises	Water side lane, Portchester ,Fareham , Hants		
Postcode	PO16 9QN		
Date of Fire Risk Assessment	8/12/2015		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by	S P FREEMAN	Date	19/01/2017
Reviewed by		Date	
Reviewed by		Date	

GENERAL INFORMATION

THE PREMISES			
Number of floors in building: <i>(To include basements)</i>	2 Floors		
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	20 (m ²)		
Primary usage:	Race Management		
Secondary usage:	Housing for rib		



OCCUPANCY PROFILE						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	0		0000 to 0400	0	
	0400 to 0800	0		0400 to 0800	0	
	0800 to 1200	A		0800 to 1200	A	
	1200 to 1600	A		1200 to 1600	A	
	1600 to 2000	A		1600 to 2000	A	
	2000 to 2400	0		2000 to 2400	0	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	Good	Average Mobility	Good	Vulnerability Issues	None

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)		
		YES
Portable appliance testing carried out on a risk assessed basis?		
		YES
Suitable policy in place regarding the use of personal electrical appliances?		
		NO
Suitable limitation and management of trailing leads and adaptors?		
		YES
Are there multiunit adaptors used in electrical sockets		
		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
		Suitable policy for the use of personal electrical appliances is required.
Deficiencies and Comments:		



Identifying sources of Fire spreading		
Are all Fire resisting and smoke stops doors, especially those held open with 'hold open' devices closed at night	N/A	
Prior to leaving the Start Hut And Garage are all rooms areas inspected to check for fire risks and all unnecessary electrical appliances switched off.	YES	All equipment in start hut that is not required to be on must be turned off
Does the internal construction include large areas of hardboard, chipboard and block-board on walls and ceiling?	NO	
Does the internal construction include large areas of synthetic wall or ceiling coverings e.g. polystyrene tiles?	NO	
Is the building made of brick or combustible material	YES	The start hut is constructed of timber which is built on top of a brick built garage with a solid concrete ceiling
Are substantial areas of wall or ceiling covered with flammable linings?	NO	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		



Members Who work in the Start Hut & Rib Garage		
Identification of fire Hazards		
Is there a system for controlling the amount of combustible materials and flammable liquids	YES	Only minor amounts of fuel are left in the carburettors of the engines when stored in the garage. Fuel tanks are stored elsewhere on the site in a specific metal storage container.
Is that system operating effectively?	YES	Fuel is taken from the Fuel locker to the craft only when craft are in operation this procedure forms part of the safety boat crew duty
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		



SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		NO
Smoking permitted in appropriate areas?		YES
Suitable arrangements for those who wish to smoke?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

ARSON/DELIBERATE IGNITION		
Basic security against arson by outsiders or other persons appears reasonable.		YES
<i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		
Remove combustibles where possible		



PORTABLE HEATERS		
Portable heaters are used within the premises.		NO
Is the use of the more hazardous type (i.e. radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
none		
Deficiencies and Comments:		

FIXED HEATING INSTALLATIONS		
Fixed heating installations such as boilers are used within the premises.		NO
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		
Electrical low wattage heaters used to prevent frost damage checked annually		



LIGHTNING		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

DANGEROUS SUBSTANCES			
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		YES	Small amounts of petrol in outboard engines in garage.
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		NO	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		YES	Fuel store
Identified Hazards	Existing Control Measures	Additional Control Measures Required	
Outboard Fuel	Kept in outside Storage box marked Danger	A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 is required to be carried out.	
Deficiencies and Comments:			



HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?		YES
Appropriate storage of hazardous materials?		YES
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and In-house maintenance staff?		NO
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:		YES
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
		Procedure required for hot works
Deficiencies and Comments:		



OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises?

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

YES

Computers and hand held radio chargers are left on to maintain this equipment.

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:



ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy Has been adopted.</p>	
<p>SINGLE STAGE EVACUATION</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>PROGRESSIVE HORIZONTAL EVACUATION</p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none">• Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.• Progressive movement away from a fire via sequential adjoining protected areas.• Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none">• the time it will take to evacuate people from the area of a fire to an adjacent protected area;• the number of people to be evacuated;• the level of any mobility impairment;• the number of staff to assist in evacuation;• the fire protection arrangements;• layout of the premises; and• location and number of staircases;	<p>NO</p>



PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

MEANS OF ESCAPE		
It is considered that the premises are provided with reasonable means of escape in case of fire.	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction?	YES	
Where there are alternative means of escape?	NO	
Suitable protection of escape routes? (Fire resisting construction)	YES	
Adequate provision of exits?	YES	
Exits easily and immediately open-able where necessary?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	N/A	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		



MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		NO
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

EMERGENCY ESCAPE LIGHTING			
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		YES	Single room Building
Identified Hazards	Existing Control Measures	Additional Control Measures Required	
Deficiencies and Comments:			



FIRE SAFETY SIGNS AND NOTICES		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

MEANS OF GIVING WARNING IN CASE OF FIRE		
Reasonable manually operated fire warning system provided?		YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc.) Break glass call points		Fire bell mounted on anglers roost
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		



MANUAL FIRE EXTINGUISHING APPLIANCES		
Reasonable provision of portable fire extinguishers?		YES
Are fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		
Some wall warning signs		

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc.)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required



MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	Steve Freeman
Deputy or assistant:	N/A
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety 	NO
Is there a suitable record of the fire safety arrangements?	YES
Appropriate fire procedures in place?	YES
Are procedures in the event of a fire appropriate and properly documented?	YES
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	YES
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES
Is there a suitable fire assembly point(s)?	YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	NO
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES



Deficiencies and Comments:	
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TRAINING AND DRILLS		
Fire safety training is managed by:	Steve Freeman	
Deputy or assistant:	N/A	
Are all staff given adequate fire safety instruction and training on induction?	NO	No employed Staff



Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details:	NO	
Does all training for staff provide information, instruction or training on the following:		
Fire risks in the premises?	N/A	
The general fire precautions in the building?	N/A	
Action in the event of a fire?	N/A	
Action on hearing the fire alarm signal?	N/A	
Method of operation of manual call points?	N/A	
Location and use of fire extinguishers?	N/A	
Means for summoning the fire and rescue service?	N/A	
Identity of persons nominated to assist with evacuation?	N/A	
Identity of persons nominated to use fire extinguishing appliances?	N/A	
	N/A	
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details:	N/A	

When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (E.g. on fire risks and fire safety measures)? Give details:	YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A



Deficiencies and Comments:	
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TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	Steve Freeman
Deputy or assistant :	N/A
Adequate maintenance of Start Hut	YES
Weekly testing and periodic servicing of fire detection and alarm system to	N/A



include ancillary equipment (e.g. door hold open devices, door locks etc.)	
Monthly and annual testing routines for emergency escape lighting?	N/A
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	YES
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of firefighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	YES
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests: Give details:	
Deficiencies and Comments:	

RECORDING

Appropriate records held for:	
Fire drills?	N/A
Fire training?	NO
Fire alarm tests?	N/A



Emergency escape lighting tests?	N/A
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required) Give Details: Main lobby between bar and Galley	
Deficiencies and Comments: Site evacuation drills are carried out in main building only	



PRIORITY	MEANING
High	<p>Immediate priority to be actioned within 24 hours to 8 weeks</p> <p><i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i></p>
Medium	<p>Medium priority to be actioned within 2-6 months</p> <p><i>Breaches in legislation that may require medium/long term action to resolve</i></p>
Low	<p>Low priority to be actioned within 6 months-1year</p> <p><i>Items of non-urgent priority or for future consideration</i></p>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Procedure required for hot works				
2	Create Dangerous Substances and Explosive Atmospheres risk assessment				