

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT



**For
Portchester Sailing Club
Waterside Lane, Castle Street, Portchester, PO16 7QN.**

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

| | |
|--|---|
| Responsible Person (e.g. Employer) or Person having control of the premises: | The Board of Trustees, Portchester Sailing Club. |
| Address of Premises: | Portchester Sailing Club, Waterside Lane, Castle Street, Portchester, PO16 7QN. |
| Person(s) Consulted: | Alan Sayle |
| Assessor: | John Lalor |
| Date of Fire Risk Assessment: | 25 th September 2017 |
| Date of Previous Fire Risk Assessment: | 2015 |
| Suggested Date for Review ¹ : | On completion of proposed building works |

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

- 1.1 Number of floors: Two, ground and first floor.
- 1.2 Approximate floor area: Unknown
- 1.3 Brief details of construction:

The main building was constructed circa 1800 and used originally as a vicarage. The sailing club has been present since 1928 with additions made to the building in 1983 (bar area) and 1989 (changing rooms) The original building would have been of typical construction of the time, stone walls, lathe and plaster internal partitions, timber floors and pitched roof with slate tiles. The newer additions are constructed from brick and block walls with a pitched and tiled roof

- 1.4 Occupancy:
- Sailing club with offices, kitchen, changing rooms, bars and training facilities.

2. THE OCCUPANTS

- 2.1 Approximate maximum number: Membership number of 685 with an anticipated number for functions of 90 seated or 120 standing. No record of approved maximum number approved by licencing could be established.
- 2.2 Approximate number of employees at any one time: 5+
- 2.3 Maximum number of members of public at any one time: 0-120

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: 0
- 3.2 Disabled occupants: 0
- 3.3 Occupants in remote areas: 0
- 3.4 Young persons: 0-20 at times
- 3.5 Others: 0

4. FIRE LOSS EXPERIENCE

- None recorded

5. OTHER RELEVANT INFORMATION

- The client occupies the whole building.
- The building is managed by the Board of Trustees.
- Occupancy of the building is on an ad hoc basis and there are times during the week when the building will be unoccupied during the day.
- There are no full time staff employed.
- Access to parts of the building is 24/7 with members having limited access provided to the male and female changing areas and a small lobby area where a notice board and information is provided when the club is not staffed.
- Members are prevented from entering the main areas of the club house for security purposes when staff are not present. Staff are present from Wednesday to Sunday when full access to the building is provided.
- There is one staircase which serves the first floor which provides the main means of escape. The first floor is unoccupied currently and awaiting substantial refurbishment with the staircase being relocated.
- A window on the first floor has been signed as a “Fire Exit” but is not acceptable under current building regulations. It does lead directly onto an external metal staircase to the rear compound.
- Although a kitchen area is provided all catering equipment has been removed prior to refurbishment work being undertaken.
- A small cellar is located in one of the bar areas but is not used and secured shut.
- The main access to the premises is via the front door that leads directly from the pavement and enters into the reception lobby.
- The internal layout of the client’s building is open-plan bar/ meeting room off a main open plan area with some individual offices.
- Portable firefighting equipment is provided in all areas.
- Emergency escape lighting is installed.
- An L1 fire detection and alarm system with manual call points is installed. The system is not linked to a remote monitoring centre.
- The current evacuation policy for the premises is a simultaneous evacuation of the building on the actuation of a single automatic detector or break glass manual fire alarm call point. This is under review.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

- Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

- Hampshire Fire & Rescue Service.

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

- Health and Safety (Safety Signs and Signals) Regulations 1996
- Furniture & Furnishings (Fire)(Safety) Regulations 1988 (as amended)
- HSG 107. Maintaining portable and transportable electrical equipment. 2000
- Electricity at Work Regulations 1989
- The Equality Act 2010
- The Smoke-free (Premises and Enforcement) Regulations 2006

6.4 The legislation to which 6.3 makes reference is enforced by:

- Local Authority,
- Health & Safety Executive

6.5 Comments:

- Regulatory reform (Fire Safety) Order 2005 applies to all places of work.
- Article 9 of The Order requires a Fire Risk Assessment to be carried out on all areas of a building where staff or 'relevant persons' may occupy.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? Yes No

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:

- BS 7671: IEE wiring test. Last tested 2015 – next test date 2020
- PAT not carried out on a programmed schedule. Some electrical items last tested in 2013.
- No restrictions on members bringing personal electrical items into the building.
- Trailing leads identified in bar area under TV.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? Yes No

8.3 Comments and hazards observed:

No signs of smoking in the building.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable²? Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

9.3 Comments and hazards observed:

- CCTV is installed in the common parts.
- An intruder alarm is installed.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes No

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No

10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No

10.4 Comments and hazards observed:

- A portable heater was found in the bar area that had not been PAT tested and had a plastic refuse bin placed in front of it.

² Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? Yes No

11.3 Comments and hazards observed:

- No cooking is currently carried out

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and hazards observed:

- Some unnecessary storage was located within the IT room.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A Yes No

14.4 Comments:

- The bar area is hired out by private groups and no fire safety measures are imposed on the hirer.
- No Hot Work permit system in place. Other safety conditions imposed on contractors or in-house maintenance personnel as required.

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

N/A Yes No

15.2 Comments:

- No dangerous substances were found on site.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

- There were no other significant fire hazards found on site.

16.2 Comments and deficiencies observed:

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

| | | | | | | | |
|------|--|-----|-------------------------------------|-----|--------------------------|-------------------------------------|--------------------------|
| 17.1 | It is considered that the building is provided with reasonable means of escape in case of fire. | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| 17.2 | More specifically: | | | | | | |
| | Adequate design of escape routes? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Adequate provision of exits? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Exits easily and immediately openable where necessary? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Fire exits open in direction of escape where necessary? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Avoidance of sliding or revolving doors as fire exits where necessary? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Satisfactory means for securing exits? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Reasonable distances of travel: | | | | | | |
| | • Where there is a single direction of travel? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | • Where there are alternative means of escape? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Suitable protection of escape routes? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| | Suitable fire precautions for all inner rooms? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| | Escape routes unobstructed? | Yes | <input checked="" type="checkbox"/> | | No | <input type="checkbox"/> | |
| 17.3 | It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. | Yes | <input type="checkbox"/> | | No | <input checked="" type="checkbox"/> | |

17.4 Comments and deficiencies observed:

- All escape routes serving the ground floor in the current layout are acceptable. The first floor is unoccupied and access is only required for refurbishment work. The single accommodation staircase is adequate for this purpose until such time the new staircase is installed. It is recommended that the new stair case has a FD30S fire door installed on the ground floor and first floor to provide lobby protection.
- The escape window to the external staircase is not an accepted means of escape.
- Means of escape for wheelchair users using the bar area is not acceptable as there is no means to egress from the raised decking area to the assembly point.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³.

Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?^{4,5}

N/A Yes No

18.3 Comments and deficiencies observed:

- Due to the age of the original building compartmentation cannot be confirmed.
- Ducting has been removed from the kitchen in preparation for the imminent refurbishment but the holes in the walls have not been made good.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided⁶?

Yes No

19.2 Comments and deficiencies observed:

- An emergency escape lighting system is installed and appears to comply with requirements of BS 5266 but there were no records available to confirm the system has been received a yearly discharge test and service.

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes No

20.2 Comments and deficiencies observed:

- It was noticed that the fire action notices throughout the premises were missing and those in situ did not conform to BS 5499. Fire assembly point information was not always completed on the fire action notices.
- The fire extinguisher information notice was missing from the extinguisher stand by the upper bar entrance.
- Final exit doors from the changing rooms did not have the correct signage installed. Fire Door Keep Clear should be placed on the external side of the doors.
- Manual call points were not correctly identified.
- Directional signage indicating escape routes needs upgrading to BS 5499.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided⁷? Yes No

21.2 Automatic fire detection provided? Yes (part of building only) Yes No
Yes (throughout building)

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No

21.4 Remote transmission of alarm signals? Yes No

21.5 Comments and deficiencies observed?

- A fire alarm system comprising of automatic fire detection and break glass manual call points is installed throughout the building and appears to comply with the requirements of BS 5839:1 L1 standard.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? Yes No

22.2 Hose reels provided? Yes No

22.3 Are all fire extinguishing appliances readily accessible? Yes No

22.4 Comments and deficiencies observed:

- Portable firefighting equipment has been strategically located throughout the premises.
- A dry powder extinguisher was found in the upper bar entrance. The extinguisher is not suitable for this location and should be relocated to workshop under the control room. It be mounted on the wall and subject to planned maintenance.

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

23. RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

- None installed.

23.2 Comments:

- Not applicable.

24. OTHER RELEVANT[‡] FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

- None installed.

24.2 Comments:

- Not applicable.

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc

N/A Yes No

24.4 Comments:

- Not applicable.

[‡] Relevant to life safety and this risk assessment (as opposed purely to property protection).

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by⁸:

- Steve Freeman, club member

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes No

Comments:

25.3 Is there a suitable record of the fire safety arrangements?

N/A Yes No

Comments:

- Suitable arrangements are in place.

25.4 Appropriate fire procedures in place?

Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented?

N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service?

Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated?

N/A Yes No

Is there a suitable fire assembly point(s)?

N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A Yes No

⁸ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Comments:

- No system is in place to call the fire service when the club is being used out of normal working hours.
- Subsequently no one has been nominated to liaise with the fire service on their arrival.
- A register of who is in attendance is not available.
- No arrangements for disabled persons to be evacuated from the decking area outside the upper bar area.

25.5 Persons nominated and trained to use fire extinguishing appliances?

N/A Yes No

Comments:

- The strategy is to evacuate the building and not to tackle a fire therefore no one has been instructed on the use of fire extinguishing equipment.

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people?

N/A Yes No

Comments:

- The club operates mainly on a voluntary basis and it cannot be guaranteed that any trained members would be in attendance when required.

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?

N/A Yes No

Comments:

- Not considered necessary.

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?

N/A Yes No

Comments:

- Routine checks occurs naturally through use.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction?

Yes No

Comments:

- Bar staff are given basic induction training.

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals?

Yes No

Comments:

- Staff are not given refresher training.

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?

Yes No

The fire safety measures in the building?

Yes No

Action in the event of fire?

Yes No

Action on hearing the fire alarm signal?

Yes No

Method of operation of manual call points?

Yes No

Location and use of fire extinguishers?

Yes No

Means for summoning the fire and rescue service?

Yes No

Identity of persons nominated to assist with evacuation?

Yes No

Identity of persons nominated to use fire extinguishing appliances?

Yes No

Comments:

- No full time staff are employed. Some of the above is covered in the induction training to the bar staff.

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

- As there are no full time staff this is deemed not applicable.

26.5 Are fire drills carried out at appropriate intervals? N/A Yes No

Comments:

- No full time staff are employed and due to the club being occupied on an ad hoc basis there has been no fire drills recorded or carried out.

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments:

- Instruction and information is given as required.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

- The premises appeared to be adequately maintained.

27.2 Weekly testing and periodic servicing of fire detection and alarm system?

Yes No

Comments and deficiencies observed:

- Weekly fire alarm testing is undertaken.
- An annual servicing contract is in place for the fire alarm system.

27.3 Monthly and annual testing routines for emergency escape lighting?

Yes No

Comments and deficiencies observed:

- Monthly emergency lighting tests are not carried out.
- An annual service contract is in place for the emergency lighting system.

27.4 Annual maintenance of fire extinguishing appliances?

Yes No

Comments and deficiencies observed:

- An annual service contract is in place for the maintenance of the fire extinguishing equipment.

27.5 Periodic inspection of external escape staircases and gangways?

N/A Yes No

Comments and deficiencies observed:

- The external staircase is not acceptable as a means of escape and has not been subject to an inspection by a structural engineer.
- Moss is present on the stair treads.

27.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

- Not applicable

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A Yes No

Comments and deficiencies observed:

- Not applicable

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No

Comments:

- Not applicable

27.9 Routine checks of final exit doors and/or security fastenings? N/A Yes No

Comments:

- Routine checks on final exit doors and security fastenings occurs naturally through use.

27.10 Annual inspection and test of lightning protection system? N/A Yes No

Comments:

- Not applicable

27.11 Other relevant inspections or tests:

- None.

Comments:

28. RECORDS

28.1 Appropriate records of:

| | | | |
|---|---|---|-----------------------------|
| Fire drills? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire training? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire alarm tests? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Emergency escape lighting tests? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Maintenance and testing of other fire protection systems? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

28.2 Comments:

- Records for the systems tested and maintained are available.
- Fire drill and training records are not required as there are no full time employees.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

| Potential consequences of fire ⇒ Likelihood of fire ↓ | Slight harm | Moderate harm | Extreme harm |
|---|----------------|------------------|------------------|
| Low | Trivial risk | Tolerable risk | Moderate risk |
| Medium | Tolerable risk | Moderate risk | Substantial risk |
| High | Moderate risk | Substantial risk | Intolerable risk |

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low
 Medium
 High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm
 Moderate harm
 Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

The building is provided with suitable fire safety measures to ensure that those using the building have adequate means of escape in the event of a fire, and systems are in place to ensure that the premises has been evacuated. The use of plant rooms to store items should be prevented.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

| Risk Level | Action and timescale |
|--------------------|---|
| Trivial | No action is required and no detailed records need be kept. |
| Tolerable | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| Substantial | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| Intolerable | Building (or relevant area) should not be occupied until the risk is reduced. |

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial





Tolerable


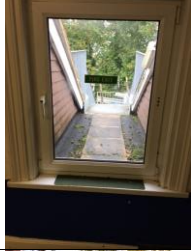


Priority Ratings






High Priority – Represent the highest risk and are judged to impinge directly on the safety of people. The Enforcing Authority may consider the deficiencies to constitute an Offence. Remedial actions to be completed as soon as possible.


Medium-Priority – May not impinge directly on the safety of people but nevertheless compromise the fire safety of the premises. To be completed within six months.

Low Priority– are recommended as a means of achieving best practice. Remedial actions should be completed when finances and circumstances permit.

| Item | Description | Photograph | Priority | Action By | Date Cleared |
|------|---|---|----------|-----------|--------------|
| 1. | There is unsafe use of extension leads in the upper bar area under the TV. If possible provide additional power sockets. |  | Medium | | |
| 2. | An electrical heater was found under in the bar area obstructed by a plastic bin. To prevent overheating, heaters must be positioned where there is sufficient ventilation and a clear space around the heater should be maintained to avoid combustible materials from being ignited. Consideration should also be given to using heaters where a live element is not installed, such as oil filled electric radiators rather than convection heaters. |  | Medium | | |
| 3. | Some unnecessary storage was located within the IT room. Due to the proximity of the electrical apparatus and the quantity of combustible materials, there is the potential, that in the event of a short circuit, the materials could be set alight, resulting in a fire. This room should not be used for storage and the materials should be removed and the cupboard should be locked shut. |  | Medium | | |
| 4. | There is an unprotected electrical installation within the kitchen. This should be rectified by a competent electrical engineer and made safe. |  | Medium | | |
| 5. | There is no evidence that Portable Appliance Testing (PAT) has been undertaken. PAT should be undertaken by a competent person and in line with HSE guidance and a record maintained. | | Medium | | |

| Item | Description | Photograph | Priority | Action By | Date Cleared |
|------|---|--|----------|-----------|--------------|
| 6. | There is an unsafe use of the beer fridge in the upper bar area. A plug for the fridge is covered in hemp. Remove the hemp or relocate the plug to an alternative power point. |  | High | | |
| 7. | The first floor has an escape window leading to an external metal staircase. Under current building regulations this is not acceptable. Remove the "Fire Exit" sign to prevent the use of the window as an escape route. |  | Medium | | |
| 8. | There is no disabled access or egress from the rear decking area. Provide a suitable ramp or equivalent to facilitate emergency evacuation from the upper bar area to the rear assembly point |  | High | | |
| 9. | A new door has been fitted to the IT room which has a FD 30 sticker attached. The door has not been installed to BS 8214:2008 as there are large gaps between the door and frame and has only two hinges, one with a screw missing. The door should be adjusted to ensure that there is no more than a 3mm gap between the hinge edge, leading edge and the top of the door frame. An additional hinge should be added. |  | Medium | | |

| Item | Description | Photograph | Priority | Action By | Date Cleared |
|------|--|---|----------|-----------|--------------|
| 10. | The fire alarm call points are not identified with appropriate signs throughout the premises. Install fire alarm call point signage complying to BS 5499-5 |  | Low | | |
| 11. | It was noticed that the fire action notices throughout the premises were not consistent in their design and format. Fire action notices provide critical information (such as the assembly point) and should be located adjacent to each call point, be unobstructed and contain accurate evacuation information. Fire action notices should be placed in appropriate positions. All fire action notices should be consistent in their design and comply with Health and Safety (Safety Signs and Signals) Regulations 1996. |  | Low | | |
| 12. | The external side of the final exit doors to the male and female changing room are not adequately identified. Install "Fire Exit Keep Clear" complying with BS 5499-5 |  | Low | | |
| 13. | There is insufficient directional escape route signage throughout the building. To ensure a safe evacuation, directional escape route signage should be provided in compliance with BS 5499-4 |  | Low | | |
| 14. | There are not sufficient No Smoking signs throughout the premises.. |  | Medium | | |

| Item | Description | Photograph | Priority | Action By | Date Cleared |
|------|---|---|----------|-----------|--------------|
| 15. | A dry powder extinguisher which has not been serviced or is mounted correctly was found in the upper bar area. This be removed and serviced in accordance with BS 5306 if it is required to be used. |  | Low | | |
| 16. | <p>A suitable emergency action plan has not been provided. An emergency plan is required to cover all emergencies including fire which may occur on the premises. This must then be distributed to all club members and part time staff. This should include actions to be taken if the fire alarm actuates when the club is not fully open and who should call the fire service.</p> <p>Due to the ad hoc occupancy of the club It is recommended that the fire alarm system is linked to a remote monitoring centre. This will ensure that the fire service would be called if the club was not fully open but some members were present.</p> | | Medium | | |
| 17. | When the upper bar area is hired out for private functions fire safety conditions should be imposed on the hirer to prevent inappropriate items being brought into the building. | | Medium | | |