



Addlestone Canoe Club

Fire Policy and Fire Risk Assessment



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General information

The BUILDING is a detached new build (2021), purpose-built for use as a Canoe Club.

- Ground Floor: part boat shed, part clubroom, changing rooms and toilets/showers, kitchen area.
- First floor: Over clubroom and changing rooms is an open plan first floor exercise room with doors to a balcony.

There is no sleeping accommodation.

Approx. floor area: 375.86m²

Build Materials

Ring beam block, in part larch clad all to 2021 safety standards.

Hours of use

- 0630 to 2100 Monday to Friday with closing up by 22.30
- 0830 to 2100 Saturday with closing up by 22.00
- 0930 to 2000 Sunday, with closing up by 21.00
- Indoor/outdoor gym or fitness sessions finish by 9pm Mon-Sat and 8pm Sun

Number of persons on site

Coaches, participants and visitors.

Average sessions consist of approx. 30 participants on the water. The gym area would accommodate approx. 20 people. Clubhouse area capacity, less than 60. Most people the site would accommodate at any one time: less than 150.

The majority of users are fit and under the age of 60.

Number of users between 60-80 who are active and mobile, less than 30.

Groups with mobility issues will be accommodated on occasion and are expected to have independent supervision depending on their needs. Disabled users who struggle with stairs will not be expected to be using the first floor gym area.

On occasion lone adult participants may use the club facilities, collect their equipment, and use the changing rooms.

Young people under 16 will always be supervised by responsible adult.

Any vulnerable persons visiting the site are expected to be accompanied by carers/helpers or have a designated club member to help with their needs.



Maintenance schedule

Fire alarm tests to be carried out	Quarterly
Fire drill procedure to be carried out	Once a year at coach training update
Emergency escape lighting tests to be carried out	Once a year
Maintenance of fire extinguishers	Annually by professional contractor

Records are located in the lobby cabinet.

Fire and evacuation procedure

In the event of a fire or emergency evacuation:

- Operate the nearest fire alarm point
- Leave the building via the nearest exit
- Report to the assembly point in the car park on the opposite side from the building
- Call the emergency services via 999
- Do not stop to collect personal belongings

Note that the fire extinguishers are intended only to ensure safe passage clear of flame to the exits.



Fire evacuation plans

Ground floor



First floor





How to switch off the fire alarm from inside the clubhouse

1. Check that there is no fire
2. Turn the red key anti-clockwise $\frac{1}{4}$ turn
3. Press the red button
4. Press the white button
5. Once the alarm stops press the green button
6. Turn the red key clockwise to the original place



Fire risk assessment

Risk	Control measures	Notes
Smoking	No Smoking allowed on the premise or anywhere on site.	'No Smoking' signs to be prominent.
Electrical Sources of Ignition Fuse Boxes and Wiring Personal electrical items Items such as radios, laptops, mobile phones may be used from time to time by members	<p>New and tested at hand over of building.</p> <p>Portable Appliances Any appliances to be PAT tested (annually).</p> <p>Only official charging cables to be used for mobile phones and laptops.</p> <p>No personal items to be left unattended, plugged in overnight.</p> <p>Extension leads and cables Any leads, adaptors, or cables to be tied safely to avoid trip hazard.</p> <p>Adaptors not to be overloaded.</p>	To be regularly tested as recommended.
Heating	<p>The mains gas supply runs to two boilers in the back right corner of the Boat Store. This area to be partitioned off to avoid risk of damage to boilers when moving boats around.</p> <p>Boilers to be checked and serviced by Gas Safe Engineer.</p>	Annually
Portable heaters	No portable heaters are used. If such heaters needed to be used as an interim emergency measure at any time, they need to be in good working order and PAT tested as soon as reasonably possible.	
Arson / deliberate ignition	Access gates to site locked when building not in use.	



	<p>CCTV installed and monitored.</p> <p>All visitors to site to sign in.</p>	
Bins	All waste to be removed regularly from the building and stored in the designated dustbin area outside for collection by the council. Empty bins as soon as full.	
Cooking	No gas – electric oven, hob and extractor. Appliances to be PAT tested annually. Cooking appliances and all work surfaces to be kept clean and free from grease. Fire blanket for pan / toaster fires. No tea towels etc to be left hanging over cooker, hob or any toaster. Kettle, urn, toaster, microwave, coffee machine to be PAT tested.	As part of ongoing cleaning after use.
Electrical appliances		
Extractor hood	To be cleaned annually. Emergency cut-off switches (signage to be included).	
Barbecues	Any barbecues are to be set up safely away from the building.	
Fire extinguishing appliances	<p>Suitable fire extinguishing appliances supplied in accordance with recommendations of and maintained annually by Chubb Fire:</p> <ul style="list-style-type: none">- 4xSF06 6L Foam Extinguishers - flame and heat suppressant- 4xEC20C 2kg CO2 Extinguishers - for anywhere there may be electrics <p>Extinguishers intended to ensure safe passage clear of flame to the exits.</p>	



	<p>Fire blanket to be kept in kitchen area.</p> <p>Guidance on use in emergency to be available to specific members and reviewed at intervals as advised.</p> <p>Suitable records of incidents and training and all checks to be maintained.</p> <p>There is an external water tap on the wall nearest the river.</p>	
Lighting	<p>Emergency lighting installed.</p> <p>Lighting protection system in place.</p>	Test annually
Dangerous substances	<p>Bleach and household cleaning materials to be stored in suitable containers away from potential sources of ignition.</p> <p>Extra supplies to be kept in Janitor's cupboard.</p> <p>No solvents or highly flammable materials or gas cylinders to be stored anywhere inside the building.</p> <p>Any needed are to be stored securely outside and away from the Building.</p>	
Housekeeping	<p>Escape routes and stairs to be clearly marked and kept clear.</p> <p>Appropriate signage, Emergency Fire Procedure, Emergency Assembly Point and Fire Policies to be displayed in the building.</p> <p>During any meeting on the premises, especially involving newcomers who may not be familiar should include an explanation and reminder of the emergency exit route and procedures.</p>	



	<p>Fire exit door opens outwards in the direction of escape and can be easily opened without the use of a key whenever the building is in use and occupied. This door is to be kept free of clutter and it is not possible to lock it from the inside.</p> <p>Regular testing of smoke alarms.</p> <p>Need for and conduct of fire drills to be regularly reviewed and if considered appropriate for key holders, provided annually.</p>	
Foam furniture	Any foam furniture to be checked regularly and kept in good condition.	
Boat store	To be kept clear of trip hazards, clutter, rubbish, or loose tools. Nothing to be hung from any visible or accessible electric cable or gas pipes.	
Works and maintenance	Where and whenever possible all work involving any flammable materials to be carried on outside. If not possible then to be carried out by a responsible adult in a well cleared and ventilated area. Any spillage to be cleaned appropriately immediately.	