



Fire Risk Assessment

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Assessors: William Kippen. (Commodore).

Date of assessment: December 2016

Date of review: Review due December 2017

Last fire drill: January 6th 2017

Alarm tests: With the agreement of our insurers, alarm tests are carried out every month.

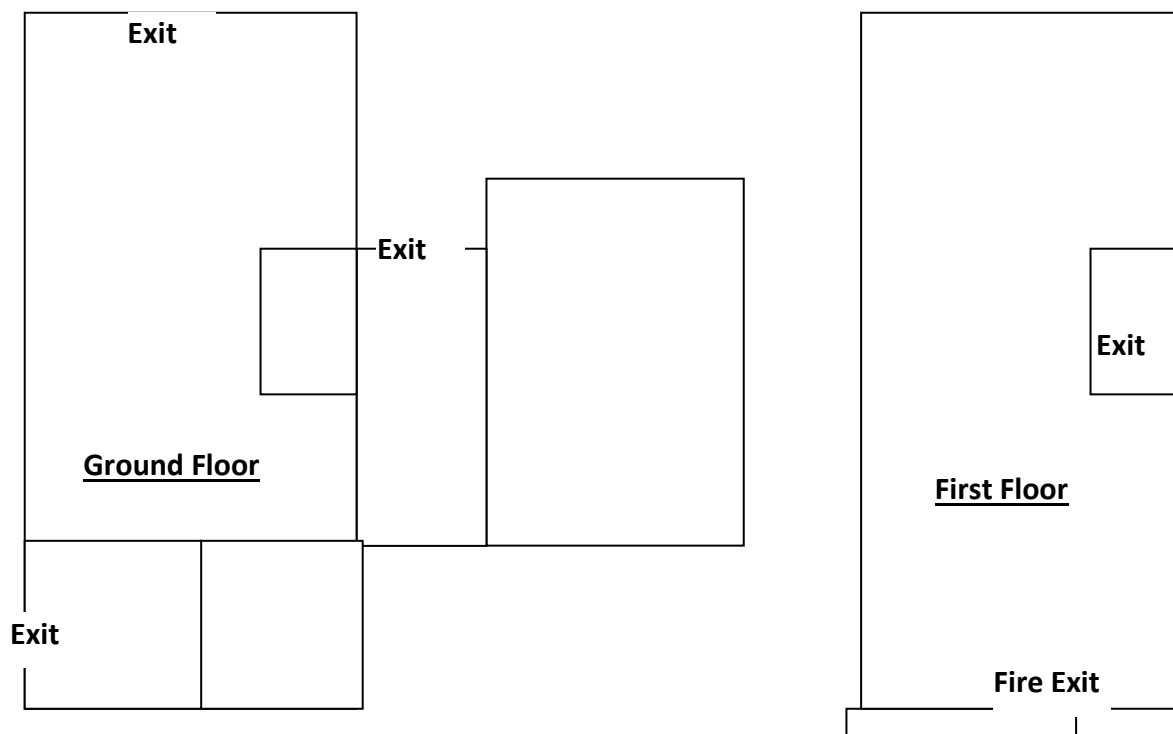
Buildings description:

Clubhouse: Two floors, Brick & Tile construction, approx. 500m² in total.

Egress: Two separate exits from both ground and first floors.

Occupancy: Typical up to 50, Maximum up to 150 (N.B. Maximum of 110 persons upstairs at any time).

Layout drawing:



Boat shed: Single storey with large storage area over accessed by external staircase. Tiled roof with timber clad walls, lined internally with fire resistant board.

Egress: Three garage style doors and one personal door.

Occupancy: Occasional one to four persons.

Tractor Shed: Single storey with tiled roof with timber clad walls, unlined internally.

Egress: One garage style door and one personal door.

Occupancy: Occasional one to two persons.



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Clubhouse Evacuation Procedure:

Upstairs should be evacuated via the external fire escape, unless the fire is at that end of the building, when the internal stairs should be used. Downstairs should be evacuated by the shortest available route.

"Management Plan in relation to the use of the upstairs room by persons with limited mobility, such that they would need physical assistance in order to evacuate the building:

In the event of a fire, it must be possible for all persons to leave the building within 2 minutes, using the 2 existing escape routes, and without use of the stair-lift.

- Organisers of events are responsible for ensuring there are sufficient able-bodied and properly briefed assistants available to enable each disabled person to be physically assisted to leave the building safely. The carry-chair provided, or any other suitable equipment may be used. The stair-lift must not be used.
- Limits to number of persons using upstairs - max 4 disabled persons and 110 persons in total at any one time present. (Note this limit is due to the width of the stairs (900mm after fitting stair lift)).

Implementation of the Management Plan is the responsibility of all event organisers including sponsors of private events."

Boat Shed Evacuation Procedures:

Since the Boat and Tractor Sheds are single storey and have wide garage type doors , no specific evacuation procedure is felt necessary. The Starting Hut is too small to need an evacuation procedure. The first floor store has only one entrance, so the evacuation procedure is via the outside staircase.

General Information:

The fire alarm system is maintained under contract with GCS Alarms and the alarm monitoring company is Southern Monitoring. The extinguishers and blankets are maintained under contract with E&J Fire Security. With agreement from our insurers (June 2012) we undertake monthly tests of the Fire Alarm system, Fire Extinguishers, Fire Doors and the Emergency lighting systems.

The Fire Brigade will not attend a fire that is detected automatically. Southern Monitoring will telephone the clubhouse and then go through a list until they find one who is able to attend the clubhouse. If anyone at the clubhouse and can see fire or smoke, they should telephone 999.

Risk Assessment: The main Clubhouse, events and lettings.

<u>What is the fire hazard?</u>	<u>Who might be harmed & how?</u>	<u>What is already being done to manage this risk?</u>	<u>Is anything extra needed to manage this risk?</u>	<u>Has the risk now been minimised?</u>
<u>Clubhouse, general</u>				
Furnishings: Carpet tiles, Chairs, Curtains & Tables.	Members, visitors and contractors by spread of fire.	All of our soft furnishings have been treated with fire-retardant, or are made of fire-retardant materials.	Not at present.	Yes
Flags and decorations	Members, visitors and contractors by spread of fire.	Use fire retardant fabrics, minimise sources ignition.	Not at present.	Risk low but needs vigilance.
Decorative wall & ceiling finishes	Members, visitors and contractors by	Fire-retardant coating to all woodwork	Periodic re-coating	Yes



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	spread of fire.			
Heaters, Ventilation and Lights	Members, visitors and contractors by source of fire.	Professional periodic testing.	Periodic re-testing.	Yes
Electrical equipment – audio, standing lamps etc	Members, visitors and contractors by source of fire.	PAT tested in line with IEE regs.	Periodic re-testing.	Yes
Decorations for Christmas, events and parties.	Members, visitors and contractors by source or spread of fire.	Use low voltage lights, remove after use.	Not at present.	Risk low but needs vigilance.
<u>Clubhouse, main room</u>				
Notices /correspondence in pigeon holes	Members, visitors and contractors by spread of fire.	Small amounts only, minimise sources ignition.	Don't allow amounts to build up.	Risk low but needs vigilance.
<u>Clubhouse, Upper deck</u>				
Storage area and cupboard – papers stored in cupboard	Members, visitors and contractors by spread of fire.	Solid fire resistant door.	Don't allow amounts to build up.	Yes
Rubbish in corner where chairs and tables are stacked	Members, visitors and contractors by spread of fire.	Checked periodically.	To be checked at working party.	Risk low but needs vigilance.
Library area – books, charts.	Members, visitors and contractors by spread of fire.	Don't allow amounts of combustible material to build up.	To be checked at working party.	Risk low but needs vigilance.
Candles – used for special events.	Members, visitors and contractors by source of fire.	All in holders – notice on storage container.	Maintain procedures.	Needs continued vigilance.
Fire-escape door. N.B. The right-hand door must be kept securely locked at all times. It is only intended for use in conjunction with the hoist-beam for moving heavy objects (e.g the piano). When open, it obstructs the fire-escape.	Members, visitors and contractors by impeding egress.	Notice on door.	Ensure that the door does not get blocked by furniture etc.	Needs continued vigilance.
<u>Clubhouse Stairway:</u>				
Under-stairs - Storage of crockery and electrical equipment. Rubbish tends to accumulate here – clothing life jackets etc to be cleared out at hard working days.	Members, visitors and contractors by spread of fire.	A fire resistant door has been installed.	Not at present.	Yes
Door to main room being wedged open.	Members, visitors and contractors by	An electric hold-back has been installed linked to	Not at present.	Yes



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	spread of fire.	Fire Alarm.		
2 nd access door at foot of stairs – to be kept unlocked when the upper deck is in use – or when more than 10 people in the building.	Members, visitors and contractors by impeding egress.	Automatic lock has been fitted to door, when the building alarm is deactivated the door is unlocked.	Not at present.	Yes.
Clubhouse Lobby/toilets :				
Notices on board. Articles tend to get left here, may clutter the space.	Members, visitors and contractors by spread of fire.	Procedure in place.	Periodic removal.	Risk low but needs vigilance.
Cleaning materials/polish in cleaner's store.	Members, visitors and contractors by spread of fire.	Procedure in place.	No	Risk low but needs vigilance.
Patio & outdoor area:				
Barbecues – Leave Barbecues to cool before storing in boat shed.	Members, visitors and contractors by source of fire.	No lighter fuel permitted.	No	Needs continued vigilance.
Fireworks	Members, visitors and contractors by source of fire.	Not permitted (Conditions imposed by our insurers)	No	Needs continued vigilance.
Bonfires	Members, visitors and contractors by source of fire.	Occasionally only on perimeter of site, for disposal of garden waste.	No	Needs continued vigilance.
'Flares' demonstration –	Members, visitors and contractors by source of fire.	Only by arrangement with and under supervision of coastguard.	No	Needs continued vigilance.
Patio area – smokers bucket and the 'hook on' ash trays used for functions.	Members, visitors and contractors by source of fire.	Designated smoking area.	No	Needs continued vigilance.
Kitchen:				
Gas hobs & ovens. Users of the kitchen should note that there is an emergency gas shut-off switch beside the door.	Members, visitors and contractors by source of fire.	Rule: " Nothing to be placed on top except cooking pans."	No	Yes, but needs continued vigilance
Water heater/dishwasher.	Members, visitors and contractors by source of fire.	Professionally installed, periodically tested.	No	Yes
Electric kettles/coffee maker/urn/mixer/toaster/microwave/Hot trolley – defunct appliances tend to accumulate.	Members, visitors and contractors by source of fire.	Regular PAT testing/disposal of faulty equipt.	Dispose of defunct equipment.	Yes, but needs continued vigilance.
Flammable liquids and aerosols:	Members, visitors and contractors by spread of fire.	Rule "No flammable liquids or aerosols, or barbecue lighters, to be	No	Yes, but needs continued



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		stored anywhere in the kitchen or store".		vigilance.
Cooking oils etc.	Members, visitors and contractors by spread of fire.	Rule: "All cooking oils etc to be stored only in the store. Deep-fat frying is not allowed".	To be checked periodically.	Yes, but needs continued vigilance.
Doors & hatch.	Members, visitors and contractors impeding egress.	Rule: "not to be locked at any time". Keys not available.	No	Yes, but needs continued vigilance.
Cloths and paper	Members, visitors and contractors by spread of fire.	Rule" Follow hygiene rules and keep a tidy workplace".	No	Yes, but needs continued vigilance.
Candles	Members, visitors and contractors by source of fire.	Rule: "only to be used in fire-resistant holders – One person responsible for collecting and storing in metal container".	No	Yes, but needs continued vigilance.
Gas containers for hobs.	Members, visitors and contractors by source of fire.	Exterior gas containers are stored in a purpose made metal gas store. The store is not to be locked.	No	Yes, but needs continued vigilance.

Risk assessment: The Outside areas

Consisting of three single storey garages for the storage of the safety boats and the tractor and a first floor store above the boat shed. The other building is a single storey shed used as the starting hut. In addition the area includes the outside space used for boat storage and car park.

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Boat & Tractor Sheds				
Fire fighting equipment obscured.	Members, visitors and contractors by unnecessary delays.	Periodic tidying to ensure fire extinguishers are visible.	No	Yes, but needs continued vigilance.
Electrical fire started by power tools e.g. drills, heat guns etc.	Members, visitors and contractors by source of fire.	All WSC appliances PAT tested. Members, contractors responsible for private power tools.	No	Yes, but needs continued vigilance.
Safety boat fuel storage.	Members, visitors and contractors by spread of fire.	Remove fuel tanks from boats and store in locked fuel store.	No	Yes, but needs continued vigilance.
Rags/wood shavings providing fuel to a fire.	Members, visitors and contractors by spread of fire.	Ensure Boat shed is kept tidy and all rubbish is disposed in the wheelie bins provided.	No	Done at Spring Working Party March 2012.



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Explosion or fire while charging the safety boat battery.	Members, visitors and contractors by source of fire.	Rule: Connect battery clips before connecting to mains.	No	Yes, but needs continued vigilance.
Engines, fuel residues in carburettor.	Members, visitors and contractors by spread of fire.	Carburettors should be emptied before engines put in store.	No	Yes, but needs continued vigilance.
Paints, thinners, resin, oils etc	Members, visitors and contractors by spread of fire.	Should be small quantities only, in metal cupboard with door closed.	No	Yes, but needs continued vigilance.
Doors kept unlocked whilst building is being used.	Members, contractors by impeding egress.	Rule in place.	No	Yes, but needs continued vigilance.
Portable electric heaters	Members, visitors and contractors by spread of fire.	Oil filled heaters only, must have current Pat test.	No	Yes, but needs continued vigilance.
First floor store above boat shed	N.B. We do not envisage that members of the public would ever access this area.			
Accumulation of combustible materials.	Members, contractors by spread of fire.	Periodic clearing out of rubbish at working parties.	Keep under review.	Yes, but needs continued vigilance.
Access and egress by outside staircase.	Members, contractors by impeding egress.	Staircase must be kept clear of all obstruction.	No	Yes, but needs continued vigilance.
Total ban on storing any flammable liquids.	Members, contractors by spread of fire.	Ban in place.	No	Yes, but needs continued vigilance.
Doors kept unlocked whilst building is being used.	Members, contractors by impeding egress.	Rule in place.	No	Yes, but needs continued vigilance.
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Petrol Storage container				
(Licensed by Essex County Council) Petrol catching fire	Members, visitors and contractors by spread of fire.	Only petrol to be stored here up to limit of 200Litres in approved containers.	No	Yes, but needs continued vigilance.
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Starting Hut				
Build up of flammable materials	Members, visitors and contractors by spread of fire	Periodic clean-up and disposal of any items. Total ban on outboard fuel.	No	Yes, but needs continued vigilance.
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Winter storage of cruisers				
Flammable materials, including paint & diesel fuel	Members, visitors and contractors by spread of fire	Instructions to members to minimise quantities and not leave electrical equipment unattended.	Keep under review	Yes, but needs continued vigilance.



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Outstanding issues.

1. Old hard. The Old hard and shed needs to have a fire risk assessment.
2. Environment Agency store. The Club shares the main clubhouse with a store occupied by the Environment Agency. We have yet to get a risk assessment from the Environment Agency for this store.

This document was approved by General Committee, February 1st 2017