

## FIRE RISK ASSESSMENT

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Version	Date Issued	By	Approved By	Comment
1	31/01/24	K Mizen	-	First draft, issued for comment
2	16/03/24	K Mizen	David Smith CMIOSH, MFPA, FRSPH	Comments incorporated from Assessor's inspection. Appendix 4 added.

## 1 Preface

This document has been prepared to assess and record the risk of fire within the premises of Hardway Sailing Club (The Club) and recognises the guidance provided by HM Government Guidance Document 'Fire Risk Assessment in Small and Medium Places of Assembly'. It also complies with the Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act 2022.

The Club is on a self-contained site, although residential properties are close by outside the perimeter. The risk from neighbouring premises therefore is low. Access to and from the site is via Priory Road and also the foreshore.

The Club has approximately 600 full members for which 24/7 access is maintained, however there is no permanent occupancy and no overnight accommodation. Members visit the Club mainly at weekends and some weekday evenings when the bar is open. The level of occupancy varies as to the time and occasion however the average could be estimated at 60 persons with a maximum of 150 on special occasions.

The premises are protected by an automatic fire alarm system comprising; fire alarm call points, point type heat or smoke detectors. Emergency lighting units are fitted internally and on external fire escape routes. Wall mounted fire extinguishers, fire instruction notices and signs are sited throughout the premises.

There is no nominated Fire Warden as such, the premises are relatively small and considered to be low risk. All members are familiar with the layout and escape routes. In the event of a fire a member will ring 999 after the evacuation has begun. Any on-site committee member will act as a fire Marshall to check the premises during evacuation.

Appendix 1 - plan views of the main floor and separately the under-build.

Appendix 2 - details in tabular form each respective area of the Club with a description of possible fire source(s), provision for extinguishing and means of escape.

Appendix 3 - completed Gov.UK Fire Risk Assessment Checklist

Appendix 4 – template for fire alarm call point tests

## 2 Description

### Identification of Fire Hazards

Sources of ignition, fuel and oxygen have been identified and recorded for each individual area in the table in Appendix 2.

### Identification of People at Risk

All members are familiar with the layout of the premises and escape routes, all escape routes are clearly indicated on notices local to the exits. All visitors are to be signed the Visitors Book and is to be with the host member during their time on the premises. Children must be always accompanied by an adult whilst on the premises.

Any contractor engaged on work at the site will be provided with induction training.

Wheelchair access/exit is provided and a ramp from the main exit route leads to the place of assembly.

### Evaluation, Removal, Reduction and Protection from Risk

The risk of a fire starting is considered to be low. There are few ignition sources, and the small amount of flammable materials are stored in flame-proof buildings/enclosures away from the main building.

Smoking is not permitted anywhere in the Club.

Electrical equipment is regularly inspected and maintained. Potable electrical equipment is regularly PAT tested. Records of these tests are maintained.

All waste materials are stored in designated bins away from the property.

### Record, Plan, Instruct and Train

Resulting from this risk assessment all findings have been recorded, an action plan forms part of the checklist in Appendix 3.

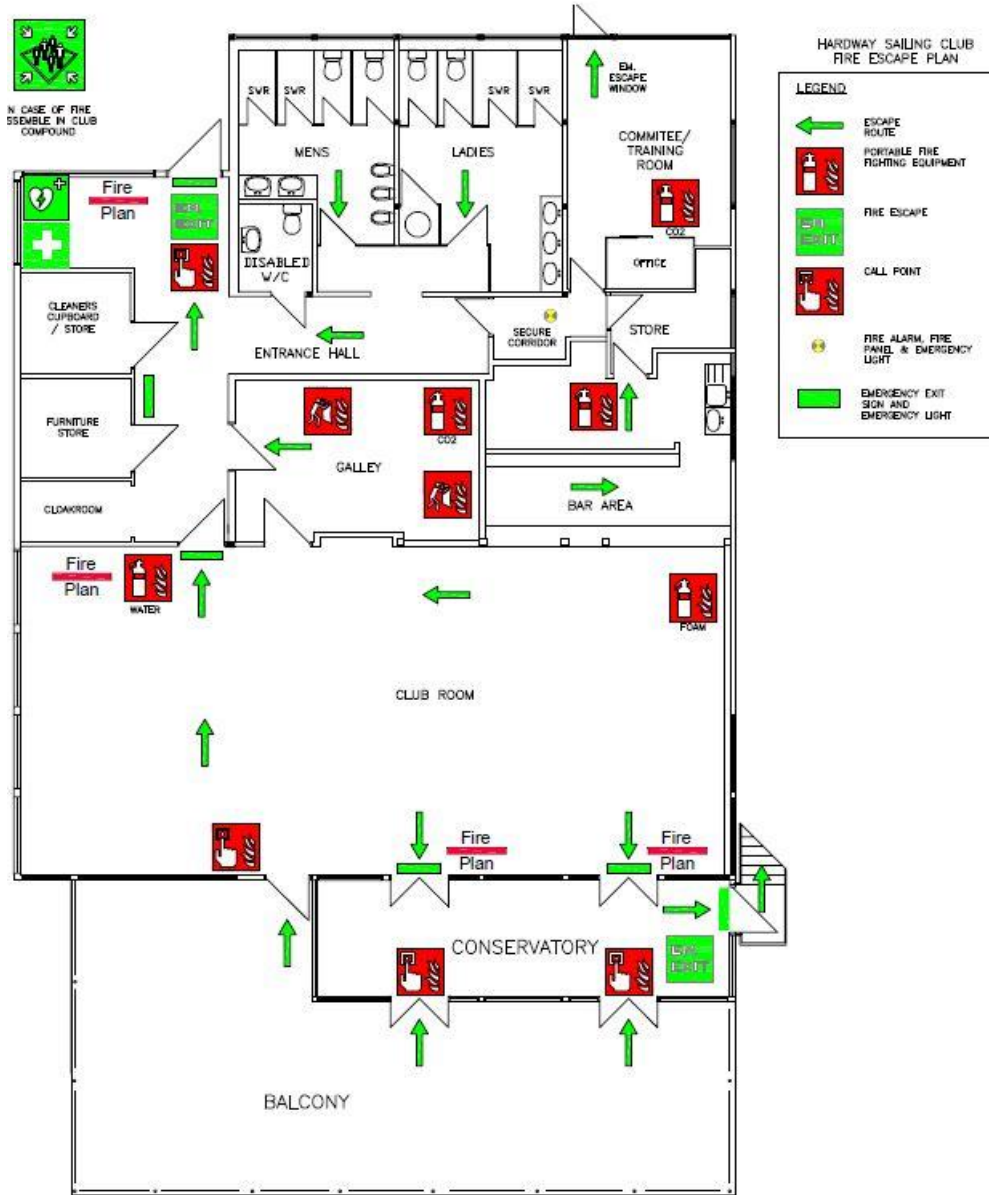
Escape plans showing escape routes are located at strategic areas around the building.

Instruction will be provided to any third-party contractors carrying out work on the premises.

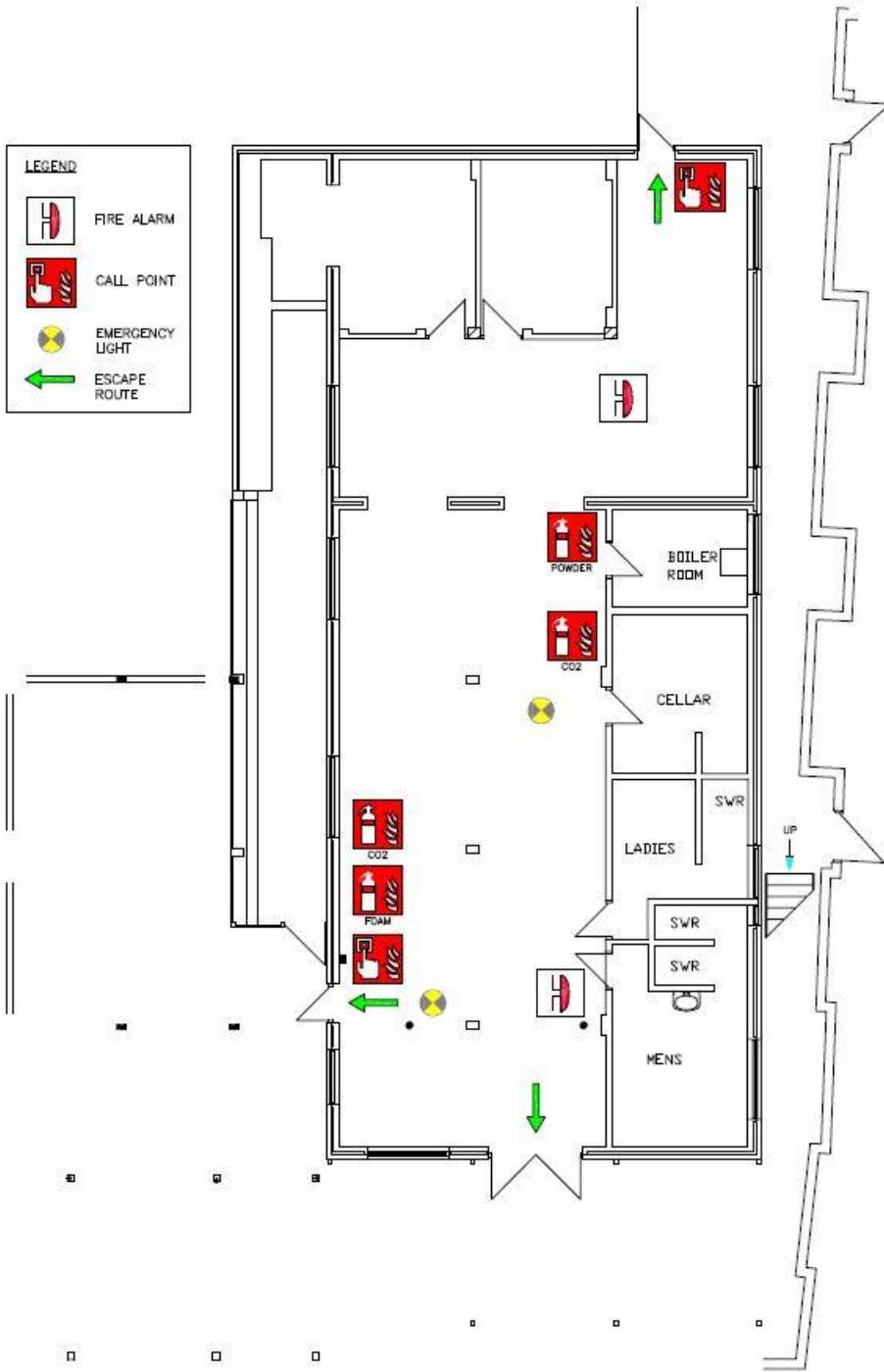
### Review

This risk assessment will be subject to annual review and revised where necessary.

# Appendix 1 – Floor Plans



First Floor



Ground Floor

Appendix 2 – Description of Areas

Ref.	Room/Area	Potential Sources of Ignition	Comment/Preventative Measures
1/1	Entrance Lobby/Hallway	Overhead LED lighting	Wall-mounted fire extinguisher Overhead illuminated escape signs Wall mounted defibrillator and first aid kit Fire alarm call point
1/2	Cleaner's Cupboard/Store	Overhead LED lighting	No windows to outside. COSHH Assessment carried out for all liquids and minimum quantities of each are kept.
1/3	Spare Furniture Store	Overhead LED lighting	No windows to outside.
1/4	Cloakroom	None	
1/5	Disabled Toilet	Overhead LED lighting & extractor fan	
1/6	Gents Toilet	Overhead LED lighting & extractor fan	
1/7	Ladies Toilet & Cleaner's Cupboard	Overhead LED lighting & extractor fan Cleaning products stored separately in the Cleaner's cupboard. Limited range of products Safety Data sheets held for COSHH items.	Cleaner's cupboard kept locked.
1/8	Committee/Training Room	Overhead LED lighting. Desktop PC & printer	Portable fire extinguisher Fire escape window to outside area

1/9	Secure Corridor	Overhead LED lighting.	Fire alarm panel and fire alarm mounted overhead. This is checked and serviced annually by Aylesbury Fire Systems Ltd
1/10	Bar Area	Overhead LED lighting. Dishwasher Electronic till	Wall mounted fire extinguisher. Escape routes through secure corridor, escape window in Committee/training room or over counter to main Clubroom
1/11	Galley	Overhead LED lighting. Gas cooker Chip fryers Extract fans Hot water boiler Insect Zapper Microwave ovens	Portable fire extinguisher and 2 x fire blankets  30 min Fire rated doors Escape path through lobby to outside Gas system checked annually Exhaust duct and filters cleaned regularly. Heat sensor to be retro fitted (see Action Plan)
1/12	Main Clubroom	Wall mounted heaters Overhead LED lights	2 x portable fire extinguishers Overhead illuminated escape signs 30 min Fire rated door 2 x Fire escape doors with panic bolts. Furniture covering and cushioning material is 'Ignition Crib 5' fire retardant to BS standard for public contract use. Opening windows Escape routes (2) through lobby and/or to the escape stairs via the conservatory area

			Fire alarm call points (2) Smoke sensor to be retro-fitted (see Action Plan)
G/1	Internal Mast Store Area	Battery charger Shower water pump	Escape routes through main entrance door, double doors and rear escape door. Photo luminescent points Illuminated exit sign and painted arrows on the floor Fire alarm call point Fire extinguishers Fire alarm Smoke detectors (2)
G/2	Bosun's Store	Overhead lighting	Kept locked.
G/3	Inflatable Store	Overhead lighting	
G/4	Workshop Area	Overhead lighting	Fire escape to outside area leading to exit door Fire alarm call point Fire extinguisher
G/5	Boiler Room	2 x domestic gas boilers	Gas system checked annually by Hoile Heating Fire extinguisher
G/6	Bar Cellar	Overhead lighting	Fire extinguisher
G/7	Ladies Toilet/Shower Room	Overhead lighting	
G/8	Gents Toilet/Shower Room	Overhead lighting	



O/1	Outside Paint Store	Flammable paint in tins	
O/2	Detached Outboard Store	Outboard motors with integral fuel tanks, no other fuel storage permitted.  Fuel in standard containers stored in a locked hazardous cabinet outside of the Outboard Store.	

## Appendix 3 – completed Gov.UK Fire Risk Assessment Checklist

# Fire risk assessment checklist

Responsible person (employer or person having control of premises):	Ken Mizen (Rear Commodore HSC)
Address of premises:	Hardway Sailing Club 103 Priory Road Hardway Gosport HANTS PO12 4LF
Assessor:	David Slater-Smith CMIOSH MFPA FRSPH
Date of assessment:	5th March 2024
Use of premises:	Sailing Club
Number of floors:	2
Construction:	Wooden framed structure with brick under-build
Maximum number of employees/visitors:	Varies, anything up to 150 members occasionally

## Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Are electrical equipment and appliances periodically inspected and tested?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the use of trailing leads and adaptors avoided where possible?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## Smoking

Are adequate measures in place to stop people from smoking on the premises? Yes  No

Are 'No smoking' signs provided? Yes  No

Are suitable arrangements in place for those who wish to smoke outside the premises? N/A  Yes  No

## Arson

Are the premises adequately secured to prevent unauthorised access? Yes  No

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? N/A  Yes  No

## Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance? N/A  Yes  No

Are portable heaters subject to periodic inspection and used safely? N/A  Yes  No

## Cooking

Are adequate measures taken to prevent fires from cooking? N/A  Yes  No

Are filters and ductwork subject to regular cleaning? N/A  Yes  No

## Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? Yes  No

Are combustible materials kept separate from ignition and heat sources? Yes  No

Is it ensured that all contractors who undertake work on the premises are competent and qualified? Yes  No

## Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? N/A  Yes  No

## Other significant fire hazards

Are there any other significant fire hazards in the premises? Yes  No

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.  
If the answer to any question is no, include suitable action within the Action Plan.

1. Smoking - a designated area with suitable receptacle is provided.
  2. The electrical system is subject to 5 year periodic inspection.
  3. The gas boilers (2) are subject to annual inspection.
- Documentation for 2 & 3 above are held by the Responsible Person.

## Means of escape

- Are all escape routes kept clear of obstructions to enable people to escape safely? Yes  No
- Are all fire exits easily and immediately openable? Yes  No
- Are distances of travel considered reasonable? Yes  No
- Are suitable precautions in place for all inner rooms? N/A  Yes  No
- Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? N/A  Yes  No
- Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? N/A  Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the Action Plan.

1. Self-closing fire resistant doors are provided at the exit from the Galley and Clubroom.
  2. Escape doors are provided with outward opening panic bolt openers.
  3. Escape route signs are located at all exits.
  4. Escape of disabled persons will be with member/Marshall assistance.
- See Appendices 1 & 2 for detailed descriptions of 1,2 & 3 above.

## Means of giving warning in case of fire

- Is there a suitable electrical fire alarm system? N/A  Yes  No
- Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A  Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the action plan.

1. The fire alarm system and all extinguishers are tested annually by 'Aylesbury Fire Alarm Systems Ltd' and records kept by the Responsible Person.
2. Smoke detectors are fitted in the Mast Store and will be retro-fitted to the Clubroom (see Action Plan item 1).

### Manual fire extinguishers

Is there reasonable provision of fire extinguishers? N/A  Yes  No

### Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? N/A  Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the action plan.

1. Refer to Appendix 2 for detailed explanation of measures provided.
2. All escape routes have been assessed to have provision of adequate lighting.

### Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs? N/A  Yes  No

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations? Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the action plan.

1. Escape routes are shown on the plans in Appendix 1, these are provided at strategic locations along escape routes.

## Management of fire safety

- Has someone been appointed to manage fire safety? Yes  No
- Are procedures in the event of fire appropriate and properly documented? Yes  No
- Are all employees given regular instruction and training on the action to take in the event of a fire? Yes  No
- Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? N/A  Yes  No
- Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Yes  No
- Are monthly and annual testing routines in place for the emergency escape lighting? N/A  Yes  No
- Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? N/A  Yes  No
- Are fire extinguishers subject to annual maintenance? N/A  Yes  No
- Are records of testing and maintenance maintained? Yes  No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

1. The fire alarm system and fire extinguishers are subject to annual inspection and test by 'Aylesbury Fire Alarm Systems Ltd.'
2. Committee members will act as fire wardens in the event of a fire and will be given suitable training.
3. Records of periodic maintenance and servicing are kept by the Responsible Person.



## Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1	Currently no smoke detector in the Clubroom	Aylesbury Fire Systems to install a suitable detector	3 months	K Mizen/Aylesbury
2	Currently no heat sensor in the Galley	Aylesbury Fire Systems to install a suitable sensor	3 months	K Mizen/Aylesbury
3	Fire alarm call points to be numbered for testing records	Add individual numbers to points.	1 month	K Mizen
4	Galley doors not self-closing	Install self-closures	3 months	K Mizen
5	Galley doors not 30 minute protected	Install intumescent strips to frames	3 months	K mizen
6	Store doors open outward to escape.	Fit signs keep closed while not in u	3 months	K Mizen
7				
8				
9				
10				

Appendix 4 – Weekly Fire Alarm Call-point Test Record

<b>Date</b>	<b>Call-point No.</b>	<b>Test OK?</b>	<b>Signed</b>	<b>Comment</b>