GROSVENOR ROWING CLUB
FIRE EMERGENCY ACTION PLAN

Location: Grosvenor Rowing Club, Chester CH1 1SD

Introduction

The Fire Emergency Action Plan must be made available to all members, employees and others who use the premises under the Club's control. It must also be available for inspection to other authorised persons such as a Fire Officer, Environmental Health Officer, HSE or HSA Inspector, Police Officer or appointed insurance assessor.

Responsibilities

The Chair or the person in control of the premises under Club control must complete the Fire Emergency Action Plan where indicated by blank boxes. Once completed the plan must be communicated to all members and employees. Copies of the plan should be displayed on Club Notice Boards or other suitable locations in the premises.

The Fire Emergency Action Plan should be tested from time to time to ensure its effectiveness and reviewed at least annually. The plan should be amended whenever there is a change in the use of the premises or where there is any increase in the risk of fire. This could be prompted where there is a change in the layout of the premises and/or the use of equipment, or where the number of people using the premises significantly alters.

The Fire Emergency Action Plan covers the following arrangements:

1. Action on discovering a fire
2. What to do if the fire alarm sounds
3. Calling the Fire Brigade
4. Evacuation of the premises including disabled and others who may be at specific risk
5. Shut off procedures for the electricity and gas supplies
6. Assembly point outside the building
7. Liaison with Emergency Services
8. Escape routes and fire exit use
9. Fire fighting equipment use
10. Responsibilities and duties to assist in case of fire
11. Training necessary to ensure the effectiveness of the Fire Emergency Action Plan

1. Action on discovering a fire

1. Operate the nearest fire alarm immediately - Fire alarm break point is located:

-In Club Hallway, next to exit. **-Far end of Gym by door exit to Alley** **-By door at bottom of stairs to Car Park**

2. Leave the building without delay.
3. Do not stop to collect personal belongings.
4. Proceed to the assembly point located at:

The Cobbled Area to the Front of the Rowing Club

2. What to do if the fire alarm sounds

1. Leave the building immediately by the nearest exit.
2. Proceed to the assembly point located.
3. Do not stop to collect personal belongings.
4. Ensure Electricity & Gas supplies are turned off at the Mains, in Men's Changing Room (cupboard to the right of urinals)

3. Calling the Fire Brigade

1. To call the Fire Brigade on hearing the fire alarm or on discovering a fire:

Telephone: 999

2. If necessary, the Fire Brigade will be contacted from outside the building by the use of a mobile phone.
3. Inform the operator at Emergency Services that you require the Fire Service.
4. Give them your name and the name, address, and postcode and telephone number of the premises as follows:
5.

Name and address of premises: **Grosvenor Rowing Club, Dee Lane, Chester** **Postcode: CH1 1SD** **Tel: 01244 311 231** Contact name: **Chair or Captain if present.**

4. Evacuation of the premises including those particularly at risk

1. All persons inside the premises must evacuate to the fire assembly point on hearing the alarm.
2. All persons with mobility issues should be directed to the disabled exit in the gym If this exit is not possible then they should be directed to Club Stairs and assistance given by members to evacuate. A responsible Member must remain in position until either, the person is evacuated, or the emergency is over.

3. Where applicable, the Signing-in, or Visitors Book will be taken to the assembly point by a responsible person on leaving the building.

The responsible person is: **Fire Marshall/Coach**.

4. The appointed Fire Marshals/Coach are responsible for checking their designated areas to ensure that no one is left on the premises after the alarm is raised.
5. The Fire Marshals/Coaches are responsible for ensuring persons identified as being at specific risk are given appropriate assistance to evacuate or begin to assist evacuation until the Fire Brigade arrive.

5. Shut off procedures for the electricity and gas supplies

1. Do not delay evacuation by attempting to switch off equipment and electrical appliances.
2. Close individual doors on leaving.
3. Close windows only if it is safe to do so and any delay does not put people at risk.
4. A designated Fire Marshal/Coach/Responsible Member will isolate the mains gas supply - but only if it is safe to do so.

The main gas isolation shut-off valve is located: **Men's Changing Room Toilet, Ground Floor**

6. Assembly point outside the building

1. The assembly points located at:

The Cobbled Area to the Front of the Rowing Club

2. The assembly point must be kept free of vehicles and other obstructions at all times when the building is occupied.
3. On evacuating the building everyone must go to the assembly point sign and await roll call.
4. No one is permitted to re-enter the building for any reason until the person in charge gives the all clear.
5. The person in charge will be either the Chair, Captain or designated Fire Marshal/Coach in his/her absence.

7. Liaison with Emergency Services

1. The person in charge (Chair, Captain or designated Fire Marshal/Coach) will be responsible for liasing with the Emergency Services on their arrival on site.
2. The person in charge will inform the Emergency Services of the nature and location of the "seat of fire" if known.
3. The person in charge will inform the Emergency Services of any person who may still be inside the building awaiting rescue and their exact location if known.
4. The person in charge will then take all instructions from the Emergency Services and liaise with the Fire Marshals/Coaches.
5. Only when directed by the Emergency Services will the person in charge give the all clear to re-enter the building.

8. Escape routes and fire exit use

1. Escape routes and fire exits must be kept free of obstruction at all times.
2. Vehicles must not be left close to fire exit doors.
3. Fire exit doors must be capable of being opened easily and immediately, without the use of a key.
4. Escape routes inside the building must not be used to store combustible materials.
5. When using escape routes and fire exits people must do so without delay and remain in a calm and orderly manner.

9. Fire fighting equipment use

1. Portable Fire Fighting Equipment is located at designated points inside the premises.
2. The extinguishers are either standing on designated fire point stands or hanging from wall brackets.
3. The type of fire extinguisher is identified by a sign positioned above it and marked on the extinguisher itself.
4. Portable fire extinguishers are in the premises for the following types of fires:

Tick as applicable:	
Class A – for free burning combustible materials (Water, Spray Foam, ABC Dry Powder)	√
Class B – for flammable liquids (ABC or BC Dry Powder, CO_2)	√
Class C – for flammable gasses (ABC or BC Dry Powder	√
Class F – for cooking oils and fats (Type F – Wet Chemical)	√
Electrical hazards (ABC or BC Dry Powder, CO_2)	√

5. No one is permitted to use portable fire fighting equipment unless they have been trained in their correct use.
6. Trained persons should only attempt to use fire fighting equipment if they feel it is safe to do so without comprising their safe means of escape.
7. No one must move, cover, obstruct or tamper with fire fighting equipment, or discharge fire extinguishers without due cause. Failure to observe these instructions will be regarded as a serious breach of Club Procedures by the Club Committee.

10. Responsibilities and duties to assist in case of fire

1. The Chair has overall responsibility for the implementation of the Fire Emergency Action Plan.
2. The Chair is responsible for ensuring that the Fire Emergency Action Plan is communicated to all Members of the Club and that it is effectively implemented.
3. The Chair, Captain, Fire Marshals/Coaches have specific responsibilities in assisting with fire evacuation, assembly point roll call, liasing with the Emergency Services and in the monitoring of the fire precautions.
4. Each Member is responsible for being aware of the contents of the Fire Emergency Action Plan and for co-operating with the Club Management and appointed Fire Marshals/Coaches in its effective implementation.
5. Contractors and visitors are responsible for co-operating with the Club in the implementation of these fire precautions and for following instructions given by Grosvenor representatives.

11. Training necessary to ensure the effectiveness of the Fire Emergency Action Plan

1. All Members will receive fire safety instruction during induction training at the start of their membership.

2. The induction training will include:

   - What to do on discovering a fire
   - How to raise the alarm and what happens next
   - What to do on hearing the fire alarm
   - The arrangements for calling the fire brigade
   - The evacuation procedures for everyone in the workplace to reach an assembly point at a safe place
   - The importance of reporting to the designated assembly point
   - Where applicable, the procedure for alerting members of the public and visitors, directing them to exits and the arrangements for assisting people with disabilities to a place of safety
   - The location and, where appropriate, the use of fire fighting equipment
   - To close doors and windows on leaving the Clubhouse if it is safe to do so
   - The location of escape routes, especially those not in regular use, and physically walking these routes
   - How to open all escape doors, including the use of any emergency fastenings
   - The importance of keeping doors closed to prevent the spread of fire, heat and smoke, and other basic fire prevention measures
   - Where appropriate, how to stop equipment and processes and isolate power supplies (gas and electricity) in the event of fire
   - The safe use and risks from storing or working with highly flammable and explosive substances such as petrol and liquefied petroleum gas (LPG)
   - The importance of general fire safety and good housekeeping
   - Reporting faults and incidents, including leaks and spills of flammable liquids and the emergency procedures for them

3. Fire Wardens/Coaches are expected to assist other people to escape e.g. people with disabilities, children etc. and will receive more specific training relevant to those responsibilities.

4. Members who may be expected to operate portable fire fighting equipment (fire extinguishers) in order to extinguish small fires or to assist in making an escape from a fire, will receive practical training in their use.

5. The Chair, Captain, Fire Wardens & Coaches will receive training in their responsibilities outlined in the Fire Emergency Action Plan.

6. Dee Fire LTD service the club's fire extinguishers, safety lights and alarms twice per year. Monthly checks are also completed and logged in the fire logbook, located in the hallway by the club's entrance.

7. In keeping with current legislation smoking is strictly prohibited in all areas of Grosvenor Rowing Club, Chester. The club is classed as a non-smoking premises, this also extends to the club balcony.