

## Henley-in-Arden Tennis Club

### Fire Safety Policy



#### In case of fire in the Club House

- Do not attempt to fight the fire
- Raise the alarm by calling “Fire” so that anyone in the changing rooms can hear
- Leave the Club House in a calm and orderly fashion by one of the two marked exits, helping anyone with mobility issues or guests
- Do not stop to collect belongings or return to the Club House
- Gather at the fire assembly point (Sports Ground Car Park), and ask anyone on-site, whether outside the Club House or on the tennis courts, to join at the assembly point
- Call the fire brigade
- Let the Committee know the relevant details including in relation to false alarms via [henleyinardentennis@gmail.com](mailto:henleyinardentennis@gmail.com)

#### Further details

- Anyone organising an event at the Club should be familiar with the above procedures and should assume responsibility in the event of a fire at the Club
- A fire safety assessment was conducted in August 2023, following which it was agreed that
  - fire extinguishers should not be held on-site on the basis that they should only be used by trained people and extinguishers need to be maintained
  - a fire alarm was not necessary given the small size of the Club House
- Fire action notices should be clearly displayed in the Club House
- Signs for emergency exits should be maintained at each of the exits
- Emergency lighting should be tested on an annual basis  
PAT testing should be conducted on a biennial basis
- An electrical installations inspection should be conducted on a five-yearly basis

- Members should be reminded regularly of the fire safety policy
- New members should be made aware of the fire safety policy on joining the Club

### **Fire safety log**

<b>Item</b>	<b>Last</b>	<b>Next</b>
Emergency lighting test (annual)		Dec 2023
PAT testing (biennial)		Dec 2023
Electrical installations inspection (5-yearly)		Dec 2023
Reminders of the policy	Nov 2023	Nov 2024
Policy review	Nov 2023	Nov 2028

<b>Incident details</b>
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**Approved by the Committee November 2023**