

# FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

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## PREMISES PARTICULARS

**Premises Name** Newtown Linford Tennis Club.

**Use of Premises** Tennis Clubhouse and Courts [2]

**Address**

Junction of Main St. and Groby Lane, Newtown Linford,  
LE6 0AD

**Owner/Employer/Person in control of the workplace** Newtown Linford Tennis Club Committee

**Telephone Number**

**Date of Risk Assessment** 5/1/2022

**Date of Review** 5/1/2023

**Name and relevant details of the person who carried out the Fire Risk Assessment**

Dr Ian R Schofield [NLTC Welfare & Safeguarding Officer]

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## GENERAL STATEMENT OF POLICY

**Statement:** This Fire Risk Assessment has been based on the recommendations contained within the document "HM Government - Small and medium places of Assembly - Fire Safety Risk Assessment".

**Signed:**

**Print Name:** Dr Ian R Schofield

**Date:** 5/1/2022

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**MANAGEMENT SYSTEMS**

**Commentary** The Fire Risk Assessment has been collated by the “Responsible Person” for Fire Safety [in this case the Club’s Welfare and Safeguarding Officer] and been approved by the Committee.

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**GENERAL DESCRIPTIONS OF PREMISES**

**Occupancy**

Times the premises are in use: **09.00** to **21.00**

The total number of persons employed within the premises at any one time: **self employed coach**

The total number of persons who may resort to the premises at any one time: **12-15 maximum**

**Size**

Building Footprint (Metres x Metres): **4x7.5 = 30 m<sup>2</sup>**

Number of floors: **one**

Number of stairs: **x6 access stairs to Clubhouse and same to separate entry toilet**

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**FIRE SAFETY SYSTEMS WITHIN THE PREMISES**

*Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)*

*In accordance with the above document [p20, 3.4.1] “Level of protection should be proportionate to risk posed” - As the building is small with only x2 [unconnected] doors. I propose that a simple shout system of “Fire, fire” is all that is required, and least prone to mechanical failure or a need for maintenance.*

*Emergency Lighting: (i.e. Maintained/Non-maintained, 1hr/3hr duration to BS 5266)*

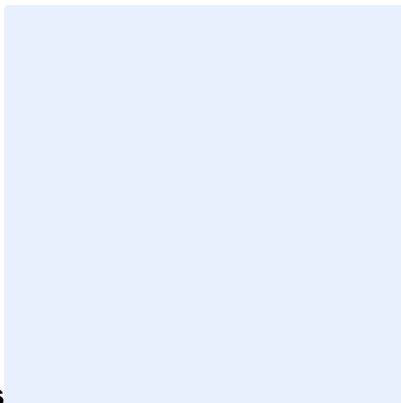
*There is no Emergency lighting - However, in essence, this is a small, one room, premises*

*Other: (i.e. Sprinkler system to LPC rules BS 5306)*

*In accordance with the size of the room and likely causation of a fire - A single, powder-based Fire Extinguisher has been provided, and highlighted/signed.*

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**PLAN DRAWING**



**See attached plans**

**7****IDENTIFY FIRE HAZARDS****Sources of Ignition:**

- 1] *Electrical equipment - Fridge, Cooker, TV*
- 2] *Naked flame - eg Smoking material*
- 3] *Arson*

**Sources of Fuel:**

- 1] *Wood Fabrication*
- 2] *Bins under covered canopy*
- 3] *Upholstery - At the time of the Fire Risk Assessment, the settee was examined and found to have a sticker on the base, confirming it complied with Fire Safety regulations*
- 4] *Stored wood under Clubhouse*
- 5] *Other combustible material - eg Towels*

**Work Processes:**

*The Responsible Person and Committee will work collaboratively to ensure the safety of the Club's Membership*

**Structural features that could promote the spread of fire:**

*Wood Fabrication*

**8****IDENTIFY PEOPLE AT RISK**

*Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk and what controls are, or need to be in place:*

- 1] *Coach and Volunteers*
- 2] *Club Members*
- 3] *Visitors from other Clubs*
- 4] *Guests, spectators, parents, guardians*

**9****MEANS OF ESCAPE – HORIZONTAL EVACUATION****Commentary:**

- 1] *Large, double glass doors*
- 2] *Separate toilet door*

**10****MEANS OF ESCAPE – VERTICAL EVACUATION**

*Commentary:*

*The Clubhouse is of single construction*

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## **FIRE SAFETY SIGNS AND NOTICES**

*Commentary:*

*1]The Fire safety Action Plan has been reviewed, and is still pertinent. It is prominently displayed in the Clubhouse*

*2]Signage for the "Assembly Point" has been erected*

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## **FIRE WARNING SYSTEM**

*Commentary: See Section 5, the premises are too small to require, or benefit from, a Fire Alarm System. It would not confer greater safety to human life, as the only risk would be [Electrical fault, Arson] when nobody is on the premises?*

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## **EMERGENCY LIGHTING SYSTEM**

*Commentary:Again, the premises are too small to benefit from Emergency lighting installation*

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## **FIRE FIGHTING EQUIPMENT**

*Commentary: Since last year's Fire safety Assessment, a Powder Fire extinguisher has been installed*

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## **MANAGEMENT - MAINTENANCE**

*Is there a maintenance programme for the fire safety provisions in the premises?:*

*Commentary: An annual Fire Risk Assessment will evaluate whether the Fire safety measures are current and pertinent. It will also ensure that all equipment maintenance and/or training is up to date.*

*There is also a regular Cleaning programme, part of which will ensure the regular emptying of the x2 Dustbins which are outside, under the covered canopy.*

*Are regular checks of fire resisting doors, walls and partitions carried out?:*

*Commentary: Not professionally, only via the "Responsible person"*

*Are regular checks of escape routes and exit doors carried out?:*

*Commentary: In such a small premises, the escape route is clear, and only 2-3 metres away - It is kept clear at all times.*

*Are regular checks of fire safety signs carried out?:*

*Commentary: Yes, at the annual Fire Risk Assessment*

Is there a maintenance regime for the fire warning system?: N/A

Weekly: Six Monthly: Annually:

Commentary: N/A

Is there a maintenance regime for the emergency lighting system?: N/A

Weekly: Monthly: Annually: N/A

Commentary: N/A

Is there maintenance of the fire fighting equipment (by a competent person)?:

Weekly: Monthly: Annually: Yes

Commentary: The Powder Fire Extinguisher is checked Annually

Are records kept and their location identified?:

Commentary: The records for the Fire fighting equipment are kept by the Responsible Officer

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## **METHOD FOR CALLING THE FIRE SERVICE**

Specify: The Fire Service can be contacted by phoning "999" on the Mobile Phone of one of the individuals present.

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## **EMERGENCY ACTION PLAN (EAP)**

Commentary:

- 1] Raise the Alarm
- 2] Call the Emergency Services by dialling 999
- 3] Leave the building by the Exit, and close door to reduce Oxygen supply once everyone is out
- 4] Report to Assembly point [signed] at gate to Court 1
- 5] Do not stop to collect personal belongings.
- 6] Do not return to the building until authorised to do so.

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## **TRAINING**

Commentary:

The Responsible Officer has been unable to access face-to-face, local, Fire extinguisher training, primarily due to the COVID restrictions

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## **FIRE SAFETY DEFICIENCIES TO BE RECTIFIED**

Deficiency/Rectification

Priority

Date to be  
Rectified

Date  
Rectified

<p>1]Training remains outstanding for Responsible Officer with reference to Fire Extinguisher training</p> <p>2]Ensure PAT testing of electrical equipment is carried out.</p> <p>3]Establish time scale for removal of stored wood under Clubhouse.</p> <p>4]Ensure Electrical appliance are turned off, if not in use.</p>	<p>high</p> <p>very high</p> <p>high</p> <p>high</p>	<p>1/1/2023</p> <p>1/3/2022</p> <p>1/8/2022</p> <p>1/3/2022</p>	
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<b>20</b>	<b>SIGNIFICANT FINDINGS</b>
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<i>Significant Findings</i>	<i>Control Measure/Action</i>
<p>1]Risk of Arson/wood under Clubhouse</p> <p>2]Electrical Fire Risk</p>	<p>Ensure bins are regularly emptied, and wood needs using or storing elsewhere</p> <p>Ensure PAT testing is completed</p>

<b>21</b>	<b>ADDITIONAL HAZARDS</b>
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*Specify: None*

*Need to consult the Fire Service?: None*