



## **RETFORD TENNIS CLUB FIRE POLICY**

### **1.0 Introduction**

RTC is a responsible organisation and takes its fire safety duties seriously. We have formulated this policy to help us comply with our legal obligations to members, users, contractors and visitors under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place where fire safety risks are minimised.

### **2.0 Scope**

This policy covers our clubhouse and courts at Retford Tennis Club and applies to all members and users. It covers the responsibilities and roles of the Club Committee, management team, members and users. It also assigns responsibilities to our visitors and contractors. Users are informed through this policy, signs, fire drills and inductions (where appropriate).

### **3.0 Aims/Objectives**

To ensure compliance with all relevant legislation  
To ensure effective liaison with the local fire authority where appropriate  
To undertake suitable and sufficient fire risk assessment of our premises and activities within premises  
To identify and implement reasonably practicable control measures to control risks from fire.

### **4.0 Responsibility**

A review of our fire risk assessment will take place annually by the designated Health & Safety Officer and/or other nominated Trustee, or earlier if legislation is changed, also if there has been major works to the property or an incident or accident involving fire. Any actions arising from the fire risk assessment should be logged in a Corrective Actions Log to be held by the Club Committee.

### **5.0 Control measures**

Trustees will ensure that fire health and safety inspections are carried out on our premises at regular intervals as defined by the relevant fire risk assessment.

As a general rule the minimum requirements are:

- There will be at least two fire drills carried out per year.
- Fire extinguishers will be inspected yearly by competent technicians.
- Smoke detectors will be checked at least once a month.
- We will have a full electrical test done every 5 years.

All of the above will be recorded in a Fire Log Book and any problems immediately reported to a Trustee or the designated Health & Safety Officer.

Written fire evacuation procedures will be positioned in our premises so that they are clearly visible to all.

Emergency Evacuation Plans will be written for any person with disabilities that would affect their safe evacuation.

We will ensure that there are sufficient trained fire wardens at our club and the names of fire wardens are recorded in the fire log book.

Visitors and contractors are to be given a fire safety induction when they sign in.

### **ACTIONS IN THE EVENT OF FIRE IN THE TENNIS CLUB/CAR PARK**

- Those noticing the fire should make others aware and raise the alarm. This can be done in the short term by shouting 'FIRE, FIRE, FIRE'
- Play is to cease immediately
- Ensure anyone in the clubhouse is made aware of the fire and anybody with any sort of disability is assisted to leave the building and get to the assembly point.
- Raise the alarm and Dial 999
- Everyone is to remain at the assembly point until given permission to leave by the emergency services
- Players are not to return to the tennis area until told it is safe to do so by a competent authority

Fire Extinguishers are located in the clubhouse

- One black extinguisher CO2 (Carbon Dioxide) for use on electrical fires in the clubhouse
- One red water extinguisher for use on wood and solid material fires
- One black powder extinguisher CO2 (Carbon Dioxide) cupboard where solar panel batteries are located (electrical cupboard)
- One fire blanket located in the kitchen area

Smoke detectors are in the main clubhouse area, all toilet/changing rooms and in the electrical cupboard, they will all ring in the event of a fire. There is a separate smoke alarm in the main shed

## **7 Related policies**

Health and Safety Policy

### **7.1 Legislation**

The Regulatory Reform (Fire Safety) Order 2005

Health and Safety etc. at work Act 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002