



## 1. Introduction

- 1.1 This policy sets out the roles, responsibilities and arrangements underpinning Warsash Sailing Club's (i.e. the Club's) approach to fire safety. The Club will ensure that, as far as is possible, fires are prevented and that, in the event of a fire, members, staff and visitors know exactly what to do and how to react.

## 2. Role Definitions

- 2.1 Fire Safety Officer: The Rear Commodore House.
- 2.2 Fire Warden: The Club Administrator during working hours, in their absence the Senior Accountant. Out of working hours the Senior Member present defined in descending order as:
- A Flag Officer in order Commodore, Vice Commodore, Rear Commodore House, Rear Commodore Sailing; Rear Commodore Hospitality; Rear Commodore Communications & IT;
  - A Club Officer in order Hon Sec, Hon Treasurer;
  - An Executive Committee member;
  - The on-watch bar volunteer;
  - The training lead for an ongoing club afloat training activity (if ashore);
  - The event co-ordinator for an ongoing club event.
- 2.3 Fire Officer: The Senior Bosun present during working hours, the Club member detailed to assist by the Senior Member Present.

## 3. Responsibility

- 3.1 The Commodore and the Executive Committee have ultimate responsibility for Fire Safety and the implementation of the measures required by this policy.
- 3.2 The Rear Commodore House has day-to-day responsibility for Fire Safety as the Fire Safety Officer.
- 3.3 All staff are to be aware of their responsibilities for fire safety and their actions in the event of a fire:
- 3.3.1 The Fire Warden arranges staff fire training, ensures that fire evacuation notices are kept up to date and records the fire/equipment checks and maintenance carried out. In the event of a fire, the Fire Warden takes the roll call of people at the muster point and is the Point of Contact for liaison with the Fire and Emergency Services (see HS101A).
- 3.3.2 The Fire Officer (as Senior Bosun) carries out routine fire safety checks. In the event of a fire they investigate the report of a fire and supervises firefighting by use of extinguishers if safe to do so. They confirm that the building has been evacuated (see HS101A).
- 3.4 All Club Members should be aware of Club fire safety measures, including evacuation routes, and be ready to aid the evacuation of disabled persons and visitors in the event of a fire.

## 4. Policy

- 4.1 Detailed actions taken in the event of a fire are described in the associated HS101A, Fire Emergency Action Plan. A summary of this is:
- 4.1.1 On the discovery of, or suspicion of a fire, the first person aware of the fire or on the scene should raise the alarm immediately by operating the nearest "breakglass callpoint" and/or by shouting "fire fire fire".
- 4.1.2 The Fire and Emergency Services are called – 999.
- 4.1.3 Occupants of the building evacuate to the fire muster points (Shore House Pound or Lobster Pound) using the fire escape routes posted in each room.
- 4.1.4 The Fire Warden checks persons at the muster point, informs Club Officers of the emergency and liaises with the Fire and Emergency Services (i.e. including confirming that they have been called).
- 4.1.5 The Fire Officer investigates the fire report, confirms the existence of a fire, carries out any firefighting if safe to do so and checks that the building has been evacuated.
- 4.1.6 The passenger lift is not to be used in the event of a fire. Disabled persons are to be assisted to a safe zone and then helped to the fire muster point.
- 4.2 The Rear Commodore House is responsible for arranging and updating Fire Risk Assessments and for ensuring that staff carry out routine checks (see section 5 below).
- 4.3 Full records of fire precautions should be kept in a fire log. This information should be entered by the Fire



Safety Officer and the Fire Warden and should include:

- for fire drills: the times and dates of drills;
- for fire alarm tests: the times and dates of tests;
- for firefighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing.
- for training: times and dates of training events, who attended and what was covered.

## 5. Routine Equipment and Systems Checks

### 5.1 Daily checks:

5.1.1 Every day the Club's Fire Officer (i.e. Senior Bosun) checks that:

- all fire doors are operable and are not wedged open;
- all Fire Exits and stairways are free of clutter;
- all unnecessary electrical equipment and heaters are turned off;
- storerooms or rubbish areas do not have smouldering fires;
- areas where contractors have been working are free of fire hazards.

### 5.2 Weekly checks

5.2.1 Every week the Club's Fire Officer checks that:

- alarm systems function and can be heard in all parts of the building;
- all firefighting equipment is in good repair and are in place;
- stocks of flammable materials or gases are kept to an absolute minimum and are stored safely outside of buildings wherever possible;
- all goods and boxes are safely stored to minimize clutter, reduce the fuel available to a fire and to enable people to exit the building safely in the event of an emergency;
- all FIRE INSTRUCTION NOTICES and NO SMOKING notices are in place and have not been obscured;
- all electrical equipment is free of obvious defects such as worn or broken cables and leads;
- the Club's security arrangements are all in place discouraging arson.

### 5.3 Monthly checks

5.3.1 Each month the Club's Fire Officer checks that:

- the emergency lighting is functioning correctly including all luminaires and exit signs.
- Hold open/swing free devices are tested by simulating failure of the mains power supply or operation of the fire alarm system or fire alarms sounding (acoustic hold backs).
- All emergency and panic escape devices are operating correctly, especially on external doors not used for other purposes.

### 5.4 Annual checks

- Full inspection and test of the fire alarm system including fire alarm systems, smoke detectors, call points and emergency lighting to be carried out by competent persons. Any defects found should be logged and the necessary action taken, certificates of testing should be obtained and filed in the "Fire Safety Records File".
- Service and check of portable fire extinguishers

## 6. References:

Policy HS101: WSC Fire and handling a fire.

## 7. Change history

V1.0 Initial issue dated 5 Dec 2016;

V2.0 Update following initial experience dated 4 March 2019;

V3.0 Reviewed and Checked July 2023.