

NEWPORT BOAT CLUB/
CLWB CYCHOD TREFDRAETH

Parrog
Newport/Trefdraeth
Pembrokeshire
SA42 0RP

FIRE RISK ASSESSMENT

1st written July, 2007

Last Fire inspection January 2019

Policy reviewed and rewritten December 2022

PREMISES: Newport Boat Club, Parrog, Newport, SA420RP

LOCATION: Newport Boat Club is located at Parrog, Newport, Pems. adjacent to the sea and the estuary of the River Nevern.

GENERAL DESCRIPTION OF PREMISES:

The building is an early nineteenth century two storey warehouse, converted in 1972, together with more recent extension. The original building is stone and the extensions are of concrete block construction, with slate and composite slate roofing.

The primary building houses a bar on the ground floor and a room known as the commodore's room on the first floor. This contains a small bar and access to a west facing balcony and fire escape. This room is used for club meetings and events, and is sometimes hired to members and local organisations for meetings and events.

A single storey extension has female toilets and changing room with showers and corridor access to a two storey extension and the bar. The two storey component has on the ground floor, a toilet for the disabled together with male toilets and changing room, a room known as the 'cellar' for beer pumps and stock and a further store room. Upstairs there is a smaller room used for small meetings and indoor rowing machines, leading off this room is a small office. There is also a small kitchen. A further extension houses boat equipment, and in the winter a safety boat.

Outside the Club to the South is a lawned area with tables and seats and includes spaces for keeping dinghies in the summer. To the west is a small terrace overlooking the sea. The north and east have a Grasscrete area used for tenders and safety boats in season. This eastern area also holds a lockable galvanised steel container where petrol for the Club's boats and propane gas is stored. This is about 30 metres from the eastern gable of the Club.

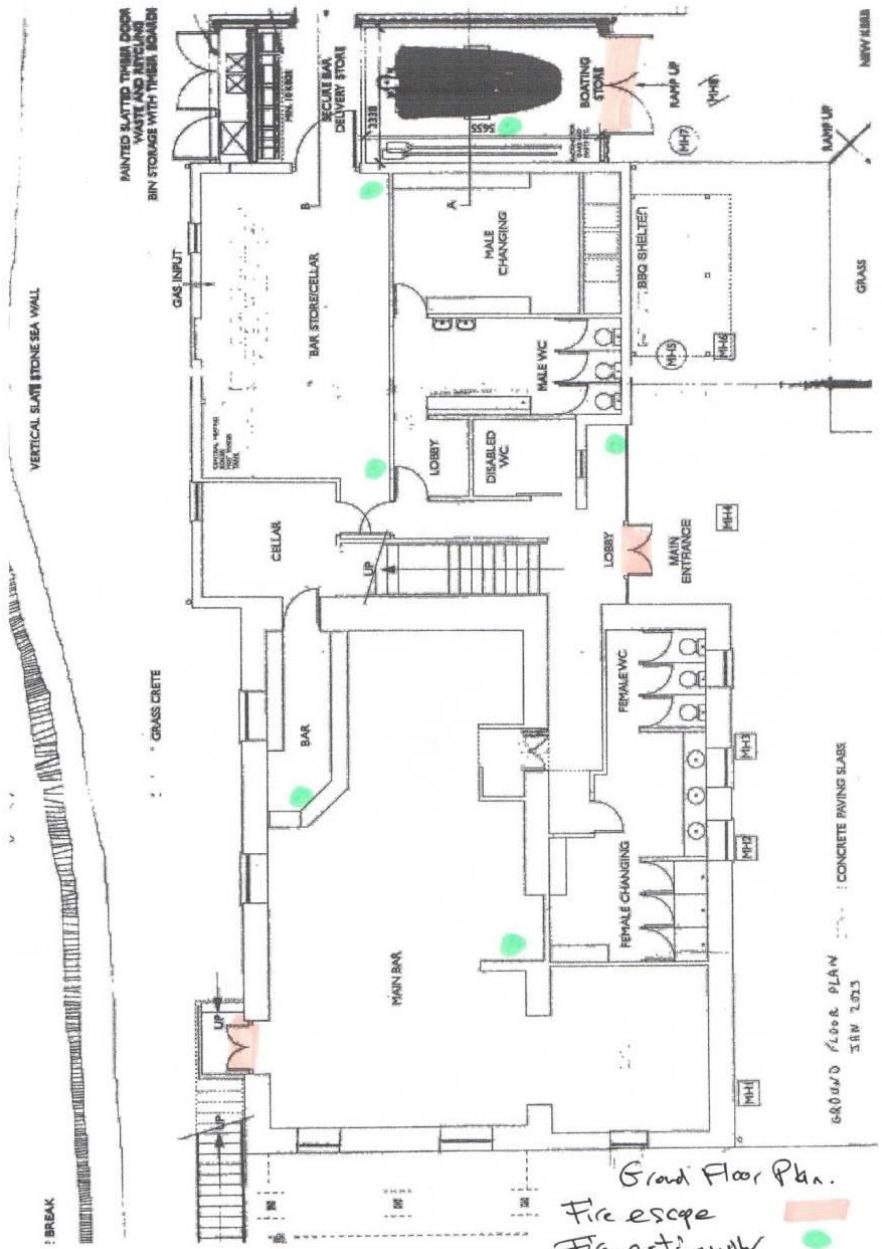
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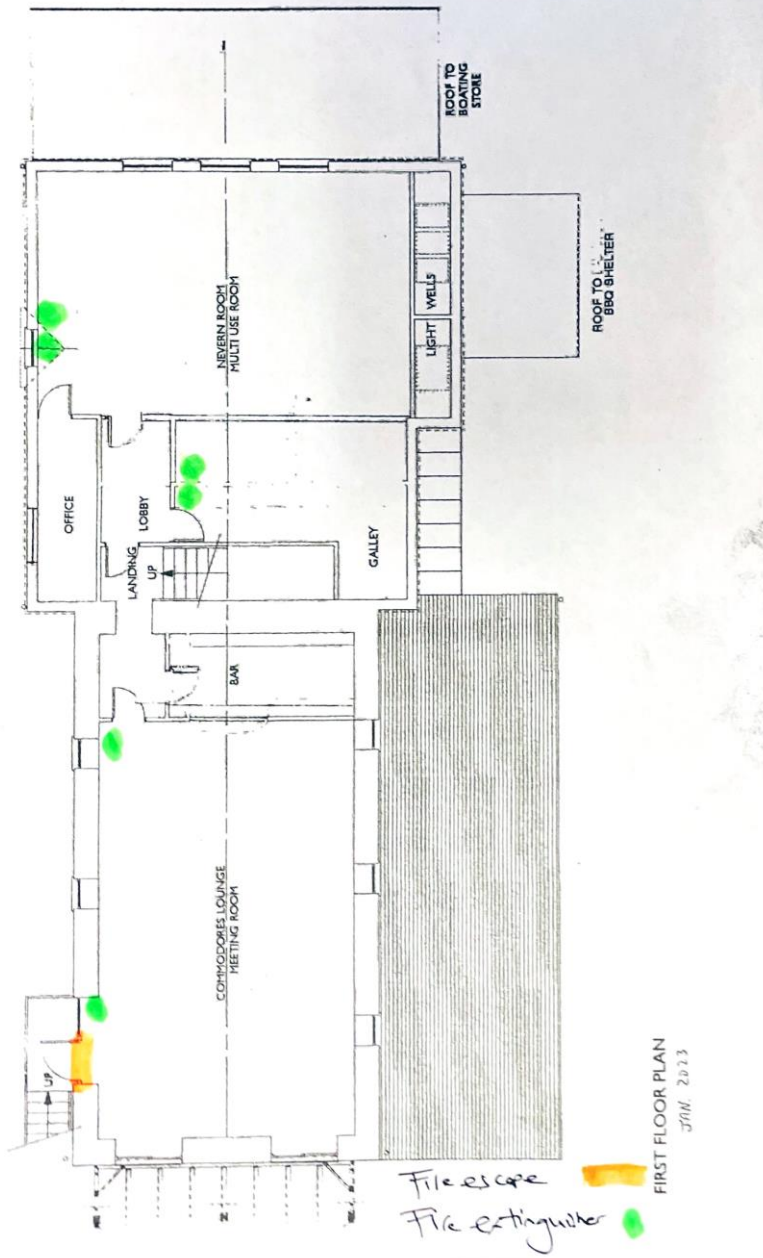
OCCUPANCY:

The Club is normally open from 16.30 – 21.00 weekdays and 12.00 – 22.00 on Saturday and Sunday. In the holiday season it is open from 12.00 – 22.00h most days. Permanent staff and Officers of the Club have access at other times. Changing rooms and toilets may occasionally be open at other times when racing is taking place.

PLAN

Showing location of fire escapes and fire extinguishers





GENERAL STATEMENT OF POLICY

It is the policy of Newport Boat Club to protect all persons including employees, Members and their guests, contractors and other visitors to the Club from potential injury and damage to their health that might arise from activities at the Club.

The Club will provide and maintain safe working conditions, equipment and systems of work for all employees and will provide such training, information and supervision as is needed for this purpose.

The Club will maintain a high level of commitment to health and safety requirements including the risk of fire and will comply with statutory requirements.

MANAGEMENT SYSTEMS

The Club is run by an elected Management Committee (unremunerated) and employs a full-time Club Administration Manager, a part-time Bar Manager, and casual bar staff. Health and Safety is the responsibility of the Management Committee with day-to-day compliance delegated to the Club Administration Manager (CAM) who works closely with the Commodore of the Club and the facilities Committee lead. CAM and the Bar Manager are responsible for training staff and ensuring they are properly aware of potential fire hazards and what they are to do in the event of an emergency.

ELECTRICAL SYSTEMS

All circuits are protected by RCD devices. Portable appliances are also protected by RCDs that are tested regularly and a register kept. Portable appliances brought into the Club are also protected by individual RCDs and the owners are further required not to use coils of cable. The electrical installation is regularly tested and the emergency lighting is tested monthly and a record kept.

Commented [R T1]:

FIRE HAZARDS AND CONTROL MEASURES BY ROOM

<u>Rooms</u>	<u>Ignition sources</u>	<u>Fuel sources</u>	<u>Control Measures</u>
Members bar	Electric fan heaters x2 Electrical appliances	Furniture	-No exceptional hazards identified. -Ignition sources are commensurate with use. -All circuits including portable appliances protected by RCDs. -Fire extinguishers and fire escapes as detailed on plan. -Fire doors as advised. -Fire escape and primary exit routes indicated. -Staff given appropriate training.
Cellar	Electrical appliances		
Store room	Electrical appliances Boiler	Shelving	
Mens toilets/ changing rooms/ Store cupboard		Furniture	
Disabled toilet			
Corridor & internal staircase			
Ladies toilets/changing room		Furniture	
Nevern room		Furniture	
Office	Electrical appliances	Furniture Paper storage and files	
Commodores bar	Electrical appliances		
Commodores lounge		Furniture	As above and attendance at events restricted to 60.
Kitchen	Electrical appliances. Gas cooker		As above and additionally: -Gas shut off valves for cooker/ovens - Hatch door to remain in position -Rules of use and potential hazards to be specifically brought to attention of users and signed -Fire blanket
Exterior: Bin area		Waste packaging	Locked with combination padlock
Boat shed	Electrical charge points for radios	Out board engine	-No exceptional hazards identified. -Ignition sources are commensurate with use. -All circuits including portable appliances protected by RCDs. -Fire extinguishers and fire escapes as detailed on plan. -Small Outboard motor petrol engines to be stored away from each other -Minimum amounts of petrol to be kept in their tanks

MEANS OF ESCAPE

Vertical evacuation: from either the fire escape in the Commodore lounge or the main internal stairs if no fire downstairs.

Horizontal evacuation: follow signage in each room for nearest exits.

FIRE-FIGHTING EQUIPMENT: See plan above/appended

MAINTENANCE

Regular checks of fire warning systems/alarms:	Cam weekly
Regular checks of escape routes & exit doors:	Facilities monthly & daily visual by staff
Regular checks of fire safety signs:	CAM monthly
Regular checks of fire resisting doors:	Facilities (Monthly)
Maintenance program fire warning system and emergency lighting:	Annual qualified check
Maintenance program for fire-fighting equipment:	Yes annual with dyfd alarms

FIRE EMERGENCY PLAN:

STAFF

- On discovering a fire, break glass in nearest call point, fire alarm will sound. DO NOT investigate the source of the fire, but direct customers out of the Club by the nearest available emergency exit. DO NOT stop to collect belongings and do not allow customers to collect belongings.
- Staff should only tackle a fire if competent in the use of the extinguisher and feel confident the fire can be dealt with safely
- Staff must not put themselves at risk.
- Ensure as far as practicable that all customers and staff are off the premises.
- Guide everyone evacuated to assemble at the top of the North Slipway.
- Dial 999 ask for FIRE SERVICE stating Fire at Newport Boat Club, The Parrog, Newport, Pembrokeshire SA42 0RP.

The senior member of staff present at the time should report to the senior fire officer on their arrival and pass over the following information.

- Confirmation or not of a known fire and its location.
- Confirmation or not of any known missing persons and their last known position.
- Any known injured persons.
- Access points to the fire area and any known hazards.

FALSE ALARMS: On hearing / viewing the alert or alarm at the main panel, staff to investigate the alarm location where safe to do so. When satisfied that there is no fire, cancel and re-set at the main panel.

GENERAL

No fire incident has been recorded at Newport Boat Club since the building was first occupied by the Club and there is no staff with disabilities that would prejudice their chances of escape in the event of fire. However the Management Committee is not complacent and as a result of the recent, most helpful visit from the Fire Service has

reviewed its equipment and procedures and identified several amendments that need to be made. Most of these are listed above but additionally extra attention will be paid to enriching staff awareness of potential hazards and Club requirements. Particular attention will be paid to those people who might be working alone in the building.

FURTHER ACTIONS:

- To source and provide fire training for nominated staff for nominated staff.
- Provide a visual alarm device complying with BS 5839 part 1 linked to the existing fire alarm system in the bar area of the first floor so staff can be alerted and alert others in the event of the fire alarm activating – awaiting completion by Dyfed alarms (Jan 23), post their inspection visit 25.1.23.

Responsibility and Monitoring

The Management Committee and CAM will be responsible for ensuring the implementation and monitoring of this assessment and policy.

The Management Committee will review this policy at regular intervals of no more than three years, (or when legislation changes deem it necessary).

This assessment was carried out, in December 2022 by Niki South Honorary Commodore with assistance from Ema Commons Club Administration manager, reviewed by Mike Mathias (NBC Facilities lead). It is based on informal advice from Mid and West Wales Fire and Rescue Service at their last inspection and specimen documents and legal requirements.