

Fire Risk Assessment – East Grinstead Tennis & Squash Club

Risk Assessment – Record of significant findings

Risk assessment for: East Grinstead Tennis & Squash Club Location: Ship Street, East Grinstead, West Sussex, RH19 4EE	Assessment undertaken by: Committee Member for House & Grounds Date: 26 th September 2011 Completed by: Oliver Weisflog Signature:
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Fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Floor/area: 1st floor clubhouse	Use: Changing Rooms, Toilets, Showers, Boiler Room	
Gas boiler pilot light	Gas	Doors & Windows
Electrical equipment (hand/hair dryers)	Fixtures & Fittings	
Floor/area: Ground floor clubhouse	Use: Clubroom, Bar, Kitchen, Squash Court, Stairs to 1st floor, Beer Store	
Gas cooker	Gas	Doors & Windows
Electrical Equipment	Fixtures & Fittings	
	Gas cylinders	
Electrical meters		
Floor/area: Squash Courts	Use: Squash courts, stairs to viewing gallery	
None		Door
Floor/area: Shed	Use: Squash courts, stairs to viewing gallery	
BBQ ignition system	Fuel in mowers/strimmer/leaf blower	Doors & Windows
	Fuel in containers	
	LPG Gas cylinders for BBQ	

People at risk

Club members, staff, visitors (including sub-contractors and emergency service personnel)

Evaluate, remove, reduce and protect from risk

Evaluate the risk of the fire occurring

- Low risk from boiler & electrical equipment
- Medium risk from cooker
- Low risk from electrical meters

Evaluate the risk to people from a fire starting in the premises

- Low risk on ground floor where there are 3 exit points
- Low risk on 1st floor where there are 2 exit points
- Low risk in shed

Remove and reduce the hazards that may cause a fire

- No smoking allowed in the buildings or vicinity of the shed
- Ensure the cooker use is supervised and switched off after use
- Remove any flammable items from the vicinity of the cooker (tea towels etc)
- Ensure all portable appliances are PAT tested annually
- Mains test carried out periodically
- Store fuel and gas in approved containers and disconnect LPG from BBQs after use
- Keep cupboard under stairs clear of combustible materials e.g. paint, excess papers etc.
- Vehicles not parked near the club entrance
- Locking up procedures to include a Fire Check e.g. windows and doors closed, hairdryers switched off

Remove and reduce the risks to people from a fire

- Ensure signage is up to date and assembly point communicated to members
- Communicate evacuation procedure to members, staff, and visitors
- **(Fire Alarm sounds a continuous siren and red flashing lights in main clubhouse)**
- Ensure fire prevention equipment is regularly serviced
- Ensure lighting is adequate for escape routes

- Remove any objects from the perimeter of the club house that may impede access to the exit gate
- Ensure that the grass surrounding the club is cut short and regularly to aid safe evacuation
- Ensure fire/smoke alarms are regularly tested
- Ensure fire doors are not propped open and that door closers are working
- Instruct members , staff ,and visitors not to fight fires but evacuate and call the fire brigade

Assessment review

Assessment/review date

Completed by

Signature

Review outcome: (where substantial changes have occurred a new record sheet should be used)