

## **Elstead Village Tennis Club's Fire Evacuation Policy**

This policy contains the fire instruction notice for members, visitors, contractors and consultants of Elstead Village Tennis Club.

### **Sequence:**

Alarm – Evacuation – Call the Fire and Rescue Services – Assembly – Roll Call - Tackle the Fire

### **Purpose:**

To prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the club if confronted with a fire or other emergency.

### **Alarm:**

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.

### **Evacuation:**

Exit the clubhouse immediately, closing all doors, and proceed at a steady uniform pace and in an orderly manner to the Assembly Point (at the end of the path leading to the Car Park).

Anyone on the premises, but not in the clubhouse, should also go immediately to the Assembly Point (at the end of the path leading to the Car Park)

Do not delay exit to collect possessions or re-enter the building to collect them until permission is given by the Fire and Rescue Service.

### **Call the Fire and Rescue Services:**

Call 999

All outbreak of fire, however small, or any suspected, should be reported immediately to the Fire and Rescue Service, by the quickest means available.

It is the responsibility of Committee Members/Coaching Staff present (or in their absence any person), to ensure that the Fire and Rescue Service is called.

### **Assembly**

All personnel to remain at the Assembly Point until given permission to leave by the emergency services

Personnel not to return to the tennis area / clubhouse until told it is safe to do so by a competent authority.

No cars are to be driven out of the car park.

### **Roll Call:**

When gathered at the Assembly Point, a roll call should be taken.

Due to the unpredictable nature of attendance at the Club, each "responsible person" should report immediately to the most senior club official in attendance "all present" or otherwise.

Coaches are responsible for those under their charge.

Parents/guardians of those being coached should report to the coach concerned.

Team captains are responsible for those engaged in match play.

Members and visitors participating in “social play” should report through an elected individual.

If anyone is missing, without endangering life, an immediate search should be made by elected adults.

The Officer in Charge of the Fire and Rescue Service should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

## **Elstead Village Tennis Club’s Fire Safety Policy**

### Part I: Policy details

#### 1. What does this policy cover and who is covered?

Elstead Village Tennis Club takes fire safety very seriously. We aim to ensure the safety of all persons who are in, on or in the vicinity of, the premises from which we conduct tennis activities. This includes safety from fire and its effects.

Fire hazards can occur in multiple ways. We expect members to understand where the dangers lie, how to avoid the risks arising, and, how to handle a break out should it occur.

We therefore expect you to:

- Be alert to any fire hazards (listed further below, please familiarise yourself with them)
- Immediately report any concerns about hazards and/or fire safety to our fire safety officer
- Ensure that you are not the cause of any fire hazard by:
  - Not leaving permitted electrical appliances plugged in when they are not being used (including kettles, toasters, etc)
  - Turning off your computer, where relevant, when not in use and disconnecting laptops entirely from any plug socket before you leave the building at the end of your working hours each day
  - Not using portable electrical radiators, heaters, fan units or other heat-generating appliances (including kettles, toasters, microwaves, hairdryers, heated hair-styling equipment, etc) without the prior consent in writing or our fire safety officer
  - smoking, lighting candles or otherwise handling matches, fire lighters or other fire-generating items on our within the vicinity of our premises (no barbecues!)
  - Damaging plugs, cables, wiring, lights and/or lighting equipment
  - Blocking fire escapes, e.g. by piling items in front of these exits
  - handling or storing chemical or flammable goods unless you have the express knowledge and consent of the fire safety officer
  - engaging anyone to carry out maintenance, renovation, refurbishment etc works of any nature on our premises without the express prior consent of the fire safety officer
  - tampering with any fire equipment
  - only using any equipment that you have been permitted by your line manager or our fire safety officer to use, and only for the purpose for which it is intended
- Report:
  - any fire safety equipment, such as extinguishers or fire blankets, that are missing or look damaged

- any plug sockets or other electrical interfaces that are not working or look damaged or that have been misused / look as if they have been
- Comply immediately and responsibly with any fire evacuation orders, whether practice drills or real evacuations
- Attend fire safety and any other health and safety training sessions that we request. Our fire safety officer will inform you what training is relevant to your role and contracted duties to Elstead Village Tennis Club
- Properly use any fire safety equipment that you have been trained and authorised to use by our fire safety officer
- Sound the alert, evacuate and call 999 - do not tackle any fire hazard on your own, unless you have been properly trained to do so

## 2. Who does it apply to?

All Elstead Village Tennis Club's members, volunteers contractors and consultants.

## 3. Questions and reporting hazards

The Committee of Elstead Village Tennis Club is responsible for Elstead Village Tennis Club's overall fire safety compliance.

- Scott Tunbridge is EVTC's 'Responsible Person' when it comes to fire safety
- within Elstead Village Tennis Club, he takes responsibility for ensuring that Elstead Village Tennis Club:
  - acts at all times to reduce the risk of fire
  - Ensures a safe place for all members and visitors
  - Develops and maintains a robust fire safety plan which accurately reflects and predicts risks and concentrates on life preservation not equipment preservation
  - Has clearly established and allocated roles and responsibilities for fire safety
  - Regularly assesses risks and compliance with our fire safety plan, as well as risks and compliance of any new projects; and monitors and keeps accurate records of evacuation drills, any incidents and how they were resolved and what training has been carried out
  - Regularly conducts training on fire safety and enforces compliance with this policy and our fire safety rules
  - Engages someone competent to conduct regular fire risk assessments (this might not be the fire safety officer but an expert appointed for this purpose)
  - Ensure that all members have knowledge of emergency evacuation plans – especially plans and solutions for members who are disabled, for whom personal emergency evacuation plans must be developed in conjunction with that less able person).

Elstead Village Tennis Club is committed to ensuring that the fire safety officer is in a position to support those responsible for the implementation and maintenance of this policy, ensuring that they have enough authority to exert influence and be able to communicate effectively to members.

If you have any questions or you need to report a hazard, you should contact our fire safety officer on the details below:

- Main phone number: 07710 487901
- Back-up/emergency phone number: 07595 421755
- info@elsteadtennis.co.uk

The Committee of Elstead Village Tennis Club has delegated the following duties to Scott Tunbridge, who has been appointed by them as Elstead Village Tennis Club's fire safety officer / 'fire marshal':

- a) He will ensure that:
- b) all exits are available and useable
- c) Firefighting equipment is in the designated places
- d) The Fire Risk Assessment is completed
- e) Ensure the regular servicing of Fire fighting equipment (as per manufacturer instructions or at least yearly)
- f) Ensuring electrical appliances are made subject to PAT testing each year

## Part II: Your fire safety obligations and responsibilities

### 1. What is meant by a fire hazard?

Fire hazards include:

- Portable electrical appliances (such as kettles, toasters, hairdryers, heated hair-styling equipment,, computers, etc)
- Loose or hanging cables, damaged plug sockets and/or light switches
- Smoking or use of other fire-generating items/equipment (candles, fire-lighters, etc) on our premises or in close proximity to it
- Blocked fire escapes / damaged fire exit locks
- Piles of paper, boxes or files around fire exit areas

### 2. Your duties and responsibilities

Elstead Village Tennis Club expects you to:

- Be alert to any fire hazards and immediately report any concerns to our fire safety officer
- Ensure that you are not the cause of any fire hazard by:
  - Not leaving permitted electrical appliances plugged in when they are not being used (including kettles, toasters, hairdryers, heated hair-styling equipment, desk lamps, desk fans, etc)
  - Turning off your computer, where relevant, when not in use and disconnecting laptops entirely from any plug socket before you leave the building at the end of your working hours each day
  - Not using portable electrical radiators, heaters, fan units or other heat-generating appliances (including kettles, toasters, microwaves, hairdryers, heated hair-styling equipment, etc) without the prior consent in writing or our fire safety officer
  - smoking, lighting candles or otherwise handling matches, fire lighters or other fire-generating items on our within the vicinity of our premises (no barbecues!)
  - Damaging plugs, cables, wiring, lights and/or lighting equipment
  - Blocking fire escapes, e.g. by piling items in front of these exits
  - Leaving papers, files and other flammable items piled on, in or around your work-space , rather than keeping them in lockable, fire safe containers, (e.g. filing cabinets) or practising a paperless office strategy
  - handling or storing chemical or flammable goods unless you have the express knowledge and consent of the fire safety officer
  - engaging anyone to carry out maintenance, renovation, refurbishment etc works of any nature on our premises without the express prior consent of the fire safety officer
  - tampering with any fire equipment
  - only using any equipment that you have been permitted by your line manager or our fire safety officer to use, and only for the purpose for which it is intended
- Report:
  - any fire safety equipment, such as extinguishers or fire blankets, that are missing or look damaged
  - any plug sockets or other electrical interfaces that are not working or look damaged or that have been misused / look as if they have been

- Comply immediately and responsibly with any fire evacuation orders, whether practice drills or real evacuations
- Properly use any fire safety equipment that you have been trained and authorised to use by our fire safety officer
- Ask questions and/or report a concern of/to our fire safety officer, wherever you are not sure if something constitutes a fire hazard or if you are permitted to use a particular item on our premises.