



FIRE SAFETY RISK ASSESSMENT

**Princes Risborough Lawn Tennis Club
New Road
Princes Risborough
Buckinghamshire**

General:

The following document has been produced to record the risk assessment process and the associated significant findings in relation to the premises known as Princes Risborough Lawn Tennis Club Clubhouse. It has been undertaken in accordance with the responsibilities placed on the club by The Regulatory Reform (Fire Safety) Order 2005.

The Premises to which it relates is known as the "Clubhouse" and it is situated on the site of Princes Risborough Lawn Tennis Club in New Road, Princes Risborough, Buckinghamshire.

The Responsible Person in relation to the above order is considered to be the Main Committee which oversees the running of the club. The committee is elected/re-elected each year.

Committee members are considered to be Competent Persons in regard to management and maintenance of fire safety arrangements at the premises.

A competent contractor is engaged to maintain the fixed wiring, undertake PAT and to provide an annual test of the emergency lighting units.

The Competent Person in regard to review of fire safety arrangements and review of the fire risk assessment at Princes Risborough Lawn Tennis Club is Chris Bailey, a long-standing member of the club: His CV and qualifications can be found at ardenleafire.com.

The clubhouse is considered to be a 'Premises' as defined under the above order and 'Relevant Persons' are considered to be anyone who has lawful right to be on club property.

The committee understands that there is no legal requirement to document the significant findings of this Fire Risk Assessment on account of the fact that no more than five persons are employed by Princes Risborough Tennis Club, and the club undertakes no licensable activities. However, it is the intention of the committee to provide a transparent and audible trail in respect of its legal obligations.

The Premises:

The clubhouse is approximately 12 metres x 4 metres. It is a prefabricated building constructed of a single skin of concrete slabs. It has a shallow pitched wooden roof. It has a single door main entry point at the centre of one of the longer sides, and there is a side exit on one of the shorter sides which leads directly from the main clubhouse area. There are two changing areas of about 2.5 metres by 2.5 metres respectively. These each have a W.C. within them. There is a small kitchen area integral to the main clubhouse area; it has a work surface and a fridge. The clubhouse has mains water and sewage and an underground electrical supply which enters via the changing room area.

The electrical supply feeds 8 floodlights which cover all three tennis courts. There is a pay meter for these in the kitchen area and a fuse board for the flood lights in the left-hand side changing room (looking from the kitchen).

Sources of ignition:

Deliberate act of ignition in the clubhouse:

The clubhouse is always locked and can only be opened with a key. There is restricted circulation of keys solely to adult members of the club. This is believed to be a suitable control measure against arson inside the clubhouse. Windows could be easily broken from outside, but there is no recent history of trespass on the site so replacement of the current glazing with Georgian wired is not considered necessary at the present time.

No smoking is allowed in the clubhouse. There is a possibility that a disgruntled member could commit arson but it is not thought to be a significant risk at the current time.

Arson from outside:

There are no bins or other receptacles stored directly adjacent to the premises.

Motor vehicles are parked at least a metre from the premises. On this basis no additional measures are required at this time.

Accidental ignition from an electrical source:

The fridge, kettle and any other portable electrical equipment in the clubhouse have been Portable Appliance Tested (PAT): This testing provision is maintained on an annual basis.

Electrical fire:

The electrical supply has a current fixed wire test by a competent electrician and there are no outstanding rectification measures that have emanated from this: The fixed wire testing will be repeated at 5 yearly intervals. An RCD has been installed across the consumer units. The earth bonding has been tested and will be included in the 5-yearly re-test schedule.

Combustible material:

All bins both internally and externally are emptied on a regular basis and not allowed to overflow with rubbish.

No piles of clothing or any other combustible materials will be stock piled in the clubhouse on either a temporary or permanent basis.

Occupancy figure:

No more than 50 persons are allowed in the clubhouse at any one time.

Fire Alarm system:

The current fire alarm is 'word of mouth' i.e. the shouting of "fire" by anyone who sees a fire. A standard fire instruction notice has been provided to reflect this (adjacent to the main entrance/exit.)

Emergency Lighting:

Self-contained emergency lighting units have been installed in the changing room and main club area. These are tested and maintained in accordance with British Standard 5266 (monthly function test and annual discharge).

No formal recording of the monthly function test of the emergency lighting is maintained: Consequently, a log sheet should be provided for this purpose and retained in the club house on the notice board.

Fire Fighting Equipment:

A fire blanket is provided in the main kitchen area. A Carbon Dioxide extinguisher and a fire extinguisher for use on a carbonaceous fire has been provided adjacent to the main entrance door. These are to be tested annually and will be replaced as necessary.

Fire Training:

The committee members have been given a 30-minute fire related training session by Chris Bailey in December 2016. This encompassed fire policy and fire procedural matters.

Mobility Impaired Persons:

The arrangements for fire have been reviewed with their likely impact being considered in relation to less abled persons who may visit the club. There is thought to be no additional measure necessary in this respect as egress is available by the same entrance to the premises.

The contents of this risk assessment will be reviewed on at least an annual basis and at any other time that there is either a material change to the premises or to the persons who may have cause to visit the club.

The Significant Findings are annotated in red above:

THIS FIRE RISK ASSESSMENT WAS REVIEWED ON THE 6TH February 2017 - BY CHRIS BAILEY

We confirm we have read and reviewed the above document and we take full responsibility to action the significant findings contained within it.

We believe the contents of this document fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and demonstrate Due Diligence in relation to fire related matters within Princes Risborough Lawn Tennis Club.

Signed:

The committee.

Dated:

Action Plan

Fire Aspect	Summary of Work	Timeframe
Emergency Lighting	A log sheet should be provided for the purpose of recording the monthly function test of the emergency lighting, and retained in the club house on the notice board.	As soon as possible



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