

Fire risk assessment

Avon Sailing Club

The purpose of this report is to provide an assessment of risk to life from fire in these premises and to identify the actions needed to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Premises details

Name: Avon Sailing Club

Address: Chaceley Stock, Chaceley, Gloucestershire, GL19 4EQ

Phone number: 01452 780279

Use: Sailing club and associated social activities

Responsible person: ASC General Committee

Date of risk assessment: January 2013

Date of review / update	Completed by	Summary of changes
May 2022	Ian White	Full review of all areas
June 2022	Ian White	Update to actions completed
September 2022	Ian White	Update to storage of fuel and actions completed
August 2024	Ian White	Review of actions

1. Information about the premises

Relevant fire safety legislation

The Regulatory Reform (Fire Safety) Order 2005

Local fire authority:

Gloucestershire Fire and Rescue Service

General description of premises

The main building is single story circa 200sqm of timber construction. The building contains a club room, galley, bar and male & female changing rooms with associated sanitary and shower facilities. Outside there is a timber deck veranda.

The building is raised above ground by circa 2m on concrete block walls & columns to provide protection from flooding from the adjacent River Severn. The areas under the main building are used for storage of boats, bar stock and ride on mowers, with a small amount of general storage.

A separate race hut of circa 10sqm of timber construction is located approximately 30m from the main building. The building has a single room and external veranda. The building is raised above ground by circa 2m on concrete block walls. The area under the building is used for storage of ground maintenance equipment and acts as a petrol fuel store remote from the main building.

The premises also includes a site of circa 15 acres used for members boat storage and camping for club members.

Occupancy details

The premises are predominantly used on a Sunday between 10:00 and 17:00 when club racing takes place. In addition, there are a number of designated training and activity days for club members.

The clubhouse and grounds are also used for a number of social events during the year, and these extend into the evening.

The maximum number of people in the main building at any one time is circa 60.

The maximum number of people on site at any one time is circa 100.

Members stay overnight in the camping field but there is no overnight accommodation in the main building or race hut.

Size

- Building footprint: 19.4m x 10.6m
- Number of floors: one plus under building storage accessed at ground level.

- Number of stairs: There are no stairs within the building although it is access by steps due being raised above ground level.

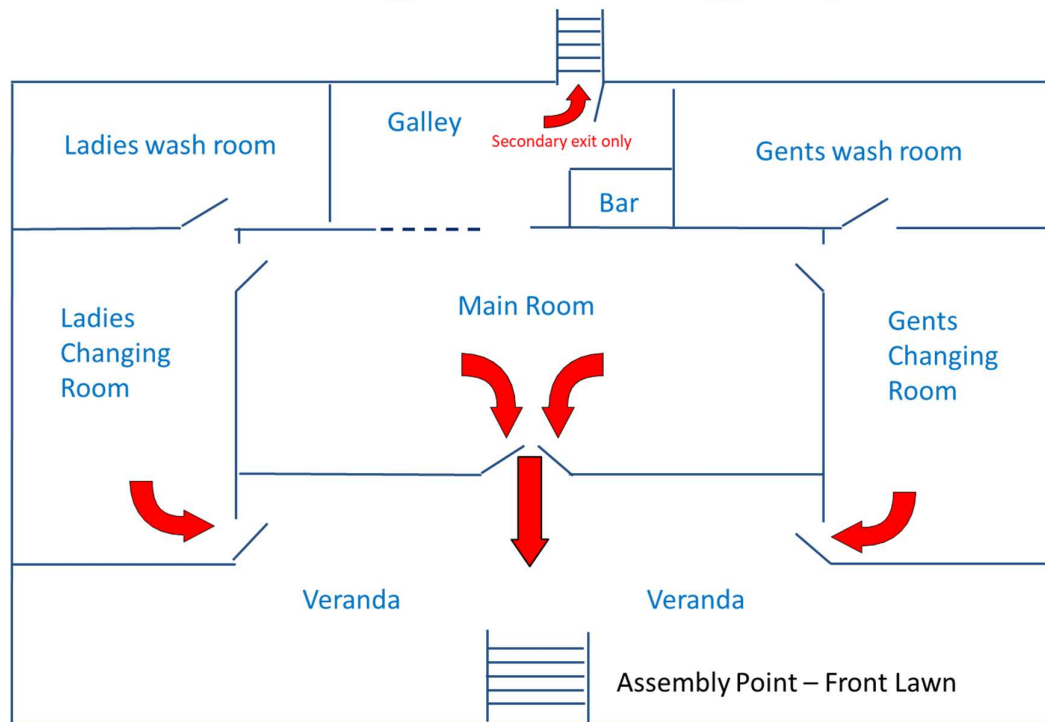
People especially at risk

The building is simple in nature and easy to understand the exists in case of fire. However, the following people might be considered at greater risk in case of fire:

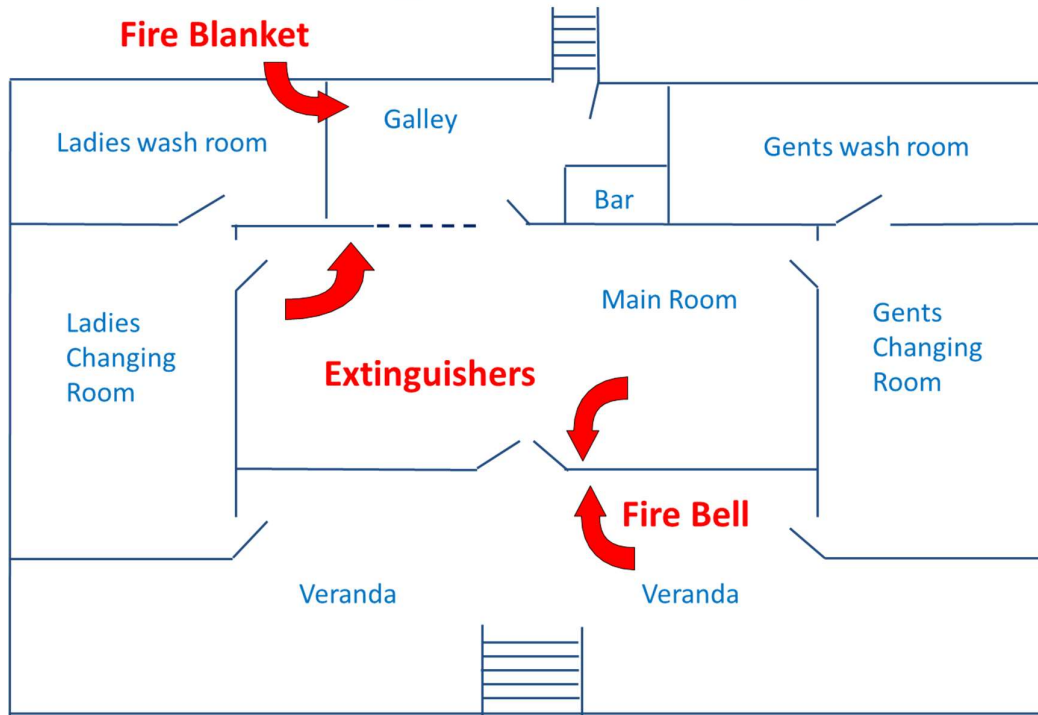
- People with mobility or hearing / eyesight impairment – The club is a private members club and therefore those using the building are known. Individual plans will be put in place for those with special requirements. Due to the nature of the site and building there is not access for those with significant mobility restrictions.
- Young people – Those under 16 are supervised by an adult guardian at all times whilst on site.
- Camping – People sleeping in their own caravans / motorhomes on site. Fire safety measures are in place detailed in this document.

2. Plan of premises drawing

Avon Sailing Club - Emergency Exits



Avon Sailing Club - Fire Equipment



3. Fire hazards and the action taken to remove them or reduce the risk

Source of ignition

Source	Risk level	Control
Gas oven & hob	Medium	The oven is enclosed and presents little risk of fire. When the hob is in use it must be attended at all times. A CO2 and Foam fire extinguisher is located close by together with a fire blanked.
Gas heaters	Medium	Gas heaters are never used when the building is unattended. Heaters to be positioned away from potential combustible materials when in use.
Electric fan heaters	Low	Heaters are fixed in position at high level away from potential sources of fuel.
Club gas BBQ	Medium	To be used externally and on the front lawn only when building in high occupancy.
Gas lighters	Medium	Kept in galley away from children
Matches	Medium	Kept in galley away from children
Candles	High	Not to be used inside the building
Smoking	High	Smoking is not allowed in the building, on the veranda or in the Race hut.

Electrical fault	Medium	Electrical systems tested every 5 years and visually inspected annually.
Cooking in camping field	Low	Caravan & motorhome owners are responsible for ensuring that cooking equipment in use is not left unattended.
BBQs in camping field	Medium	BBQs must be used outside of any vehicles and awnings, be raised off the ground and not left unattended.
Fire pits	High	Fire pits must be raised off the ground and located a minimum of 9m from any building or caravan/motorhome. Fire pits must be attended at all times.
Bonfire	High	Bonfires are held at the far end of the site, furthest from the club building. Bonfires are not lit whilst the camping field is in use.

Further Action required:

Review Gas Safety Certificate requirements for Oven / Hob

Source of fuel and storage of combustible materials

Source	Risk level	Control
Timber Club building	Medium	Although the upper structure is predominantly of timber it would require an intermediate source of fire rather than a primary ignition. Sources of material for an intermediate fire are limited with little storage of easily combustible material such as paper and all rubbish removed at the end of each day's racing.
Furniture – Metal & timber	Low	None
Furniture – Soft	Medium	Sofas are located in the building. They are located away from potential ignition sources and no smoking is allowed in the club building. The sofas comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and whilst this is not directly applicable for non domestic situations, this risk of ignition is low and there is no overnight accommodation in the clubhouse so the risk is assessed as low.
Boats	Low	The boats stored under the clubhouse are of plastic construction requiring a sustained fire to burn. Any wooden boats are stored in the boat park away from the building.
Engine oil	Low	There is a small quantity held in the gents changing room. It is not highly flammable and away from any source of ignition. Quantity is to be kept to absolute minimum for top up purposes.
Paints	Low	A small quantity of paint is held in the bosuns locker under the main building. It is not highly

		flammable and away from any source of ignition. Quantity to be kept to absolute minimum for touch up purposes.
Petrol	High	Petrol supply for the safety boats and mowers is kept in a locked metal store under the Race hut, away from the main building. A small amount of petrol remains in the ride on mowers kept under the building, but these are in sealed fuel tanks and there is no ignition source in the area.
Gas cylinders	Medium	The main gas cylinders for the cooker are located outside of the building immediately behind the cooker, keeping gas pipe runs to a minimum. The Gas cylinders valves are closed when not in use. Gas cylinders for the BBQ and gas fires are stored outside on the veranda. Gas cylinders for caravans or motorhomes should either be stored in gas lockers or outside of the unit.
Caravans & motorhomes	Low	A 6m gap is to be maintained between units.

Action needed:

Check flammability of engine oil and paint and install appropriate signage if required.

Install sign by cooker to remind user to shut off gas when the clubhouse is closed.

4. Work processes that create an increased risk of fire impact on general fire precautions

The building is not a place of work and used for recreational use only.

Maintenance activities are unlikely to cause an increased risk of fire, however, if any hot works are required this should be authorised by the Rear Commodore Site and suitable precautions taking including:

- Removal of readily combustible materials from the immediate vicinity (including adjacent areas behind walls or below floor)
- Use of fire shields if required.
- Fire extinguisher to be kept close by.
- Fire watch to be maintained for a minimum of 1hr following works.

Action needed:

None.

5. Structural features that could promote the spread of fire

The building is small single storey and predominantly timber in construction with minimal internal compartments. There is little that can be done to limit the spread of fire should it take hold.

As the building is small and there is good means of escape, there is limited risk to life due to spread of flame within the structure.

Action needed:

None

6. Fire protection measures

a. Means of escape – horizontal evacuation

There are exits direct to the outside from all rooms except the ladies and gents' washrooms.

Maximum travel distances are less than 18m to a point of exit and occupancy is less than 60 in any one room. A single point of exit is therefore acceptable.

The Ladies and gents' washrooms are small and accommodate a maximum of 4 people at a time. Once out of the room there are two routes of escape, either through the changing room or through the main club room, each of which have exits to the outside and the veranda stairs.

There are key locks on the exits which are used for security when the building is left unattended. When the building is in use the key locks are unlocked. The Galley door is locked, although this offers a secondary exit only (not required under the Building Regulation) The key is maintained on a cord next to the door.

The Main entrance is open when the building is occupied but may be secured with a Digi lock when there are few people on site. The Digi lock is released from inside with a twist handle.

The Ladies and Gents changing rooms exits are generally open when the changing rooms are in use but secured with push bars if closed.

The storage rooms beneath the clubhouse and race hut are not occupied, other than for short period of time to remove or replace items. They are all accessed directly from the outside with the doors left open when being accessed.

The race hut is a small single room building with one door. Occupation of the race hut is no more than three people at any one time.

Action needed:

b. Means of escape – vertical evacuation

There are no internal stairs within the building. There are a wide set of steps up to the veranda and main entrance / emergency exit with handrails. There is a set of steps to the galley doors with handrails, these are steep but provide a secondary exit only.

Both sets of steps are in good order.

The race hut has a single set of external steps with handrail. The steps are in good order.

Although all external steps are timber in construction, they would take some time to ignite by which time the building would have been evacuated due to its small size.

Action needed:

c. Measures to limit fire spread and development – fire-resisting structures

The building small and timber construction with minimal internal compartments and low occupancy. The need for fire resisting structures / compartmentation to aid escape is not necessary.

Action needed:

None

d. Emergency lighting system

All rooms have natural light. There is currently no emergency lighting installed due to the size of the building.

Action needed:

e. Fire safety signs and notices

The travel distance to the exits is very short and the route is obvious and used regularly by the building occupants and the main points of entry and exit. There are fire exit signs at the doors.

Action needed:

Review Fire Action notices in building when refurbishment works are complete.

Review fire point signage within building when refurbishment works are complete.

Review all emergency exit signage when refurbishment works are complete.

f. Fire warning system

A hand operated bell is provided externally next to the main exit for the purpose of raising the alarm. Due to the small size of the building this can be heard in all areas.

There is a means of raising the alarm at the fire points within the camping field.

Action needed:

g. Firefighting equipment

Fire extinguishers are positioned in the following locations

Main Building

- 2 x Foam
- 1 x CO2

Race Hut

- 1 x Foam

Camping Field (These are removed when there is no camping as the site is not secure from public access)

- 3 sets of 2 x 9ltr Water

Action needed:

Review locations on completion of refurbishment and update plans if required.

7. Management – procedures and arrangements

Fire safety is managed by the ASC General Committee who delegate tasks to volunteer members.

Fire extinguishers are maintained by:

Laser Alarms Ltd

Laser House

86 Newton Avenue

Gloucester

GL4 4LT

Action needed:

None

Procedures in the event of fire

In the event of a someone discovering a fire they should raise the alarm using the bell by the main entrance or the triangle at the fire point in the camping field.

Those in the building should leave by the nearest exit.

The assembly point is the lawn in front of the clubhouse.

The emergency services should be called by dialling 999. There is a notice by the main entrance with emergency location details. There is a phone located in the clubhouse if needed although it is preferable to use a mobile phone from outside the building.

A Flag Officer for Office of the Day is on site when activities are taking place and they will act at the incident controller and liaise with the emergency services when they arrive.

When there are no organised activities, the club may be used by individual members / small groups of members. In this event the members present should designate someone to liaise with the emergency services and inform a Flag Officer as soon as possible.

Small fires can be tackled using the fire extinguishers, but individuals should not put themselves at risk.

Action needed:

None

Method for calling the fire service

There is a phone in the clubhouse that can be used to call the emergency services. If his can't safely be used or it is easier to do so, then a mobile phone can be used.

If neither of these options available, the nearest alternative phone is at the Yew Tree Inn next door.

Action needed:

None

8. Fire risk assessment

Taking into account the fire prevention measures observed at the time of this risk assessment, it is the opinion of the Fire Risk Assessor that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is the opinion of the Fire Risk Assessor that the severity for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Risk level action and timescale

- **Trivial** - no action is required, and no detailed records need be kept.
- **Tolerable** - no major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
- **Moderate** - it is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
- **Substantial** - considerable resources might have to be allocated to reduce the risk. If the premises is unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.
- **Intolerable** - premises (or relevant area) should not be occupied until the risk is reduced.

Note: although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.

All hazards and any actions identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly.

9. Actions

Action needed	Priority	Date to be Rectified	Date Rectified	Action taken by
Review policy on open fire pits within the camping field	M	July 2022	August 22	Communicated that open fire pits to be away from tents and caravans and on hard standing in front of clubhouse during dry spells

Action needed	Priority	Date to be Rectified	Date Rectified	Action taken by
Review Gas Safety Certificate requirements for Oven / Hob	M	On completion of refurbishment		
Check fire rating for sofas.	M	July 2022	23/6/22	The sofas comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and whilst this is not directly applicable for non domestic situations, this risk of ignition is low and there is no overnight accommodation in the clubhouse so the risk is assessed as low.
Check flammability of engine oil and paint and install appropriate signage if required.	M	On going as required		Materials taken off site or stored appropriately as required.
Install sign by cooker to remind user to shut off gas when the clubhouse is closed.	L	On completion of refurbishment		
Petrol storage to be relocated to a locked metal cabinet away from occupied buildings	H	Feb 2023	Feb 2023	Locked metal cabinet installed in mower bay under race hut.
Check requirements for storage of gas cylinders within the building such as suitable low-level ventilation.	M	July 2022	23/6/22	Gas cylinders will be moved and stored on the veranda
Add to OOD duties to ensure changing room doors are unlocked on arrival	H	June 2022	26/6/22	Vice Commodore updated OOD duties document.
Review requirement for emergency lighting	M	July 2022	July 2022	Not required
Review Fire Action notices in building and camping field.	M	On completion of refurbishment		Installed for camping field
Review fire point signage (Within building and camping field)	M	On completion of refurbishment		Installed for camping field
Review all emergency exit signage one refurbishment works are complete.	M	On completion of refurbishment		
Review requirement for smoke alarms to be installed in the main club room and changing rooms.	M	July 2022	July 2022	Not required
Review locations on completion of refurbishment and update plans if required.	L	On completion of refurbishment		

Action needed	Priority	Date to be Rectified	Date Rectified	Action taken by