

# WALTON ROWING CLUB

## Fire policy and bye-laws



### A. Avoiding fires

1. No smoking is permitted anywhere in the building or within 2 metres of the building.
2. Launch fuel tanks must be filled in the open air and must be stored within the bund-wall area provided in the sculling-boat shed.
3. Paint thinners, fibreglass resin hardener and similar materials must be kept stoppered when not in use and stored in a locked cupboard.
4. Portable electrical appliances must have been safety tested (PAT tested) before regular use within the club. Any devices that have not been tested must be removed from the club when the owner leaves.
5. The boathouse, changing-rooms and areas surrounding the club must be kept tidy and free of accumulations of flammable material. The cleaners are instructed to remove any piles of material and dispose of them.
6. Any contractor using welding, cutting, brazing or soldering equipment, blowlamps, boilers or other equipment producing heat or having a naked flame must obtain a Work Permit from a responsible official of the Club before starting work.

### B. Fire precautions

7. Escape routes are marked on the drawings below. These routes must be kept clear of obstructions at all times. The two fire doors fitted with crash-bars must not be blocked or locked at any time.
8. Fire doors must be kept closed and may not be chocked open at any time. Some doors are fitted with "Dorgard" closers which close automatically when the fire bell sounds. The kitchen shutter must also be kept unobstructed as this will also close in case of fire.
9. The Club has an effective fire alarm system. All Committee members, coaches and anyone else who is in charge of groups at the club should be aware how to use the control panel; the Safety Officer will arrange periodic briefings.
10. Fire extinguishers are provided in all relevant areas: all members are asked to make themselves familiar with their locations and use. The Safety Officer will arrange periodic briefings for coaches, who in turn should brief their crews.
11. The Safety Officer and Committee shall carry out a monthly check of the fire alarm, emergency lighting, fire extinguishers and escape routes. Sample checks will be carried out at weekly intervals.
12. Any member who knowingly disables or obstructs any of these precautions may be suspended or expelled from the Club in accordance with Rule 18.

### C. In the event of a fire

13. Any member discovering a fire shall immediately raise the alarm by activating a nearby alarm button.
14. If he or she considers it is safe to do so, the person discovering the fire may attempt to put it out using a fire extinguisher or blanket close by.

15. On hearing the alarm, other members and guests shall evacuate the building. Escape routes are shown on the drawings below. The assembly point is Miskins Wharf, on the towpath upstream of the Club.
16. The following will take charge:
  - a. The Safety officer (if present)
  - b. In his or her absence, the most senior coach present
  - c. If there is no coach present, a club member shall take charge by donning the high-visibility waistcoat located inside the gym, behind the fire alarm control panel.
17. This person shall
  - a. contact the emergency services, using the phone in the gym or a mobile phone
  - b. advise security in the BP depot
  - c. ascertain, as far as possible, who was in the building and conduct a roll-call once everyone is at the assembly point.
18. No person shall re-enter the building until the emergency services have confirmed that it is safe to do so.
19. A full report of any fire incident (whether or not the emergency services were called) shall be recorded in the incident register and online at [www.britishrowing.org](http://www.britishrowing.org)



Figure 1 - Assembly point

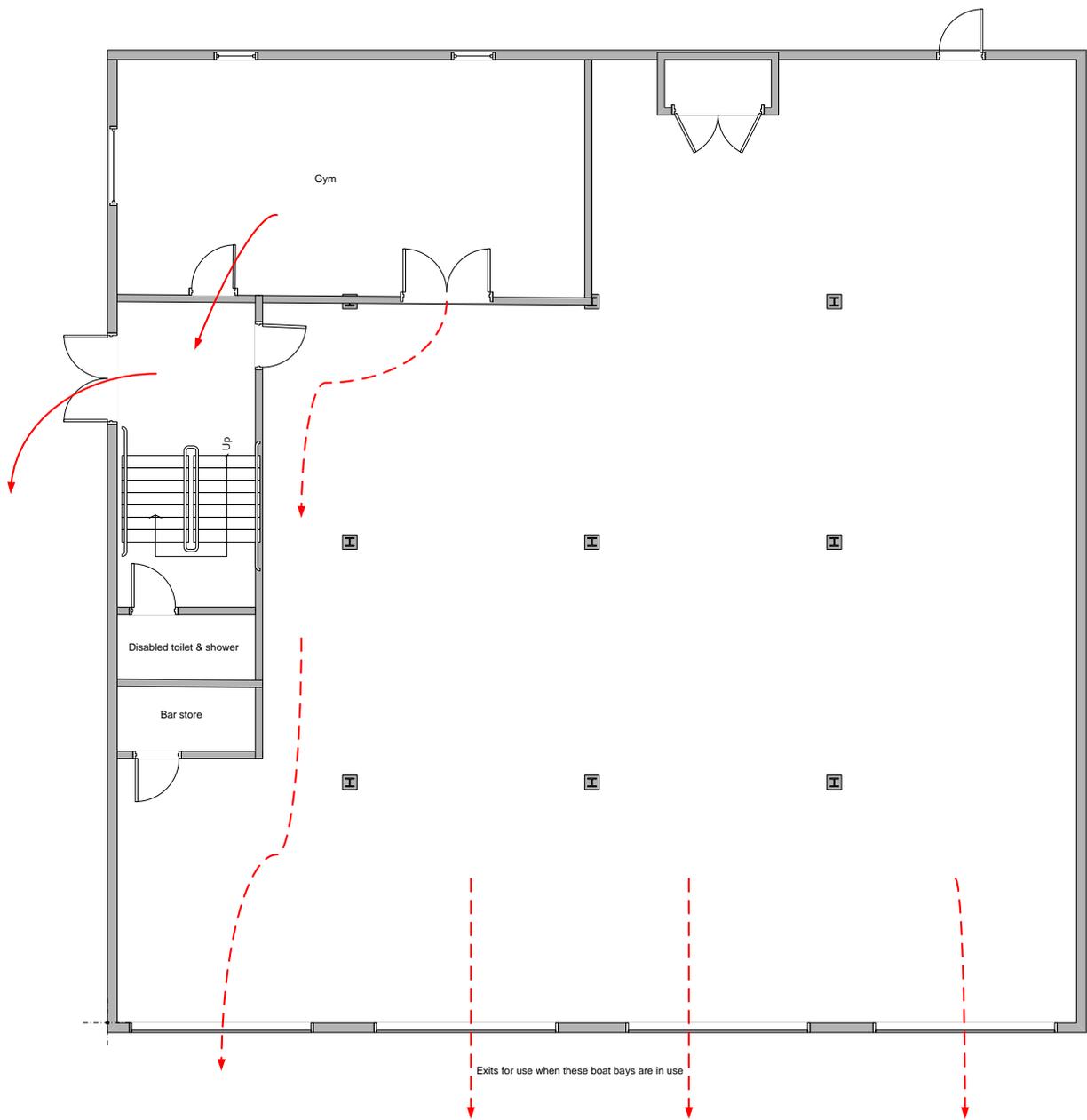


Figure 2 - Escape routes downstairs

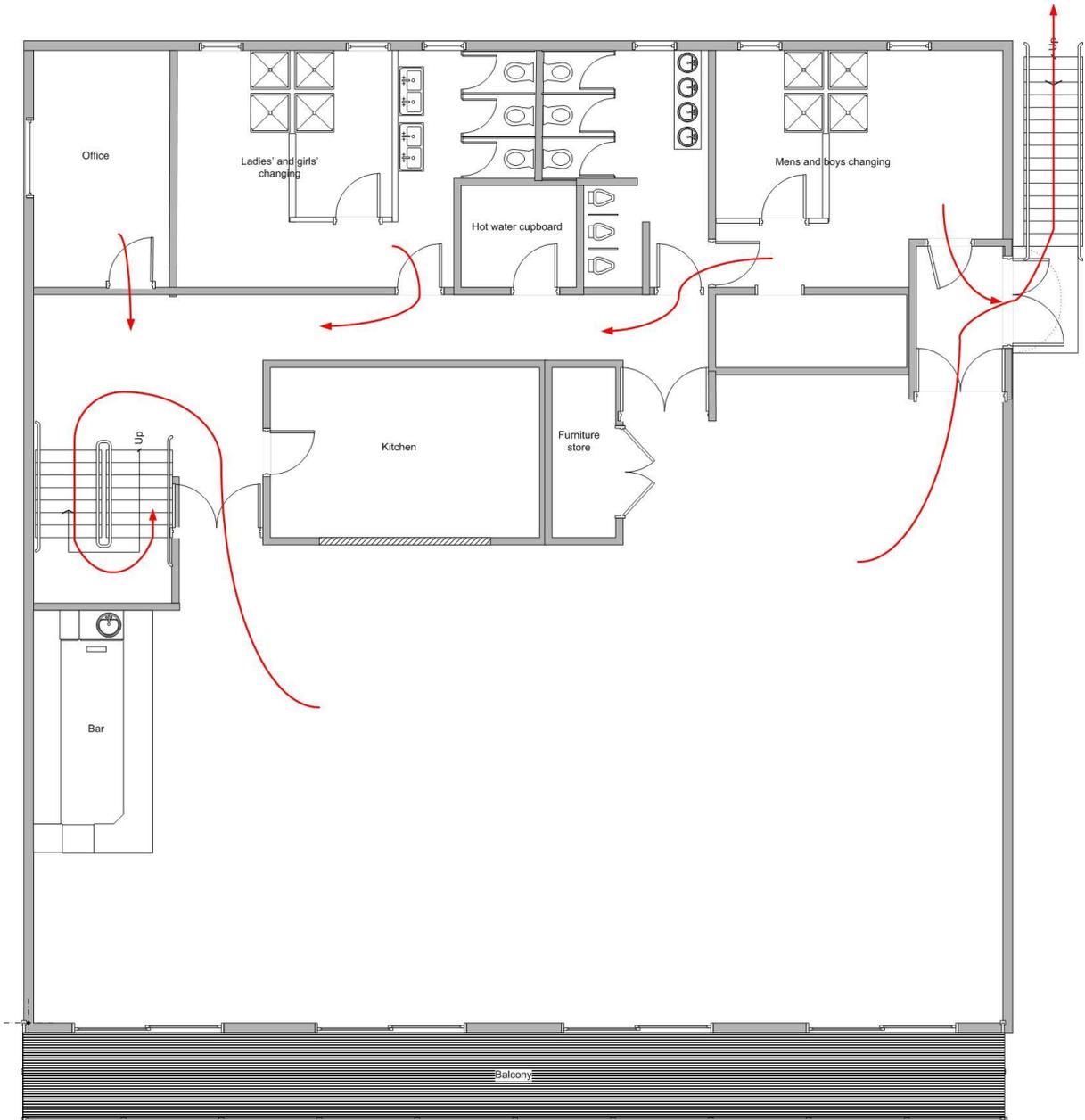


Figure 3 - Escape routes upstairs