



MYLOR YACHT CLUB

FIRE RISK ASSESSMENT AND POLICY

The Premises Committee is responsible for considering the risks of operating and maintaining the Clubhouse safely. This includes a separate Fire Risk Assessment and Policy as part of the Premises Policy.

A Fire Risk Assessment was carried out on build, as required by the Regulatory Reform (Fire Safety) Order 2005 and Fire Precautions (Workplace) Regulations 1997. It was directed that the policies set out below should be operated.

THE CONSTRUCTION OF THE BUILDING.

The building is a two-storey timber frame building completed in April 2011. It is owned by Mylor Yacht Harbour Holding Company Limited (MYHHC) and leased to Mylor Yacht Club Ltd (MYC Ltd) for 50 years from 1st May 2011. MYHHC has confirmed that the building complies with current Planning and Building Regulation Legislation, in particular in relation to the number, size and location of fire exits, and considers that no further action or policy is required under this heading.

OTHER TENANTS.

MYC leases the first floor and part of the ground floor of the building. The other tenants are The Mylor Cafe, The Windsports Centre and Blind at Sea ("BATS"). There is also a Laundry operated by MYHHC on the ground floor. As the operation of all of these businesses could affect the Fire Risk Assessment and Policies of MYC, the Premises Committee has obtained copies of the Fire Risk Assessments carried out by MYHHC (in respect of the Laundry), the Mylor Cafe and the Windsports Centre and has incorporated, into this Fire Risk Assessment and Policy, those items that affect MYC. Copies of the MYHHC, Mylor Cafe and the Windsports Centre Risk Assessments are attached.

The BATS involvement is limited to a storeroom on the ground floor and a copy of the list of contents has been obtained and assurances have been received from BATS that no flammable liquids will be stored therein at any time.

FIRE RISKS

The following fire risks have been identified:

Mylor Cafe - An independent commercial cafe.

Windsports Centre

Blind at Sea Storeroom

Galley - gas

Terrace Barbeques - LPG fuel

Woodburning Stove - wood, ash/embers and fire lighters

Bar and Bar Store - storage of spirits

Laundry

All Electrical Equipment
Heating System - LPG fuel
Soft Furnishings - carpets, curtains and sofas
Waste Bins - in the Clubhouse
Waste Bins - in the MYHHC area
Arson
Newspapers and Magazines
Smoking

PEOPLE AT RISK

The following categories of people have been identified as at risk:

Employees
Members of MYC
Guests of Members of MYC
Visitors to MYC
Events involving non members of MYC
Contractors and Sub-Contractors working at MYC
Disabled Persons

FIRE LOG BOOK

The Premises Committee will provide a Fire Log Book in which the various items referred to below will be recorded.

FIRE DETECTION EQUIPMENT

MYHHC has installed the following, in compliance with BS5839:

Smoke detectors (14), operated by mains electricity with battery back up.

A heat detector in the Galley, operated by mains electricity with battery back-up.

MYHHC have appointed a specialist company to service annually the equipment referred to above and test the smoke alarms once a year.

The Premises Committee is to ensure that the “break glass” fire detection equipment is tested monthly by a member of the Premises Committee and the date tested and result recorded in the Fire Log Book. In practice, this should be carried out jointly with the other tenants, as all the systems are linked.

FIRE FIGHTING EQUIPMENT

The Premises Committee shall appoint a professional company which it deems competent to be the Fire Appliance Supplier. All fire-fighting equipment shall be installed as recommended by the Fire Appliance Supplier, as follows:

Main Entrance - foam (3 litre) and CO2 (2kg)
Club Store/Toilet/Cloakroom corridor - CO2 (2kg)
1st Floor Landing - foam (3 litre) and CO2 (2kg)
Galley - fire blanket, a CO2 (2kg) and wet chemical (6 litre)
1st Floor next to Fire Exit No2 - foam (3 litre)
Terrace - dry powder attached to the BBQ (2 kg)
A fire blanket attached to the BBQ and another to the right of the terrace doors

The Premises Committee shall ensure that there is an annual inspection contract with the Fire Appliance Supplier and a certificate of compliance issued. The date and result of the inspection, including any action to be taken, are to be recorded in the Fire Log Book.

The Premises Committee shall also ensure that:

- a) Two members of MYC shall be trained by the Fire Appliance Supplier as Fire Wardens.
- b) The Club Manager and any other employees, as well as sufficient members of the House Committee, Catering Committee, Social Committee and Training Instructors, will be given basic training on the fire-fighting procedures, evacuation procedures and operation of the equipment. This training will be carried out by the Fire Appliance Supplier or the Fire Wardens.

Whenever there is a change in the membership of a committee or employee, he/she shall be trained as above as soon as possible after his/her appointment. All persons referred to above shall have a refresher course every 3 years.

A record of all those trained shall be included in the Fire Log Book.

PERSON IN CHARGE

For all events held in the Clubhouse, including on the Terrace, there shall be present at all times one designated person who has been trained by the Fire Wardens and deemed competent by the Premises Committee in fire-fighting procedures, evacuation procedures and operation of the equipment. This will usually be, but not necessarily, the Club Manager and/or one of his/her assistants.

In the event of a fire his/her duties shall include:

- Calling the Fire Brigade (using a mobile phone if the land line is not working)
- Organising the safe evacuation of the Clubhouse
- Checking all rooms to ensure that the Clubhouse is empty
- Reporting to the Fire Brigade on arrival

The Person in Charge shall remain on the premises throughout each Club event.

For Sunday Lunches and when the Clubhouse is open and an organised event is not taking place, the Person in Charge need not be present.

SAFETY ANNOUNCEMENTS

Before each formal event at the club, the organiser of the event shall make the following announcement before it commences:

**“THERE ARE 2 FIRE EXITS
DOWN THE MAIN STAIRCASE
OR
DOWN THE STAIRS FROM THE TERRACE
DO NOT USE THE LIFT IF THERE IS AN ALARM
IF YOU ARE UNABLE TO USE THE STAIRS GO ONTO THE TERRACE AND
AWAIT ASSISTANCE
THE MUSTER POINT IS OUTSIDE CASTAWAYS”**

For some events the announcement is not practical; examples are Sunday lunches, Friday race nights, Weddings, Wakes and other similar events where there is a continuing flow of persons attending.

FIRE EXITS

There are two independent fire exits as described below, indicated by permanently illuminated signs stating "FIRE EXIT".

There are also illuminated signs over each door adjacent to the fire exit routes. They are operated by mains electricity with a battery back up.

On each day when the clubhouse is open and before each event the Person in Charge must check that all fire exits and escape routes are clear and that the emergency door latches at the main entrance and at the bottom of the terrace stairs are working.

The Premises Committee shall nominate one of its members to conduct a monthly check that all emergency lights indicators are working.

Fire Exit No 1. The main staircase, as indicated hatched red on the attached plan.
Emergency lighting has been fitted to illuminate the staircase. This is operated by mains electricity with battery back up.

Fire Exit No 2. The terrace exit, as indicated hatched red on the attached plan.
Emergency lighting has been fitted to illuminate the staircase. This is operated by mains electricity with battery back up.

There is a risk that in very cold weather ice will form on the terrace. A de-icing material container has been provided. When these conditions occur, the Club Manager shall spread the de-icing material on the terrace before an event commences.

The Muster Point will be outside Castaways Restaurant, out of the way of any fire appliances as they arrive.

GALLEY

Various notices are placed on equipment in the galley, for the safety and protection of those using it. Instructions for the use of equipment are to be kept in a folder in the galley.

All persons using the Galley must familiarise themselves with the equipment, either by reading the instructions on how to use the equipment safely or, if possible, by being shown by a member of the Galley Committee, who will have received training on how to use it.

TERRACE BARBEQUES

Barbeques on the terrace must not be used without the permission of the House Committee or Social Committee.

Two persons who have been trained in fire-fighting procedures, evacuation procedures and operation of the equipment shall be present at all times when barbeques are in operation.

The Premises Committee have provided a dedicated fire extinguisher and fire blanket for the barbeque. It must be readily accessible to those operating the barbeque.

Gas bottles must always be disconnected after use and stored in a well-ventilated area on the terrace. Spare gas bottles must never be left anywhere inside the building.

First aid equipment, with burns treatment and bandages and a bucket of water, are to be available at all times.

WOOD BURNING STOVE

The wood burning stove must not be used without the permission of the member of the House Committee or Social Committee and that one member of those committees or the Club Manager must be present at all times when the woodburner stove is lit.

No wood shall be left in the Clubhouse when it is not open other than in the firewood box.

Firelighters and matches are to be kept in the firewood box in a metal box.

Ash from the wood burning stove shall be regularly removed.

The chimney for the wood burning stove must be professionally cleaned twice a year.

At the end of each day or when the club is to be closed the Club Manager or the Person in Charge shall ensure that all air vents for the wood burning stove have been securely closed.

BAR AND BAR STOREROOM

Spirits kept in the bar are a potential fire hazard and the Club Manager shall ensure that they are kept to a minimum.

LAUNDRY

The Laundry is under the control of MYHHC. Its management is included in the MYHHC Fire Risk Assessment, including the required electrical inspections.

ELECTRICAL EQUIPMENT

The electrical installation was installed by the contractor appointed by MYHHC. It is checked annually by MYHHC and is included in the MYHHC Fire Risk Assessment.

All fixed and portable electrical appliances must be checked biennially and labelled accordingly. A list of all electrical equipment will be kept by the Premises Committee recording the dates of all checks and repairs. The date and result of the inspection including any action to be taken is to be recorded in the Fire Log Book.

HEATING INSTALLATION

The heating installation was installed by the contractor appointed by MYHHC, which is responsible for its maintenance and annual inspections. Its management is included in the MYHHC Fire Risk Assessment, including the required electrical inspections.

The heating system uses LPG remote from the premises. Its maintenance and security are the responsibility of MYHHC.

SOFT FURNISHINGS

All soft furnishings (curtains, carpets and sofas) shall comply with current Fire and Safety legislation.

WASTE BINS IN THE CLUBHOUSE

The person responsible for the galley at any event must empty all waste bins each day before the building is locked up. The Club Manager is to ensure that all other waste bins are emptied at least weekly when the building is cleaned.

WASTE BINS OUTSIDE THE BUILDING

MYHHC will ensure that no waste bins are stored near to the Premises.

ARSON

Because there is a 24/7 security guard covering the whole of Mylor Yacht Harbour, arson is not considered to be risk that needs further management.

NEWSPAPERS AND MAGAZINES

The Club Manager is to remove all newspapers once a week and all monthly magazines that are more than 6 months old

SMOKING

Smoking is not permitted anywhere on the premises.

PEOPLE AT RISK

Employees

All employees, both permanent and temporary, will be issued with copies of this Fire Risk Assessment and Policy and will receive instruction on the fire-fighting procedures, evacuation procedures and operation of the equipment.

Members of MYC, guests of members of MYC and visitors to MYC

A copy of this Fire Risk Assessment and Policy is to be posted on the MYC website, which is available to all members.

A copy of this policy will also be placed on the MYC Notice Board.

Events involving non-members of MYC

Either the Club Manager or a House Committee/Sub-Committee member shall be present at all times for these events.

A copy of this Fire Risk Assessment and Policy will be issued as far in advance as possible to the person who has hired the premises.

Before each event an announcement will be made by either the Club Manager or a House Committee/Sub-Committee member indicating the Fire Escape Procedures to be adopted in the event of an emergency, as set out above

Contractors and Sub-Contractors working at MYC

All contractors and Sub-Contractors working for MYC on the premises must be pre-registered, in accordance with the Premises Policy. They will also be issued with a copy of this Fire Risk Assessment and Policy

Disabled Persons

There is an increased risk as the club is on the first floor.

In case of a fire the lift must never be used.

Where a person is so disabled so as not to be in a position to leave the Clubhouse on his/her own using the stairs, then he/she should be evacuated by fire exit no 2 onto the terrace to await assistance either from other persons or the Fire Brigade.

NUMBER OF PERMITTED PERSONS

MAXIMUM OVERALL NUMBER IS RESTRICTED BY FIRE EXIT NO2 (TERRACE STAIRS) TO 200 PERSONS

Under the fire regulations we are required to apply a second test depending on each use of the Clubhouse. This will override the number above. Most frequently used variations are:

1. **Club nights on Wednesdays and Fridays – PLAN A**
Area “A” The Penrose Room extended by 20m² all seated cinema style.
Area “B” The main Clubhouse area with a few casual tables and chairs plus armchairs with tables along the front window, but otherwise open.
The maximum number permitted is 150.
2. **AGM – PLAN B**
Whole of Areas “A” and “B” allocated to seating cinema style.
The maximum number permitted is 120.
3. **CLUB DINNERS – PLAN C**
Whole of Areas “A” and “B” plus raised stage area set up for a seated meal.
The maximum number permitted is 155.
4. **OTHER NIGHTS – PLAN D**
Area “A” to be empty
Area “B” The main Clubhouse area with a few casual tables and chairs plus armchairs with tables along the front window, but otherwise open.
The maximum number permitted is 175

To discharge our duty of care and to comply with the fire regulations, any significant variations to the above should be individually assessed by the Social Committee and/or the Premises Committee.