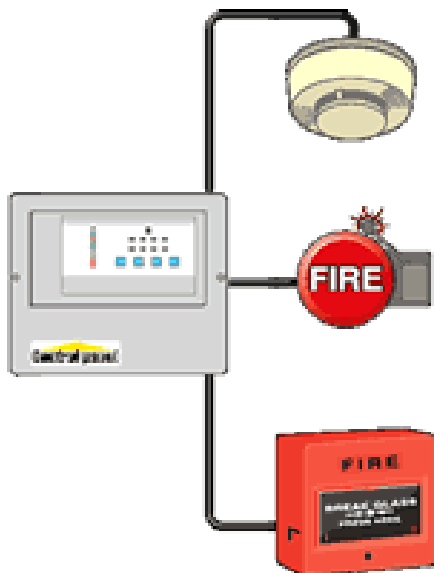




# **FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN**

**FOR**

**Willesley Park Golf Club  
Measham Road  
Ashby-de-la-Zouch  
Leicestershire  
LE65 2PF**



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# **FIRE SAFETY MANAGEMENT**

## **STATEMENT OF INTENT**

Willesley Park Golf Club believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

**Signed:** \_\_\_\_\_  
**Chairperson / General Manager**

**Date:** \_\_\_\_\_

# 1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Willesley Park Golf Club as the employer.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the Willesley Park Golf Club as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 This fire safety management and fire emergency plan applies to all staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.5 Willesley Park Golf Club will, so far as is reasonably practicable, and in accordance with legal obligations:
  - provide and maintain passive and active fire prevention, protection, measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
  - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
  - provide a programme of fire safety training;
  - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
  - have in place a programme of works to improve or maintain the existing fire safety specifications;
  - identify a sufficient number of persons, whether staff, or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

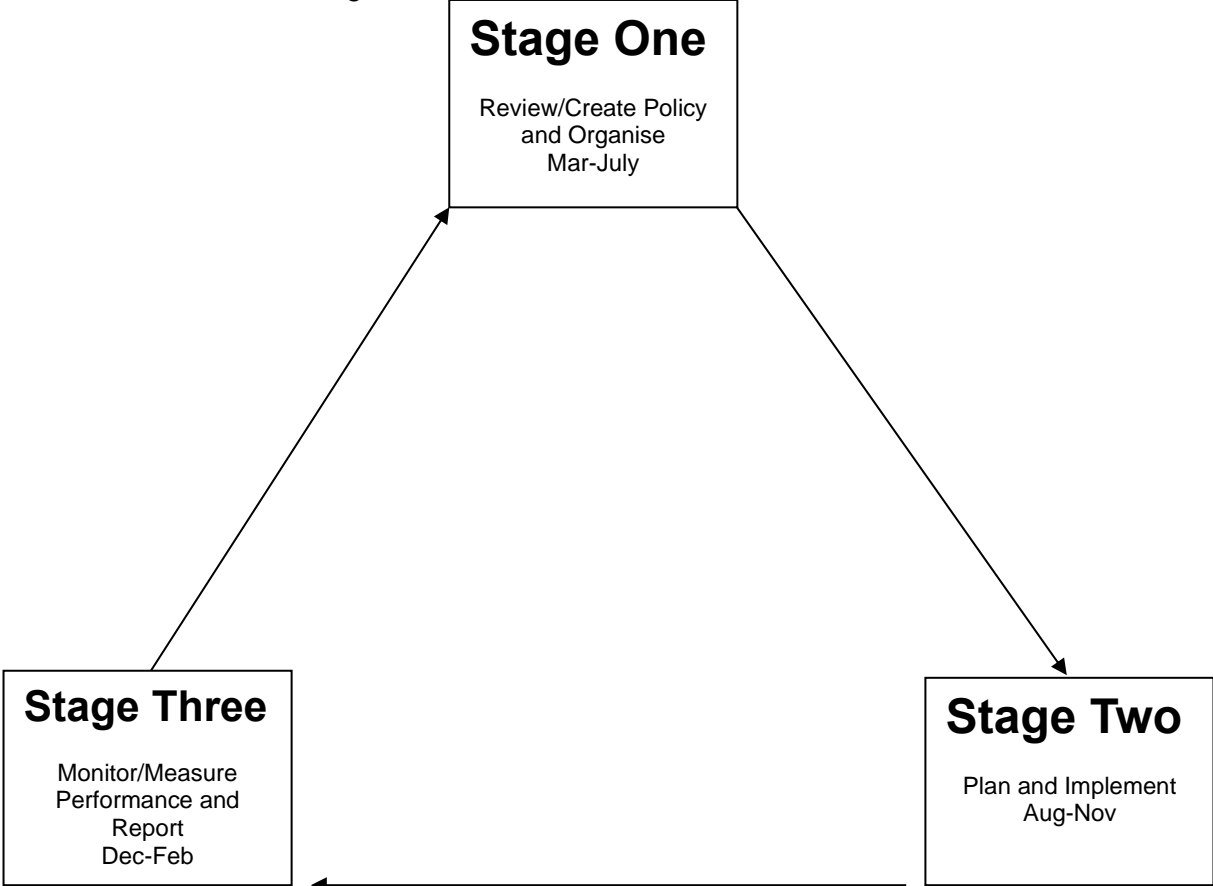
## 2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of, service users, people with disabilities, contractors, the public, etc;
  - appropriate safe and secure location of building services e.g., gas and electricity;
  - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
  - provision of prominently located fire action notices (e.g., by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire
  - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms;
  - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
  - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
  - A quarterly / six monthly / annual premises fire safety inspection will be carried out.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involve: -
- Effective planning, organisation, control, monitoring and review of protective and preventative measures
  - Fire safety risk assessments and building audits
  - Fire safety systems and maintenance
  - Fire warden and staff training
  - Fire evacuation drills
  - Building design, alterations and commissioning

### 3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premise or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried out and reviewed regularly (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:
- |                    |   |  |
|--------------------|---|--|
| <b>High Risk</b>   | = | Work to be completed within 4 to 8 weeks |
| <b>Medium Risk</b> | = | Work to be completed within 6 months     |
| <b>Low Risk</b>    | = | Work to be completed within 1 year       |
- 3.4 Risk assessments must take into account those who could be affected, e.g., numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, members or visitors who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
- Fire detection and warning system
  - Emergency lighting
  - Fire fighting facilities
  - Emergency routes and exits
  - Fire safety signs and notices
  - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
- 3.8 Fire marshal and staff training are provided through Willesley Park Golf Club. The course will be delivered by a qualified competent person. It is the responsibility of all Fire Marshalls to attend one refresher training annually on one of the dates available. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

- 3.9 Fire evacuation exercises will be carried out at 6 monthly within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Marshalls under the guidance of The General Manager or appointed member of staff. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Chair Person / General Manager.
- 3.13 Testing of building passive and active fire evacuation systems will be conducted by staff at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire marshals will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire marshals will report any faults or problems to the person in charge of the test or drill who will forward the details to the Chair Person or General Manager.
- 3.15 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements will be considered. The cycle timetable is recommended below and information on each stage follows.



## 4 ORGANIZATION AND CONTROL

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5

4.2 The Board / Compliance Officer will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;

4.3 Managers / Section Heads / Department Managers with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, members or visitors This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;



- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g., oxygen cylinders, storage of petrol, etc;
- confirm that their quarterly premises fire safety inspections address fire safety arrangements; and

#### 4.4 The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than six months;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g., monthly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

#### 4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

## **5 MONITORING**

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. Achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the Chair Person / General Manager.

## **6 REVIEW**

- 6.1 Annual audit of all fire systems by the Chair Person / General Manager to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place quarterly prior to any likely accident or event.
- 6.3 Reactive reviews will take place following a fire safety event occurring.
- 6.4 A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

## **7 Fire Emergency Plan**

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g., personnel; locked doors; different escape routes etc.

### **7.1 Training and Training Provision**

Identify any training needed and how it will be provided. This should include the following: -

- *Staff identified as trained in the use of fire equipment.*
- *Staff identified as trained for Fire Marshal duties.*
- *Staff identified to register visitors at the assembly point(s).*
- *Staff identified as having duties specific to the type of evacuation.*
- Staff to be trained on induction in how to operate the fire alarm.
- Staff on induction to be trained and updated annually with instruction and training for fire evacuation.
- Visitors / contractors to be informed when signing in on procedures in the event of an emergency evacuation.

### **7.2 Information Distribution**

Detail the method(s) of informing personnel (incl. visitors / contractors) of escape routes. This should include the following: -

- All staff on induction and annually shown escape routes in the event of fire or evacuation and given a hard copy of said routes for display within their area of work.
- Fire awareness training to be conducted on induction or annually.
- *Emergency exit / route signage will be displayed on plan in Spike bar*
- Fire action notices will be displayed at all fire call points.

### **7.3 What People / Staff Should Do If They Discover a Fire**

- Raise the alarm by operating the nearest fire alarm call point.
- Evacuate to a safe place.
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

### **7.4 What People / Staff Should Do If They Hear the Fire Alarm**

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then: -

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

### **7.5 Contacting the Emergency Services**

Detail: -

- The General Manager will contact the emergency services, if not present the most senior member of staff, Secretary, Head or Deputy Greenkeeper, Professional, Caretaker.
- The emergency services should be contacted by mobile telephone in the event of a power failure or urgent need to leave the building.

## **7.6 Identify Processes, Machines or Power That Must Be Shut Down**

This should include the following where appropriate: -

- Staff responsible for ensuring any hot work equipment is turned off.
- Welding/repairs – Green keeping staff.
- Cookery – Kitchen staff.
- Kitchen – Gas valve.

## **7.7. Specific Arrangements for Any High-Risk Areas**

- Chemical storage areas greenkeepers store – Greenkeepers on duty.
- Gas storage in cellar– Bar staff to close cellar door.

## **7.8 Emergency Services Liaison Procedures**

- Emergency plan to be kept in box in main office
- The Emergency Services Liaison Officer (Senior on duty member of staff) will meet the emergency services at the Fire Assembly Point in the main car park.
- This person will be wearing a 'high viz' vest having obtained the 'Emergency Fire Box' from the main office.
- They will inform the emergency services if anyone is thought to be missing.

### **7.8.1 Specific Information for the Emergency Services**

How will the emergency services be given specific information such as: -

- The Emergency services liaison officer will inform them of:-
- Location of the fire / incident
- Missing persons
- Flammable material stores
- Any unusual activities such as building works or temporary structures

### **7.8.2 Location of information**

Detail: -

- Risk assessments/building plans: Copies in 'Emergency Fire Box' risks

- Each department head on the day will account for their staff.
- If an event is taking place the event organiser will be asked to account for guests and any lists of attendees
- If someone is thought missing the Emergency Services Liaison officer will alert the fire officers who are the only people permitted to return to the building.

### **7.9 Escape Routes**

A diagram of the building including its fire related hardware and exit routes will be provided to the fire service by the Emergency Services Liaison Officer from the Emergency Fire Box.

### **7.10 Assembly Points**

The Fire Assembly Point is: -

- The Main Car Park adjacent to the first tee shelter.

### **7.11 Identify Persons Especially at Risk**

- Any contactors on site will have be warned by their responsible member of staff.

## 7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- **Progressive Horizontal Evacuation.** This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes fire resisting construction.

### **7.13 Visitors and / or Contractors**

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

In buildings not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitors' book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

### **7.14 Overall Control**

- The Senior member of staff on duty as designated in section 7.8 will record the emergency situation and actions taken.

The Senior member of staff on duty will: -

- Take overall control of the evacuation.
- Ensure that other people with specific duties have taken relevant action.
- Account for all persons in the premises.
- Liaise with the Fire and Rescue Service.
- Initiate any additional response in relation to the care of people with special needs.



## **7.16 Fire Marshals**

Fire marshals are valuable in any premises and vital in large ones. Fire Marshals should always be given responsibility for a specific area, i.e., a floor or a section, and will have general duties in an evacuation such as: -

- Fire Marshals will be members of staff who have been trained by a competent person.
- Carry out 'first aid' fire fighting if trained and safe to do so
- Proceed to the assembly point close doors on route.
- Helping the person in overall control of the evacuation by confirming their area has been checked.

## **7.17 Fire Fighting**

- Nominated staff have been trained in the use of firefighting equipment.
- Trained staff may tackle a small fire with the equipment provided if they feel it is safe to do so with the training they have received.
- Firefighting equipment is located (See floor plan).

## **7.18 Contingency Plans**

As part of your emergency plan, it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving: -

- Consider sending staff home or to another location if the weather is inclement
- If the building cannot be re-entered / reoccupied consider the need to obtain spare car keys or the need to make telephone calls etc.

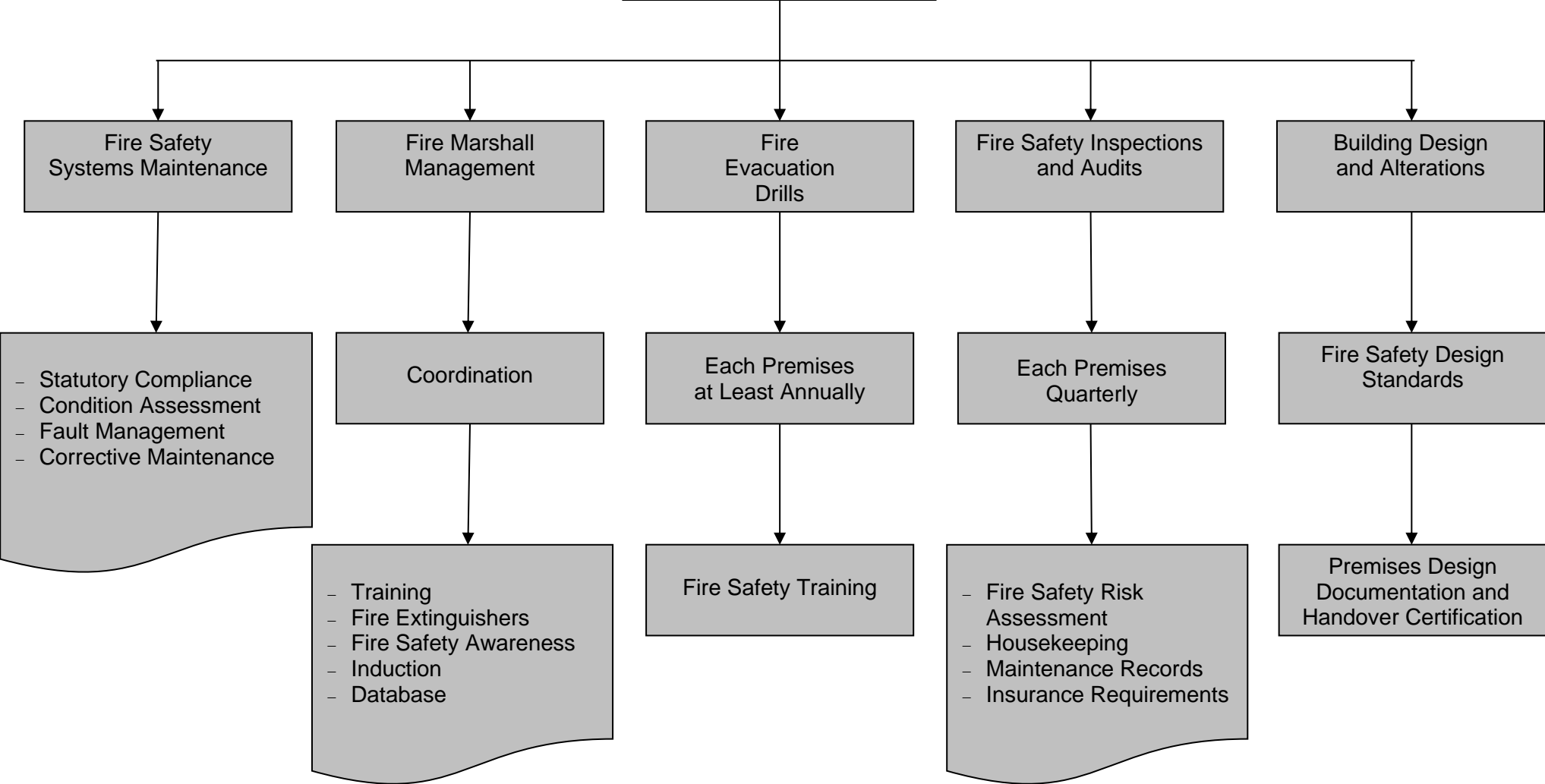
### **7.19 Re-Entering the Building**

- No one following evacuation is permitted to re-enter the building without the consent of the Senior Member of Staff on duty or if the Fire Service are present then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building.

### **7.20 Contingencies If Not Re-Entering the Building**

- Consider weather conditions, time of year, length of time before re-entry is possible etc.
- Staff will remain at the assembly point until released by the Senior Member of Staff on duty. Time of year, length of time etc. will be taken into consideration.

**FIRE SAFETY  
MANAGEMENT  
STRATEGY**



**WILLESLEY PARK GOLF CLUB-FIRE SAFETY MAINTENANCE CHECKLIST**

	YES	NO	N/A	COMMENTS
<b>Daily Checks (not normally recorded)</b>				
<b>Escape Routes</b>				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire fighting Equipment</b>				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Weekly Checks</b>				
<b>Escape Routes</b>				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire fighting Equipment</b>				
Are all fire fighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Monthly Checks</b>				
<b>Escape Routes</b>				
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire fighting Equipment</b>				
Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	N/A	COMMENTS

### Three Monthly Checks

#### General

Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Six Monthly Checks

#### General

Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Fire Warning Systems

Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### Escape Lighting

Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Annual Checks

#### Escape Routes

Do all fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Fire Warning Systems

Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### Escape Lighting

Do all luminaries operate on test for their full duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Fire fighting Equipment

Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Miscellaneous

Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any fire fighters' switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **WILLESLEY PARK GOLF CLUB-FIRE SAFETY TRAINING PROGRAMME**

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per year to test the fire safety training.

### **Fire Safety Training Sessions**

<b>New Employees:</b>	Induction Programme
<b>Current Employees:</b>	One / Two training session per year
<b>Fire Marshalls:</b>	One / Two training session per year specific to their duties
<b>Managers:</b>	One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

### **Fire Safety Training Topics**

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raising the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

### **Fire Safety Training Records**

All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

**WILLESLEY PARK GOLF CLUB-FIRE SAFETY TRAINING RECORD**

Date: \_\_\_\_\_ Duration: \_\_\_\_\_

Given By: \_\_\_\_\_ Session For: \_\_\_\_\_

**Subjects Covered**

- The significant findings from the fire risk assessment and fire safety policies
- What to do on discovering a fire
- How to raising the alarm, including the locations of fire break glass points
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- The arrangements for calling the fire and rescue service
- The location and where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape routes including stairways and especially those not in regular use
- How to open all emergency exit doors
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- The safe use, risks from storing and working with highly flammable/ explosive substances
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy (where applicable)
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

**Names of those attending:**

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_



### WILLESLEY PARK GOLF CLUB-FIRE SAFETY MANAGEMENT STRUCTURE

<p>The person with the <b>overall responsibility for fire safety</b>: -</p> <p><b>Planning:</b> Structure of organisation  <b>Organisation:</b> Setting objectives, policy and procedures  <b>Control:</b> Identify person responsible to tasks / actions  <b>Monitoring:</b> Checks and the implementation of standards  <b>Review:</b> Reviews of fire safety performance standards</p>	<p><b>Responsible Person:</b></p>
	<p><b>Position:</b></p>
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<p>The person with responsibility for <b>fire safety risk assessment</b>:</p> <ul style="list-style-type: none"> <li>- Carrying out fire safety risk assessment</li> <li>- Review of fire safety risk assessments</li> </ul>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for the <b>maintenance programme</b>:</p> <ul style="list-style-type: none"> <li>- Fire detection and warning system</li> <li>- Emergency lighting</li> <li>- Escape routes</li> <li>- Fire safety signs and notices</li> <li>- Fire resisting walls, partitions and doors</li> <li>- Fire fighting facilities</li> <li>- Electrical appliances and premises installations</li> </ul>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for developing and reviewing the premises <b>Fire Safety Management Plan</b> which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for <b>staff training</b>:</p> <ul style="list-style-type: none"> <li>- What to do in the event of fire</li> <li>- What to do upon hearing the fire alarm</li> <li>- Liaison with the fire service</li> <li>- Emergency shut down procedures</li> <li>- Fire fighting arrangements</li> <li>- The reason for good housekeeping practices etc</li> </ul>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>

