



## General Introduction

Woodfield Grove Tennis Club complies with the Regulatory Reform (Fire Safety) Order 2005 and meets specific requirements for fire precaution on its premises, which is licensed by Lambeth Council

On an annual basis the Fire Risk Assessment is reviewed by the Welfare Officer, to ensure that the club has fully examined and identified any potential hazards from fire and that its Emergency Plan is current and meets the needs of those using the building.

Copies of the latest Fire Risk Assessment and Emergency Plan are available to view in the club folder in the clubhouse, on the website and are attached.

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## Fire Risk Assessment and Emergency Plan

Together, the Fire Risk Assessment and Emergency Plan cover the following matters:

- Identify all significant fire hazards.
- Identify who is at risk from fire hazard.
- Identify any group who are especially at risk.
- Consider any dangerous substances on the premises.
- Evaluate if existing control measures reduce risk.
- Determine what additional measures and precautions are required, including periodic fire drills.
- Determine means of escape, and means of giving warning at the premises, in the case of fire.
- Train, inform and instruct coaches, committee members and cleaner about fire precautions at the club.
- Manage an effective maintenance and testing schedule of fire safety equipment, including weekly bell testing.

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## Legal duties

The club is legally bound to:

- a) Make appropriate fire safety arrangements identified by its Fire Risk Assessment.
- b) Nominate people to undertake any special roles identified in its Emergency Plan.
- c) Consult with any coaches, members and/or cleaner about taking on special roles, within its proposals, for improving the fire precautions.
- d) Comply with the Fire Safety Order

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## Conducting a Fire Risk Assessment

The assessment is tailored to the club and is reviewed annually.

The latest Fire Risk Assessment is attached.

## **Publishing an Emergency Plan**

The club's Emergency Plan is specific to the premises and details the pre-planned procedures in place for use in the event of a fire.

This is reviewed annually and tested through fire drills and a copy is in the file in the clubhouse as well as online on the website.

The latest Emergency Plan is attached.

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## Fire Risk Assessment

Significant Hazards	People at Risk	Existing Controls (A) = Adequate (B) = Inadequate	Further Action Required When? By Whom?
<b>ZONE 1 - GROUND FLOOR</b>			
<b>Entrance Lobby:</b> wooden staircase, burglar alarm control panel and fire alarm control box.	Ground floor members, coaches and visitors	Main evacuation route from club house (A) 2 x Internal escape routes (A) Fire Alarm Call Point/Break Glass by front door (A) Break Glass with key for fire alarm control box (A) Fire door with closer to lounge (A) Emergency lighting (A) Defibrillator Box protrudes onto stairwell but flagged by hazard tape (A) Smoke detector on ceiling in stairwell	Call points to be renewed and tested in rotation, using a different call point for each successive test. Carole and Anthony.
<b>Lounge:</b> Heaters (x 2), lighting (halogen and fluorescent), electrical equipment (TV, Sky box, extractor fans etc), furniture and carpet.  Lift to first floor – no longer currently operational (see Upstairs Room)	Members, coaches and visitors	2 x Fire extinguishers, foam and CO2, both BS5306 compliant (A) All fire extinguishers serviced 12 March 19 (A) All appliances PAT checked January 19 (A) Fire alarm bell BS 5839 (A) Smoke detectors on ceiling Emergency lighting (A) Break Glass with key for bar door (A) Fire doors to toilet, kitchen, bar and lobby, (plus hatch to kitchen (B))	All fire doors and hatch to be closed when leaving the club house, by all.  Bar door key in break glass to be checked to ensure it contains the correct key. Tony Ayles
<b>Bar:</b> Drinks cooler, glass washer, printer, control panel for entry system and iPad POS Secondary evacuation route through fire door  Wooden storage shed for bar stock behind	Volunteers staffing the bar (restricted to committee members and other authorised people)	Fire extinguisher, foam BS5306 compliant (A) All fire extinguishers serviced 12 March 19 (A) All appliances PAT checked January 19 (A) Smoke alarm sensor in ceiling BS 5839 (A) Emergency lighting (A) Internal escape route (A) to alley behind.	Alley to be kept clear at all times to ensure safe exit route, by all.
<b>Kitchen:</b> Electric cooker, fridge, dishwasher, microwave ovens (x2), hot drinks dispenser and fluorescent light fitting Cleaning products, if not stored correctly. Controls for Vectaire extraction fans in lounge	Volunteers at social events using the equipment	Fire extinguisher, foam BS5306 compliant / Checked March 19 (A) and fire blanket for cooking fire (A) Smoke detector in ceiling BS 5839 (A) All appliances PAT checked January 19 (A) Cleaning products kept in high cupboard away from child access (COS) (A) Emergency lighting (A) Hatch fire doors (A)	
<b>Toilet:</b> Hand dryer, bar heater, fan, storage cupboards containing paper products and misc items, coat hooks	Members, coaches and visitors	Emergency lighting (A) First Aid kit (A)	

Significant Hazards	People at Risk	Existing Controls (A) = Adequate (B) = Inadequate	Further Action Required When? By Whom?
<b>ZONE 2 - FIRST FLOOR</b>			
<p><b>Upstairs Room:</b> Heaters (x 2), halogen lighting, electrical equipment (TV, Sky box etc), hostess trolley and hotplate</p> <p>Wooden framed furniture with foam (fire resistant to 1998 regulations) seats and backs and carpet</p> <p>Lift to ground floor - not currently operational</p>	<p>Members, coaches and visitors</p> <p>People who play Bridge</p>	<p>2 x Fire extinguishers, foam and CO2, both BS5306 compliant (A)</p> <p>All fire extinguishers serviced 12 March 19 (A)</p> <p>Appliances PAT checked January 19 (A)</p> <p>Smoke detector in ceiling BS 5839 (A)</p> <p>Fire alarm bell BS 5839 (A)</p> <p>Exit route through fire door with closer, down stairs and out of front door (A)</p> <p>Fire doors with closers to Men's and Ladies changing rooms</p> <p>Alternative exit to steel framed balcony, escape ladder has been provided (A)</p> <p>Emergency lighting (A)</p>	<p>All members to be briefed about the provision of the boxed fire escape ladder, for evacuation from balcony to ground. Member Alert</p>
<p><b>Men's Changing Room:</b></p> <p>Storage cupboard contains fusebox, control boxes for entry system etc</p> <p>Electric shower and thermostatic heaters (x2)</p> <p>Lockers and spare tables</p>	<p>Members, coaches and visitors</p>	<p>Storage cupboard locked, with break glass key adjacent for emergency access to control box (A)</p> <p>PAT checked January 19 (A)</p> <p>Smoke detectors BS 5839 (A)</p> <p>Emergency lighting (A)</p> <p>Fire door with closer between changing and shower areas (A)</p>	<p>Check break glass key is correct. Carole</p>
<p><b>Ladies Changing Room:</b></p> <p>Storage cupboard contains combustible household supplies,</p> <p>Electric shower and thermostat controlled heaters (x2), lockers and cushions for outside balcony furniture</p>	<p>Members, coaches and visitors</p>	<p>Locked storage cupboard (A)</p> <p>PAT checked January 19 (A)</p> <p>Smoke detectors BS 5839 (A)</p> <p>Emergency lighting (A)</p> <p>Fire door with closer between changing and shower areas (A)</p>	
<b>OUTSIDE CLUBHOUSE</b>			
<p><b>Storage Shed:</b> PVC door and wooden roof</p> <p>Contains electrical controls for tennis court floodlights, light, bar heater</p> <p>Paint and garden chemicals stored inside, plus coaching equipment including balls and miscellaneous items such as garden furniture, cushions and parasols</p>	<p>Coaches, cleaner and committee members</p>	<p>Rendered breeze block construction (A)</p> <p>To be kept locked (A)</p> <p>PAT checked January 19 (A)</p> <p>Area to be kept tidy</p>	<p>To be kept locked and tidy. Coaches and cleaner</p>
<p><b>Patio Area:</b> Calor gas cylinders (x2) for barbecue</p>	<p>Volunteers at social events using the equipment</p>	<p>Spare kept behind storage shed</p>	

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## **Emergency Plan - The club's Emergency Plan details the pre-determined procedures in place for use in the event of a fire.**

- **Action on discovering a fire:** Raise/sound the alarm from one of the 3 call points!
- **Warn if there is a fire:** The most appropriate 'marshall' present should put on the yellow vest, make themselves known to people and instruct everyone to leave the building/premises.
- **Evacuate the premises:** Encourage everyone to leave as quickly and as calmly as possible and instruct them to gather at the main Assembly Point, in the street, if possible.
- **Assembly Point:** If able to pass along the alleyway and through the gate, evacuees should gather on the pavement opposite, to keep access clear for emergency services – **Main Assembly A**. If access along the alleyway to the gate is hazardous, evacuees should gather at the far end of Court 3 as far away from the clubhouse as possible - **Assembly B**. The fire 'marshall' and coaches are to determine if everyone has left the building/premises and are to keep everyone together at the appropriate Assembly Point.
- **Call the fire brigade:** Use a mobile or, if you can reach it, the land line in the clubhouse can make emergency 999 calls. Be sure you know the full address and post code for the club.
- **Isolate the power:** If possible, throw the switch in the main fuse box located in the Men's Changing Room storage cupboard to cut off the power. There is a break glass 'key holder' adjacent to the door. Alternatively, advise the emergency services accordingly.
- **Liaison with emergency services:** The fire 'marshall' (senior club representative such as coach or committee member) must co-ordinate with the fire service (and ambulance if required) and advise the Chair, if absent, of the ongoing situation. In the event of the Chair being unavailable, then the Secretary or another Officer of the club is to be contacted, as soon as possible.
- **Key Escape Routes:** Route 1 is via the front door of the clubhouse and Route 2 is via the bar fire door at the back of the club. Anyone upstairs unable to pass down the stairs safely should exit onto the balcony and use the boxed fire escape ladder to reach the ground. Try to direct evacuees along the alleyway, to the gate and off the premises.
- **Fire Fighting Equipment:** The club provides fire extinguishers, both foam and CO2, which are placed strategically throughout the premises - in the kitchen, bar, lounge, and upstairs room. There is also a fire blanket in the kitchen in the event of a cooking fire.
- **Detection and alarm system:** The club has smoke detectors located throughout the clubhouse that set off a bell alarm, both on the ground floor and upstairs, and activates Emergency lighting.
- **Specific responsibilities in the event of a fire:** All committee members and coaches must familiarize themselves with both the Fire Risk Assessment and the Emergency Plan so they will know what must happen to keep people safe and minimize damage.
- **Training required:** No specialist training is deemed necessary in view of the size and disposition of the club, providing those with specific responsibilities remain vigilant and keep themselves fully informed of the risks and procedures. However, there should be periodic fire drills, particularly for junior members.

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## **Contacts**

### **Woodfield Grove Tennis Club**

9 Woodfield Grove  
Streatham Hill, SW16 1LR

### **Fire Safety Marshalls include:**

Lucia Sarki - 07838 689999  
Tony Ayles - 07970 100035  
John O'Connor - 07932 253957  
Joe Thompson - 07760 828979

### **Officers of the Club:**

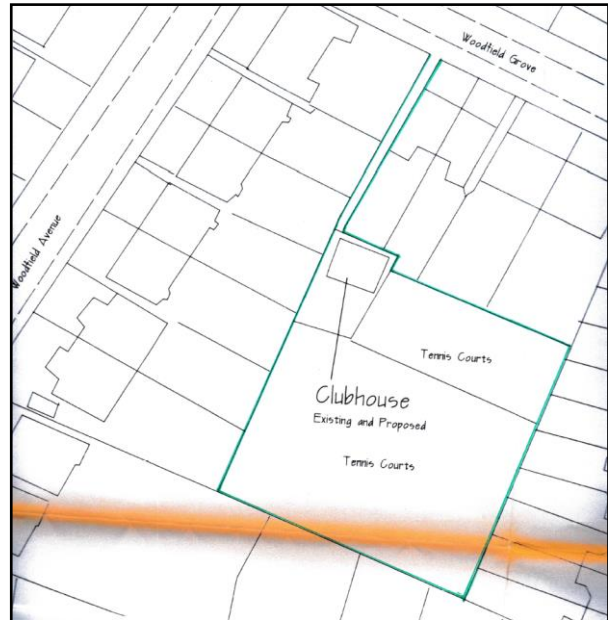
Chairman – Jon Elwes – 07779 093348  
Secretary - Lenka Dohnalova  
- 07817 639115  
Treasurer – Candice Kyle – 07455 006969  
Vice Chair - Alex Kyle - 07944 735163  
Welfare Officer – Carole Britton - 07910 951675

## General Information, Location and Size of Premises

The Club is a non-profit member-owned tennis club with a bar licensed by Lambeth Council.

Built in 1998-99, the clubhouse is a timber-framed clad building located down at narrow alleyway behind a locked gate with an audio-visual entry system.

The club is located down an alleyway accessed from Woodfield Grove, a one-way street running from Woodfield Avenue to Mount Ephraim Lane.



The size of the premises is approximately 18,285 square feet, including the 4 tennis courts and clubhouse.

The size of the building is approximately 1,458 square feet.

