

# **Fire-risk assessment - Purley Bury Tennis Club December 2020 by John Davey, Club Health and Safety Officer**

Purley Bury Tennis Club has 5 hard courts, a small car park for 4 cars, a clubhouse, 2 outbuildings and a shed. It is used by its members and their guests and is not open to the public. It is a registered Charity No. 1176144 and is run by volunteers. There are no paid staff.

The Club has a Health and Safety Officer and Health and Safety Policies and Procedures - see Appendix A. The previous risk assessment was carried out in December 2019.

## **Overview**

- An annual risk assessment and maintenance review is carried out and a plan put in place for remedial work and improvements - next due November 2021
- PATs Testing is carried out biennially - due now December 2020
- Fixed electrical equipment is checked every 4 years - next due December 2022
- Fire extinguishers are checked annually by a specialist company in conjunction with the bowls club - next due October 2021
- A periodic inspection of our electrical installation is carried out every 5 years - next due 2024/5
- Members are expected to visually check electrical equipment before they use it, as they would at home, and report any faults. Notices are displayed to this effect
- Smoking is prohibited in all the buildings and on the veranda. A small external smoking area is provided in the car park
- The assembly point is in the car Park

## **Summary of Recommendations**

Access to the CO2 fire extinguisher in the kitchen is obstructed and access should be cleared.

The emergency light over the kitchen door to the veranda needs to be checked by an electrician as the green light is not on

Details of the assembly point in the car park need to be displayed in the Top Building as well as the Kitchen and Bar - carried over from last year

It is proposed to replace the doors to the Top Building. These should open outwards provided this facilitates safe egress (the building is small and always used by less than 60 people)

Two of the detectors in the bar are not working and need to be replaced

A smoke detector needs to be provided in the Top Building - carried over from last year

No smoking signs should be provided in the Top Building and on the veranda in front of the Club the Top Building.

## **Club House**

The Club House is a building of about 180m<sup>2</sup>. The largest section is the bar area at one end and a smaller kitchen area at the other separated by three small toilet and changing areas - see attached floor plan. We are required to meet the Regulatory Reform (Fire Safety) Order 2005.

There are smoke detectors in all 3 sections of the building. Two of the detectors in the bar are not working and need to be replaced

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14879/making-your-premises-safe-short-guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/422195/9294\\_Small\\_Mediumt\\_v2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf)

## **Potential Fire Hazards**

Radiators in the bar and kitchen areas  
Water heaters in the bar, kitchen and all 3 toilets  
Hand dryers in all 3 toilets  
Oven, microwave, hob and fridge in kitchen  
Multiple electrical appliances in the bar - fridges, dishwasher, entertainment  
Sure mix nitrogen carbon-dioxide cylinders for the bar pumps (BOC)  
Patio gas for the barbecue (Calor)

## **People**

The premises are used by adult members and children under the supervision of adults. Members are responsible for ensuring their guests are familiar with any relevant fire precautions. The premises are accessible to people with physical disabilities and provision has been made for level access and egress. Smoking is not permitted except in the designated area in the car park

## **The Bar**

The radiators (4) and the curtain heater over the entry doors were renewed in 2019 and are securely fixed to the wall

The electrical appliances have been safely installed.

There are two fire exits: one via the main entrance and one from behind the bar. The travel distance to the nearest available exit is less than 18 metres. There are fire exit signs over the fire exit doors and emergency lighting which shows where the exits are. The location of the assembly point is displayed and there is a no smoking sign by the door.

There is a CO<sub>2</sub> fire extinguisher behind the bar and a water extinguisher beside the main door.

There are Sure mix 60 nitrogen carbon dioxide cylinders in use in the bar. Empty cylinders are stored on the veranda at the back of the building. Full cylinders are stored in the store.

## **Kitchen area**

The radiator was replaced in 2018 and is mounted on the wall.

The electrical appliances have been safely installed

Only competent members are allowed to use the barbecue for events. The Calor Gas patio gas cylinders are kept separately in the shed which is indicated by a sign on the shed door

There is a 2kg CO2 fire extinguisher and a fire blanket. A water fire extinguisher is available in the area outside the toilets. The old fire blanket was replaced in 2020 and mounted on the wall. Access to the CO2 fire extinguisher is obstructed and access should be cleared.

There is a fire exit from the toilet area into the kitchen and from the kitchen onto the veranda. There are fire exit signs over the doors and emergency lighting which shows where the fire exits are. The emergency light over the kitchen door to the veranda needs to be checked by an electrician as the green light is not on

The location of the assembly point is indicated on a notice and there are 2 no smoking signs

## **Toilet area**

The electrical equipment in the toilets has been safely installed

## **Veranda**

No Smoking notices are displayed.

## **Top Building**

This is used by members to play table tennis and other indoor games.

The four ceiling heaters and the curtain heater over the doors were installed in 2019 and certificated

There are CO2 and Water fire extinguishers

There is a fire exit sign over the exit doors and an emergency light located high up on one end wall which mean the fire exit sign is clearly visible.

The location of the assembly point is not displayed and a notice should be provided - carried over from last year

Smoking is not allowed and notices need to be displayed in the building and on the veranda - carried over from last year

A smoke detector needs to be provided in the Top Building - carried over from last year

### **Coach's Building**

This is not in general use by members and is mostly used for storage.

END

# **Appendix A - Purley Bury Tennis Club Health and Safety Policy and Procedures**

## **Policy Statement**

The Board of Purley Bury Tennis Club are committed to take all reasonable steps to ensure the health and safety of members and everyone who visits the club and uses its facilities

## **Health and Safety Officer - John Davey [pbtsecretary@gmail.com](mailto:pbtsecretary@gmail.com)**

The Board will appoint a Health and Safety Officer who will be responsible for :

- Understanding and keeping up to date with legal requirements and the best advice available on Health and Safety and advising the Board of any necessary action
- Carrying out and updating the LTA risk assessment and the Fire Risk Assessment annually
- Checking the club's facilities with the Maintenance Manager and help prepare a Maintenance Plan annually
- Responding to health and safety issues raised by members and anyone who visits the club
- Responding to accident reports and maintaining a record
- Keeping notices up to date on the premises and on the website: accidents, first aid, court safety, supervision of children, electrical safety and reporting maintenance faults
- Inform the Board of any action required to ensure the health and safety of members and everyone who visits the Club

## **Board responsibility**

To take any necessary action to ensure the health and safety of members and everyone who visits the Club.

## **Maintenance Manager**

- Prepare the annual maintenance plan in consultation with the Health and Safety Officer
- Arrange for the annual check and maintenance of fire extinguishers
- Arrange the biennial PATs test for electrical equipment
- Ensure the cleaner is aware of the correct procedure for using and storing any hazardous cleaning products (CoSHH) and that the weekly cleaning schedule is carried out and recorded
- Arrange for any necessary maintenance for health and safety to be carried out in a timely fashion
- Maintain Asbestos Management Certification
- Ensure contractors and volunteers are aware of all the relevant health and safety requirements when working on site

## **Events Co-ordinator**

Ensure a risk assessment is carried out and filed for each event and that all necessary precautions are taken

Ensure the barbecue is operated by competent users and that the patio gas cylinders are stored and used correctly

## **Bar Manager**

Ensure all bar equipment is maintained in good order

Ensure bar serving area and equipment is cleaned to the required standard

Ensure relevant bar staff/volunteers know, understand and comply with hygiene requirements and if required know how to use the Sure mix 60 nitrogen carbon dioxide cylinders, and how they should be stored

Ensure a risk assessment is carried out on each occasion the bar is hired out and that the organiser is made aware of all the relevant health and safety arrangements when using the bar for a social event

## **Members Responsibilities**

All members must:

- Take reasonable care for their own health and safety and comply with all safety procedures advertised by the Club
- Ensure the courts are fit for play and free from debris before starting playing. Extra care should be taken when the courts are wet, and they should not be used if they are icy.
- Consider the safety of other persons who may be affected by their acts or omissions
- Ensure that any guests or visitors they invite on to the Club's premises are made aware of their responsibilities towards health and safety
- Exercise full control and supervision for any children. under the age of 16. The parent/carer must take responsibility for ensuring the courts are fit for play and the safety of the child whilst on Club premises outside of organised coaching sessions.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazards or potential hazards in premises and equipment, or shortcomings in the existing safety arrangements, to the Health and Safety Officer without delay
- Not undertake any activity for which authorisation has not been given
- Check electrical equipment is in good condition before using and report any faults

END