

# Weston Sailing Club

Abbey Hill, Netley Abbey, Southampton, Hants, SO31 5FB  
www.weston.org.uk [info@weston.org.uk](mailto:info@weston.org.uk)  
(Charity registration number: 1170017)



## Fire Policy (Version 20<sup>th</sup> November 2022)

### Reference.

- A. WSC Members Handbook v14<sup>th</sup> Feb 2022.
- B. [HM Government Fire Safety Risk Assessment for Small and Medium Places of Assembly.](#)

Change history (changes to be highlighted in red text within the document)		
Srl	Version	Comment
1	31 January 2022	New policy written following survey by Hampshire Fire and Rescue on 12 <sup>th</sup> November 2021.
2	20 November 2022	Update to WSC Members Handbook reference; removed reference to SSOS; added weekly requirement for fire alarm testing; Portable Appliance Testing to be by Facilities Member.

### Introduction.

1. This policy<sup>1</sup> sets out the roles, responsibilities and arrangements underpinning Weston Sailing Club's (the Club) approach to fire safety. The Club will ensure that, as far as is possible, fires are prevented and that, in the event of a fire, members, staff and visitors know exactly what to do and how to react.

### Role Definitions.

2. All Club members have a responsibility to identify and report fire hazards; however, the following members have specific leadership roles:

- a. **General Purpose Committee (GPC).** Overall control of a fire incident should be assumed by the Commodore if present, or in their absence another member of the GPC. Responsibilities are listed at paragraph 3 below.
- b. **Race Officer or Event Manager.** For Club events, a Race Officer or Event Manager is appointed and listed in the Club Duty Roster. Persons in these roles have specific fire safety responsibilities as listed at paragraph 3 below.
- c. **Facilities Manager.** The Facilities Manager ensures that Club facilities meet required fire safety standards. Their detailed responsibilities are listed at paragraph 3 below.

<sup>1</sup> [Warsash Sailing Club's fire policy](#) was used as an initial framework.

## Responsibilities.

3. By reading the Club policy, all Club members are to be aware of their responsibilities for fire safety and their actions in the event of a fire. All members should be aware of Club fire safety measures, including evacuation routes, and be ready to aid the evacuation of persons with impaired mobility and visitors in the event of a fire.

- a. **General Purpose Committee.** The GPC have ultimate responsibility for Fire Safety and the implementation of the measures required by this policy.
- b. **Race Officer or Event Manager.** On arrival and departure, the person checks that:
  - (1) All fire doors are operable and are not wedged open.
  - (2) All Fire Exits and steps are free from clutter.
  - (3) All unnecessary electrical equipment and heaters are turned off.
  - (4) Storerooms, bins and rubbish areas do not have smouldering fires.
  - (5) In the event of a fire incident they control the muster point, ensuring that members and other visitors present that day can account for their respective parties.
  - (6) In the event of no member of the GPC being present, the **Race Officer or Event Manager** assumes the responsibilities for controlling the fire incident, delegating control of the muster point to another available adult Club member.
- c. **Facilities Member.** The Facilities manager:
  - (1) Arranges fire training for Club members<sup>2</sup>, to include Club fire policy, use of fire extinguishers and other equipment, muster point, and roles and responsibilities.
  - (2) Ensures that fire evacuation and no smoking notices are kept up to date and are not obscured.
  - (3) Maintains a log (including dates and times) of fire/equipment checks and servicing, fire safety inspections and surveys (including subsequent actions/responses), and fire safety training (including what was covered and who attended).
  - (4) Updates Fire Risk Assessments and conducts routine checks.
  - (5) Ensures that stocks of flammable materials or gases are kept to an absolute minimum and are stored safely outside of buildings wherever possible.
  - (6) All goods and boxes are safely stored to minimize clutter, reducing the fuel available for a fire and ensuring that fire exits are not obstructed at any time.
  - (7) All Club owned and caterer owned electrical equipment is free of obvious defects such as worn or broken cables and leads. No other electrical equipment is to be brought into the Club for use unless **it has been inspected for damage and approved by the Facilities Member in advance.**

---

<sup>2</sup> Mainly, but not exclusively, GPC members.

(8) The Club's security arrangements are all in place discouraging arson.

(9) Areas where contractors have been working are free of fire hazards.

(10) **On a weekly basis:** Ensures that the fire alarm system is tested and that tests are recorded. All key holders should be trained to conduct the tests in order to reduce the burden on one individual.

(11) On a **monthly basis:**

(a) Checks that the emergency lighting is functioning correctly including all luminaires and exit signs.

(b) Checks that all emergency and fire exits are operating correctly.

(12) On an **annual basis**, ensures that:

(a) A full inspection and test of the fire alarm system, including smoke detectors and emergency lighting, is carried out by competent persons. Any defects found must be logged and the necessary action taken. Certificates of testing should be obtained and filed in the "Fire Safety Records File".

(b) Portable fire extinguishers are checked and serviced by competent persons.

(c) The Club and caterer's electrical equipment used within the Club **premises is free from damage and is serviceable.**

#### **WSC Fire Procedures:**

4. Fire procedures are listed at appendix A to this report.

## WSC Fire Incident Procedures

### By the person discovering the fire in or near a building:

1. Shout **'FIRE, FIRE, FIRE'** and activate the fire alarm.
2. Inform Club members of the fire's location.
3. Do not attempt to extinguish the fire unless it is blocking someone's only escape route. If petrol is involved, stay well away.
4. Evacuate the building, making sure to check all rooms. Evacuation is to the **muster point between the race box and the compound fence**.
5. Summon the fire services and other emergency services (as required) by **dialling 999**.
6. If necessary, take steps to notify the crew of any boats still afloat of the danger that might be involved in coming ashore at the Club. Direct those coming ashore to an area of foreshore away from the fire.

### By the person discovering a fire on board a patrol boat on the water:

1. Immediately stop the boat. Fight the fire if safe to do so, or evacuate the crew to the water. Get all of them to swim away from the boat, staying together.
2. Call for help from any nearby vessel, or if possible send a **'MAYDAY'** call using a handheld radio.

### General Purpose Committee (GPC):

1. Investigate the report of a fire and supervise firefighting by use of extinguishers if safe to do so and if people feel confident in the use of the firefighting equipment. If petrol is involved, make sure no one (except fire service personnel) tries to fight the fire. Fire extinguishers are in the Clubhouse and patrol boat sheds in clearly marked positions.
2. Confirm that the Club buildings have been fully vacated and that people are evacuated to the muster point between the race box and the compound fence.
3. Ensure all mobility-impaired persons are assisted to a safe zone and then helped to the fire muster point.
4. Do not allow any person to enter affected buildings until the fire services give their permission.
5. Liaise with the Fire and other Emergency Services, confirming that they have been informed of the emergency.
6. Ensure that Fire and other Emergency Services have a clear route from the top gate to the scene of the incident.
7. If you are in charge of a particular group of trainees, get the group together and check that they are all accounted for. If they are on shore, take them to the muster point, which is the area between the race box and the compound fence. Make sure no one is in a position likely to impede the emergency services.
8. Take all necessary steps to ensure the continued safety of the site, bearing in mind that it is always open to members of the public.
9. The person who controls the fire incident should report to the GPC in writing the events leading up to and/or the cause of the fire along with the action taken and the outcome.
10. As soon as feasible following the fire, a special meeting of the GPC will be convened to establish, where possible, the cause of the fire and implement any appropriate measures to avoid a recurrence.
11. The GPC and insurance company are to effect repairs as needed.

### **Race Officer or Event Manager:**

1. **You must abandon all sailing activities immediately** you become aware of the fire incident and make necessary communications to members on the water to return to the club as soon as possible.
2. Sailing can be resumed/re-started only if agreed by the GPC member controlling the fire incident.
3. In the event of a fire incident, **you control the muster point**, ensuring that members and other visitors present that day can account for their respective parties.
4. If you are in charge of a particular group of trainees, get the group together and check that they are all accounted for. If they are on shore, take them to the muster point. Make sure no one is in a position likely to impede the emergency services.
5. Once the situation is under control, report the situation/incident to the GPC member in overall charge as soon as possible.
6. Decide whether the Club should remain open – if possible, consult with a GPC member. If the Club is to be closed, try to make it secure before leaving the premises. If any building has been damaged, seek the advice of the fire service crew about making the building secure.