


FIRE RISK ASSESSMENT

COMPANY	Elsham Golf Club Barton Road Elsham North Lincolnshire DN20 0LS		REFERENCE NO.		
			ASSESSMENT AREA	Clubhouse Buildings	
			TYPE OF BUILDING	Golf Club General Clubhouse & Offices	
TYPE OF BUSINESS	Golf Club		NUMBER OF OCCUPANTS	Variable	
ASSESSORS NAME	Martin Postance	ASSESSORS SIGNATURE		DATE	10 th March 2022
ASSESSMENT SUMMARY	<p>This assessment is based on information received and observations made during the visit. The assessment relates to general activities within the main clubhouse, offices, function room areas, changing rooms and Pro-shop. It does not relate to out of the ordinary functions. These will require additional assessment including emergency actions and identification of responsible persons both from the club and function organisers.</p> <p>The interior is well laid out with no significant fire risks apparent; all persons should be able to escape easily from a fire however, there is only one escape route from the first-floor offices, and this is down the main staircase. Given the low likelihood of a fire rendering this route impassable before alarm is raised and occupants evacuated this is deemed adequate. Housekeeping in all areas is generally very high. Fire extinguishers are readily available although care should be taken to ensure curtains etc in function areas do not restrict view or access.</p> <p>A limited fire logbook was in place. This indicates regular alarm and emergency lighting checks. It should also include monthly fire extinguisher & fire door integrity checks, fire alarm activations, emergency drills etc.</p> <p>Emergency plans appear outdated. The management team should review and update all emergency plans across the course. Care should be taken to ensure adequate reference is made to lone workers and private functions.</p> <p>Private functions should have emergency plans in place these should form part of the contract and should indicate responsible persons, roles & responsibilities.</p> <p>There appears to be limited fire safety training for employees. This should be rectified with basic fire safety awareness for all employees (including temporary staff) and more in-depth fire marshal training supplied to those who would take control.</p> <p>Fire exits are generally available and clear however, the route from the kitchen is not adequate. There are two doors available neither of which is designated a fire exit, and both require a key to operate. The club should ensure one door is designated as an emergency exit, use should be easy and clearly identified. If a lock is required for security purposes this should be easily operated or overridden. Signage should indicate route and operation of door.</p> <p>External signage should indicate the route to the assembly point, this in turn should be clearly indicated.</p>				
NORMAL					

FIRE HAZARDS	DESCRIPTION	QUANTITY	LOW	NORMAL	HIGH	COMMENTS / ACTION REQUIRED
<p style="text-align: center;">SOURCES OF IGNITION</p>	<p>Faulty or misused electrical equipment</p>			x		<p>Portable electrical appliance testing undertaken Equipment including cables, plugs and sockets to be checked by user for any signs of damage. Trailing cables to be minimised and routed such that potential for damage is minimised</p>
	<p>Poor electrical installations</p>			x		<p>Electrical systems are inspected by a competent person regularly.</p>
	<p>Kitchen cooking processes and equipment</p>			x		<p>Trained and competent staff only operate cooking equipment. Safe working practices followed All equipment is inspected on a regular basis Equipment isolated when not in use Gas safe isolation device fitted and checked regularly (to be clearly identified)</p>
	<p>Smoking</p>			x		<p>Smoking only permitted externally</p>
	<p>Arson</p>			x		<p>Arson not deemed day-to-day risk. CCTV in place Security measures in place for functions etc</p>
<p style="text-align: center;">SOURCES OF FUEL</p>	<p>Furniture, fixtures & fittings</p>			x		<p>Good quality throughout. High levels wood, plastic & metal furnishings would create high levels of flame & smoke once ignited Fabric fire resistant or treated to minimise risk Fittings likely to take time to ignite but would burn freely</p>
	<p>Paper, cardboard etc files and administration stationary and similar materials throughout</p>			x		<p>High levels in administration areas, generally good housekeeping measures Minimise as far as possible.</p>

SOURCES OF FUEL (Cont)	Cooking oils & fats, food produce and packaging, etc			x	Minimal oils and fats, good control measures in place. Appropriate cooking methods used. Minimal stock and packaging. Good housekeeping maintained. Ensure regular checks & cleaning of oil-based cookers and extraction equipment carried out & recorded.
	Cooking appliance gas			x	Well maintained equipment Ensure regular checks carried out with records maintained
	Alcohol & associated products in bar areas			x	Suitable quantities and levels maintained Good management practices in place
	Pro-Shop Contents			x	Generally low risk combustible materials stored Ensure stock levels remain well managed
	Personal belongings etc in changing rooms		x		Low levels likely
	Vehicles & materials in external garage areas			x	Low levels No specific hazardous materials observed
	Gas tanks (3x 2200litre Propane)			x	Protected by barriers Ensure clear signage indicates risk
	Buggies and other equipment stored & parked close to buildings			x	Ensure all buggies & equipment stores/parked in safe areas and secured against malicious or unauthorised use
Waste			x	Waste skips to rear Good housekeeping in place Ensure waste skips are secured when not in use to minimise arson risk	
SOURCES OF OXYGEN	None other than atmospheric observed or envisaged				

BUILDING CONSTRUCTION Material Voids	Brick & Tile Cupboards under stairs			x x		Ensure no flammables are stored under stairs. Doors should be secured when not in use.
PERSONS AT RISK	Employees Members Visitors			x x x		Inductions to be in place Safety rules to be in place & followed

FIRE FIGHTING EQUIPMENT	PROVISION	DATE CHECKED	COMMENTS / ACTION REQUIRED
Extinguishers	Extinguishers located at suitable fire points in all areas	03/22	Monthly integrity checks should be carried out with records maintained

ESCAPE ROUTES	PROVISION	DATE CHECKED	COMMENTS / ACTION REQUIRED
Corridors	Yes		First floor office area Number of adjoining rooms
Fire Doors	Yes		Monthly integrity checks to be carried out with records maintained All fire doors should be checked and adjusted to ensure they close correctly
Fire Exits	Yes		Fire exit not clear at rear of kitchen. One door should be clearly designated All fire escapes to be fitted with devices that can be easily and immediately openable without key or code All fire exits to be clearly signed
Protected Stairways	No		Open stair to first floor offices at main foyer area Ensure no flammables stored in under stairs cupboard
Signs	Limited		Fire action notices should be posted at fire extinguisher points and fire exit final doors External signage, particularly at rear, should be in place to direct persons to assembly point Signage should indicate location of external gas tanks All fire escapes should have clear signage
Emergency Lighting	Yes		Test & inspection records available

FIRE DETECTION	PROVISION	DATE CHECKED	COMMENTS / ACTION REQUIRED
Fire Alarm System	Yes		Alarm system should be tested weekly from different call point Records maintained and readily available Annual inspection by competent person Staff should be trained in use of alarm
Smoke Detectors	Yes		Detectors in place throughout

TRAINING	PROVISION	DATE CHECKED	COMMENTS / ACTION REQUIRED
Staff Fire Safety	Limited		All employees (including temporary & function staff) should receive appropriate fire safety awareness training
Fire Marshals	Unclear		Fire marshals should be identified and trained High visibility tabards should be placed at fire alarm panel to allow rapid identification during emergency
Emergency Plan	Not current		Emergency plan should be updated, and all employees made aware. Persons with responsibilities should be identified All persons to be aware of actions, roles & responsibilities Include location of and access to emergency water supplies
Fire Drills	No		Fire drills should be undertaken and recorded

RECORDS	PROVISION	DATE CHECKED	COMMENTS / ACTION REQUIRED
Training			Records are maintained by the club, but some are not current. Fire logbook should be maintained. All records should be concise and readily available for enforcing authorities
Inspections			
Maintenance			
Alarm Tests			
Fire Drills			
Emergency Lighting			