

Thames Valley Skiff Club Fire Safety & Emergency Plan

Updated April 2026

A. AVOIDING FIRES

1. No smoking is permitted anywhere in the building.
2. Launch fuel tanks and garden maintenance equipment, must be filled in the open air. Fuel tanks must be stored securely when not in use within the Armorgard Flambank Fuel Storage Cabinet. Its precise location is shown on the diagrams below.
3. Paint thinners, fibreglass resin hardener and similar materials must be kept stoppered when not in use and stored away from interference.
4. Portable electrical appliances must have been safety tested (PAT tested) before regular use within the club. Any devices that have not been tested must be removed from the club when the owner leaves.
5. The clubhouse, changing rooms, boathouse and areas surrounding the club must be kept tidy and free of accumulations of flammable material.
6. All electrical equipment should, where practicable, be switched off when leaving the premises unattended. This will normally include lights, bar till, radio/hi-fi, kettle, toaster and microwave.
7. Club members should report any fire and safety measures that they believe are below standard to any Committee member and should ensure that it is logged in the Accident Report Book held within the kitchen cupboard adjacent to the First Aid Kit.
8. Inspections, maintenance and repairs on safety critical items on the premises (i.e. gas, plumbing, electrics, fire alarm systems, fire extinguishers) are carried out by suitably qualified contractors (e.g. Gas Safe registered engineers for gas appliances). When any "hot works" are required the maintenance contractor should confirm that they have a "hot works" procedure and that it will be implemented for the duration of the required works.
9. Maintenance contractors shall be made aware of this Fire Safety and Emergency Plan prior to carrying out any "hot works" on the premises, and if being carried out without the attendance by a committee representative, trained in the use of the Fire Alarm System.

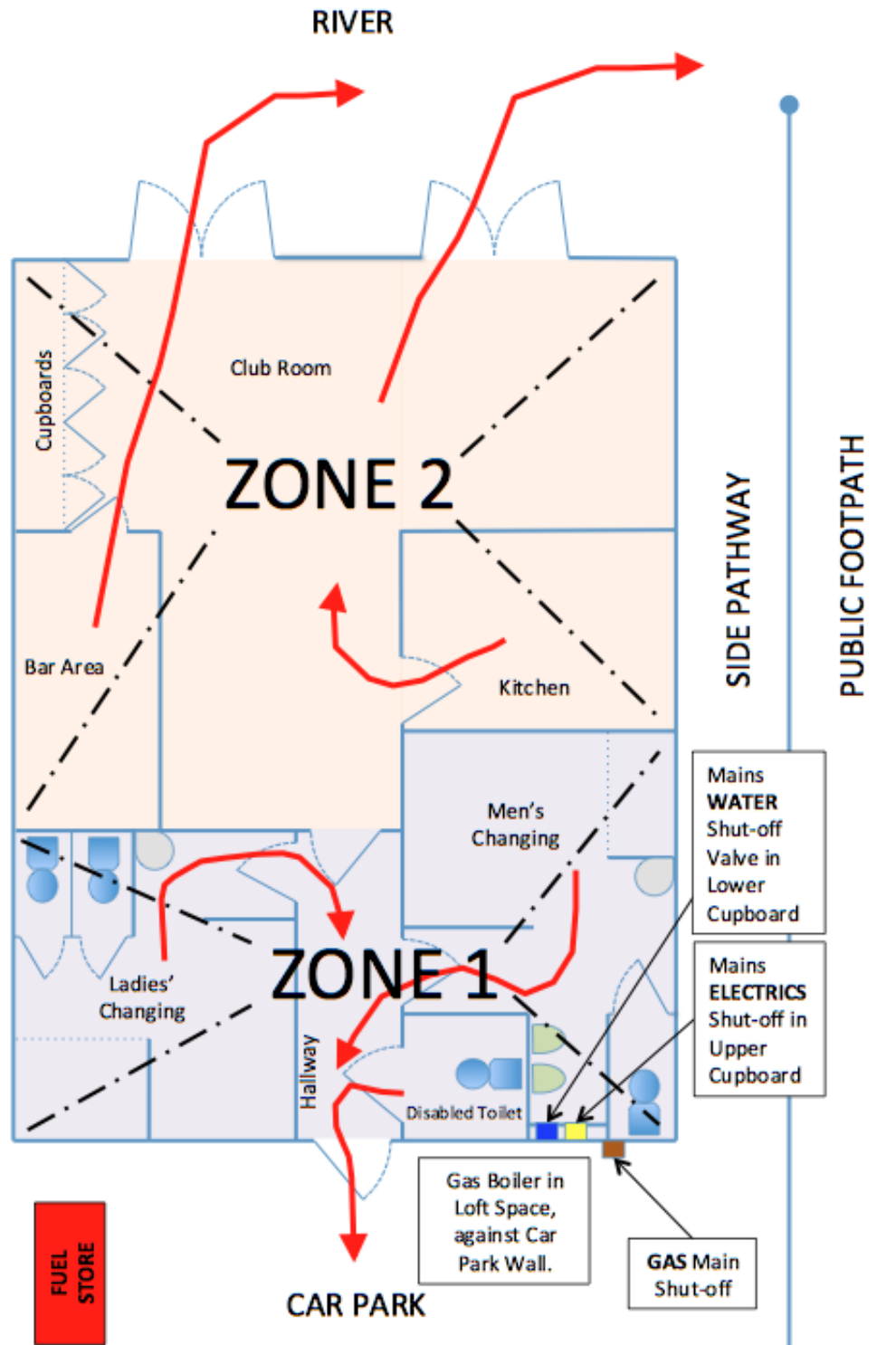
B. FIRE PRECAUTIONS

10. Escape routes are marked on the drawings below. These routes must be kept clear of obstructions at all times. The escape route doors must not be blocked or locked closed at any time.
11. Internal Fire Doors must be kept closed.
12. The kitchen serving hatch opening shall be fitted with the 4-point hatch cover at all times when not in use, and when the premises is unattended.
13. When leaving the premises unattended, members should check ALL Fire Doors are closed, including the kitchen door with a Dorgard, and the 4-point serving hatch cover is in place and closed. See detailed Clubhouse Fire Door Closure Procedure attached as Appendix.
14. The Club has an effective fire alarm system. All Committee members, and anyone else who is in charge of groups at the club should be aware how to use the control panel; the Safety Advisor will arrange periodic briefings.
15. Fire extinguishers are provided in all relevant areas: all members are asked to make themselves familiar with their locations and use. The Safety Officer will arrange periodic briefings for club committee members.
16. The Committee shall ensure that monthly checks are carried out of the fire alarm system, emergency lighting, fire extinguishers, Fire Doors, kitchen serving hatch cover and escape routes.
17. Any member who knowingly disables or obstructs any of these precautions may be suspended or expelled from the Club.
18. The main Clubhouse premises' emergency exit points are all on one level. There are no internal stairs and it is only a short travel distance from any location within the building to the exit points. The disabled toilet is immediately adjacent to the car-park entrance/exit door. The following Emergency Plan in the event of a fire is therefore equally applicable to all people who may be present on the premises.

C. EMERGENCY PLAN IN THE EVENT OF A FIRE

19. Any member discovering a fire shall immediately raise the alarm by activating a nearby alarm button. There is one alarm point by the Car Park entrance door and one by the Riverside Patio Doors.
20. Call the Fire Brigade.
21. If he or she considers it is safe to do so, the person discovering the fire may attempt to put it out using a fire extinguisher or fire blanket close by.
22. On hearing the alarm, other members and guests shall evacuate the building. Escape routes are shown on the drawings below. The assembly point is at the vehicle entrance to the car park, as shown on the diagram below.
23. Disabled persons evacuation.
 - a) A disabled person who has sufficient cognitive acuity, mobility and strength to take a single skiff out on their own is very unlikely to require additional assistance to evacuate the premises.
 - b) A disabled person (other than as described in above) is highly unlikely to be on the premises without able-bodied persons being present i.e. attending with their other crewmembers or attending some form of social function where there will be others present to assist in their safe evacuation if required.
 - c) If evacuation is via the car park entrance then any mobility device used for their initial entry can be utilized to assist their exit.
 - d) If evacuation is via the riverside patio doors then the disabled person may need to be assisted to sit down on a chair and be lifted or dragged out and down the steps to the river. Alternatively, they could be assisted to lie down on a jacket or long coat and slid out and down the steps towards the river.
24. The following will take charge:
 - a) The Safety Advisor (if present).
 - b) In his or her absence, the Captain shall take charge.
 - c) If the Captain is not present a club member shall take charge.
25. This person shall;
 - a) contact the emergency services, using the phone in the club bar if safe to do so or a mobile phone or a neighbours' phone or by any other means;
 - b) ensure that all areas of the club have been visually checked, where safe to do so, to ensure all occupants have been evacuated;
 - c) collect the RED Grab Bag located by the car-park door, if safe to do so, and don the high-visibility waistcoat contained within;
 - d) ascertain, as far as possible, who was in the building and conduct a roll-call once everyone is at the assembly point;
 - e) arrange for alerting the adjacent neighbours, where safe to do so;
 - f) arrange for the public pathway to be manned at both ends, if safe to do so. The river end of the public pathway can be accessed via Felix Road Recreation Ground and the river tow-path; and
 - g) meet and report to the emergency services on arrival (the RED Grab Bag contains this Fire Safety and Emergency Plan which includes an outline building plan and location of utility isolation points).
26. No person shall re-enter the building until the emergency services have confirmed that it is safe to do so.
27. A full report of any fire incident (whether or not the emergency services were called) shall be recorded in the Accident Report book, located in the kitchen cupboard adjacent to the First Aid box

FIRE ESCAPE ROUTES

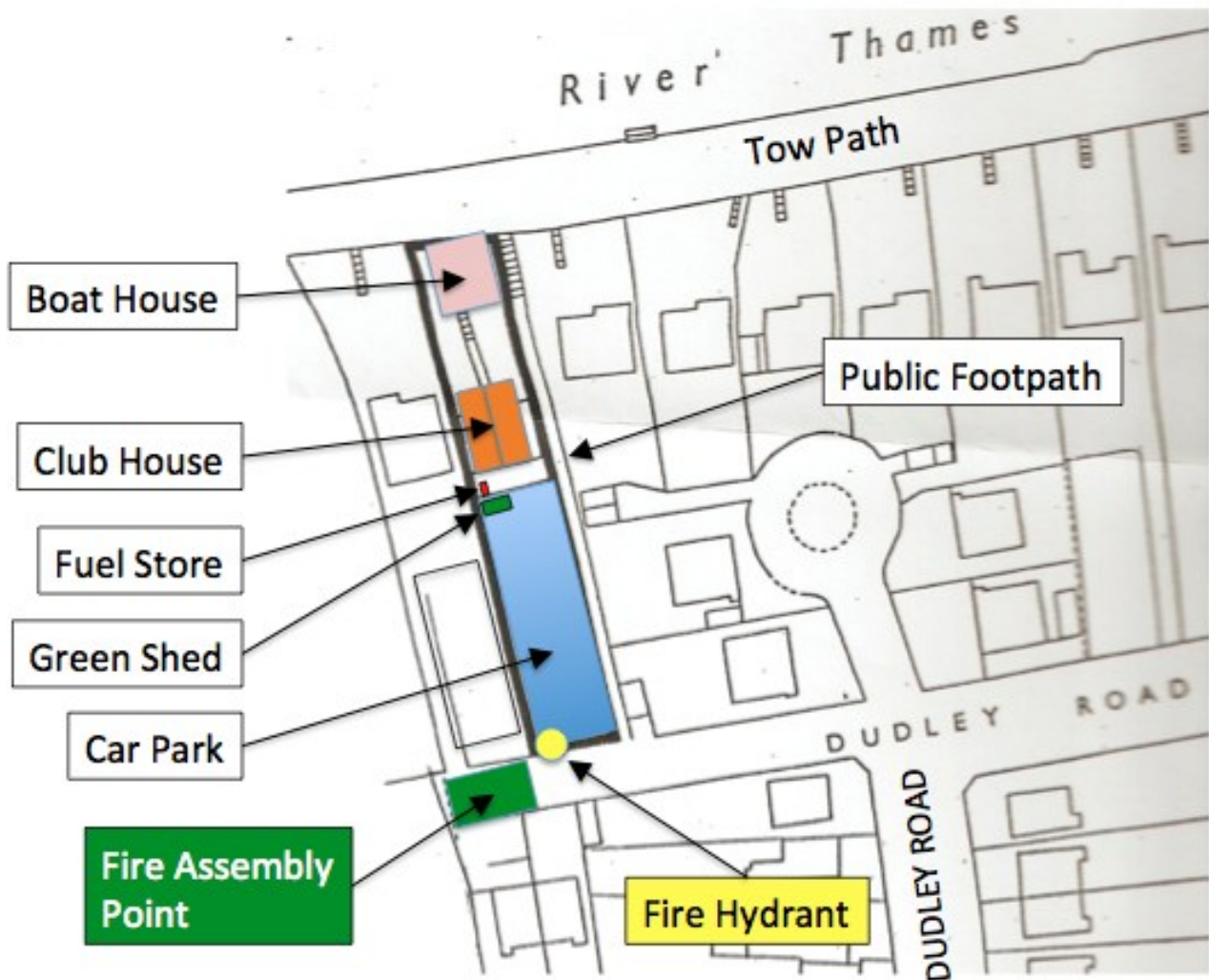


CLUB ADDRESS & OUT-OF-HOURS CONTACTS

Thames Valley Skiff Club, off Dudley Road, Walton-on-Thames, Surrey **KT12 2JY**
Phone: 01932 224215

Personal contact details removed for website publication only.

FIRE ASSEMBLY POINT



EMERGENCY CONTACTS & NUMBERS

In case of an emergency call 999 and inform the operator which service is required (Fire & Rescue - Police - Ambulance). Surrey Fire and Rescue have a rescue boat capability.

Surrey Police (Switchboard) 101 or 01483 571212

St. Peters Hospital has full A&E facilities: Guildford Road, Chertsey, Surrey, KT16 0PZ Tel. 01932 722321 or Switchboard 01932 872000

Environment Agency:

24 hr Incident Hotline Centre. Tel. 0800 80 70 60

Any incident involving a motor vessel **MUST** be reported to above number.

Sunbury Lock Tel. 01932 782089 Postcode: KT12 2JD

Shepperton Lock Tel. 01932 221840 Postcode: TW17 9LJ

Molesey Lock Tel. 020 8979 4482 Postcode: KT8 9AW

Chertsey Lock Tel. 01932 562208 Postcode: KT16 0LD

APPENDIX

TVSC Clubhouse Fire Door Closure Procedure

Purpose

The purpose of the procedure is to emphasize the need that the last person leaving the clubhouse premises ensures that all the clubhouse fire doors are closed.

Method

The four (4) fire doors that need to be checked are the ladies changing room door, gentlemen's changing room door, club room door and kitchen door.

1. Ladies Changing Room Door and Gentlemen's Changing Room Door
Check that the door closure is not restricted by a door wedge holding the door open. Remove as necessary to ensure the door is fully closed. Hang door wedge on hook located on noticed board in hall area.
2. Club Room Door
Check that the door closure is not restricted by a door wedge holding it open. Remove the door wedge to ensure the door is fully closed. Hang door wedge on hook located on noticed board in hall area.
3. Kitchen Door
Check that the door closure is not restricted by the Dorgard which normally holds the door and releases when it audibly senses the fire alarm. To release the Dorgard, press the latch with your foot and ensure the door swings closed fully. Should the door be obstructed by a door wedge, remove wedge and hang door wedge on hook located on noticed board in hall area.

Applicability/Responsibility

- Bar Steward
- Cleaner
- Catering Coordinator
- Maintenance/Inspection Coordinator
- Committee Members
- General Membership