

Thames Valley Skiff Club

Fire Safety & Emergency Plan

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 and fuel tanks must be stored securely when not in use.
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 carried out 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.

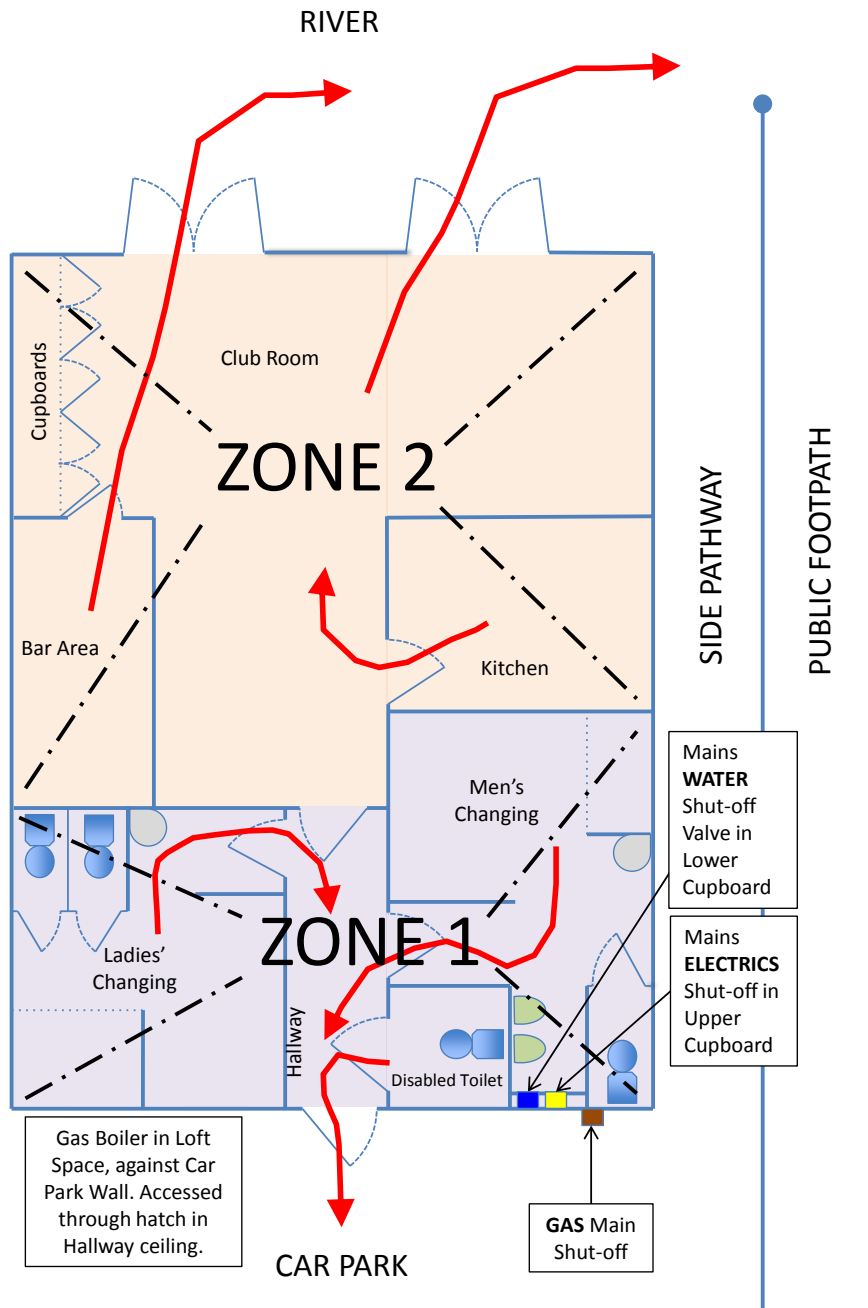
B. FIRE PRECAUTIONS

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, and the 4-point serving hatch cover is in place and closed.
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 Officer 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 carry out a monthly check 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, with no stairs and only a short travel distance from any location within the building. 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. 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 blanket close by.
21. On hearing the alarm, other members and guests shall evacuate the building. Escape routes are shown on the drawings below. The assembly point is outside of the car park to the right hand side, as leaving.
22. The following will take charge:
 - a) The Safety officer (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.
23. 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 front 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).
24. No person shall re-enter the building until the emergency services have confirmed that it is safe to do so.
25. 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

FIRE ESCAPE ROUTES

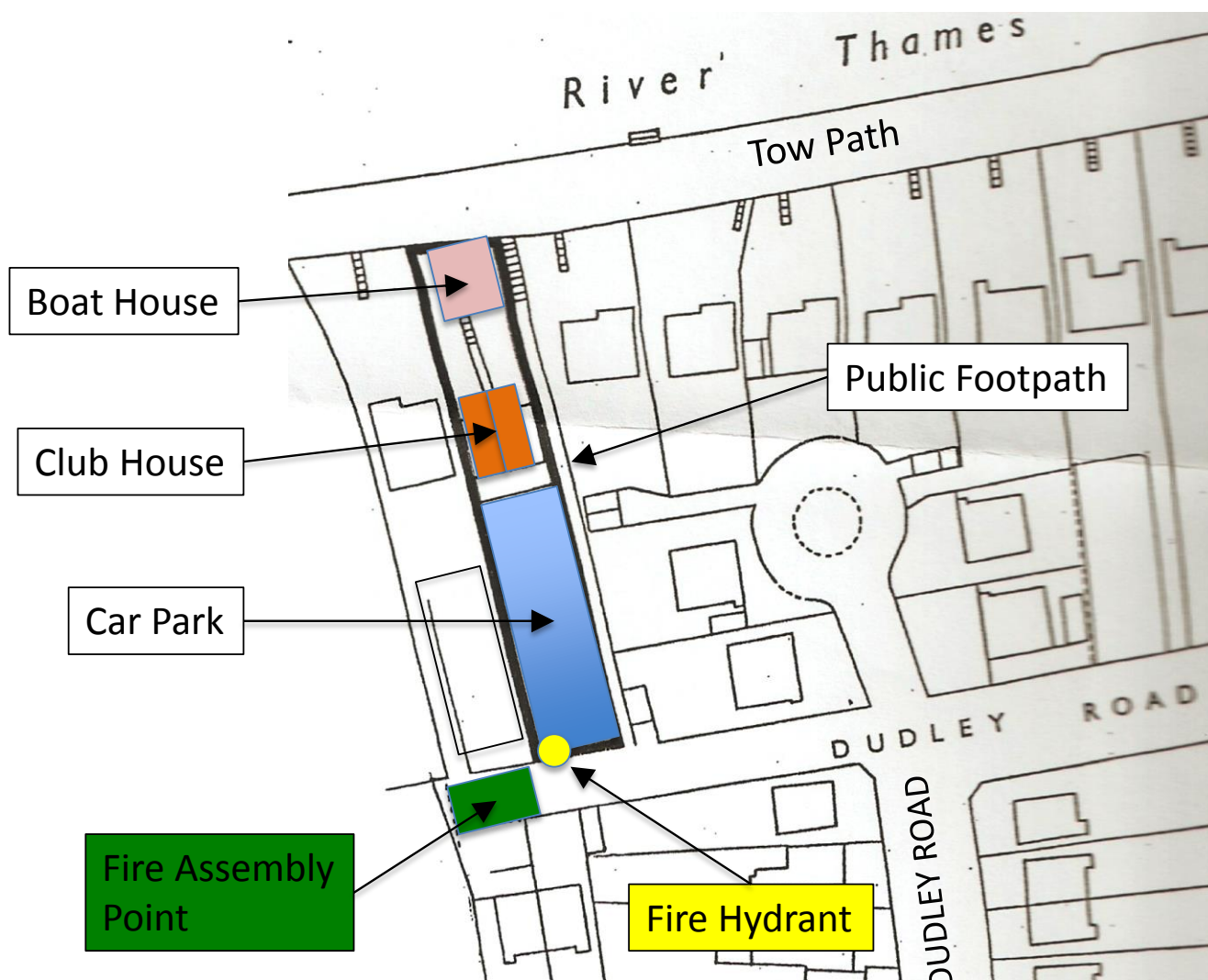


CLUB ADDRESS & OUT-OF-HOURS CONTACTS

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

OUT-OF-HOURS CONTACTS REMOVED FOR PUBLICATION ON TVSC WEBSITE 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