

Fire, Health and Safety Risk Assessment for the Swaledale Outdoor Clubhouse, 17 New Road Richmond

1 Introduction

This document identifies the potential significant hazards that users of the Swaledale Outdoor Club (SOC) clubhouse at 17 New Road, Richmond may be exposed to and describes the precautions that have been taken to remove or reduce the effects of those hazards.

This document is valid on the date printed. The most recent version can be found on the SOC website.

1 The Fire Safety Risk Assessment Process

1.1 Identify fire hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

1.2 Identify people at risk

1.3 Evaluate, remove, reduce and protect from risk

- Evaluate the risk of a fire occurring
- Evaluate the risk to people from fire
- Remove or reduce fire hazards
- Remove or reduce the risks to people by considering
 - Detection and warning
 - Fire fighting
 - Escape routes
 - Lighting
 - Signs and notices
 - Maintenance

1.4 Record, plan, inform, instruct and train

- Record significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people
- Provide training if necessary

1.5 Review

- Keep assessment under review and revise when necessary

2 Significant Findings of Fire Safety Risk Assessment

2.1 Identify fire hazards

Sources of ignition

- Smokers materials
- Faulty electrical equipment
- Arson

Sources of fuel

- Chairs and seat covers
- Curtains
- Accumulated rubbish or materials
- LPG cylinders stored in outside garage
- Flammable liquids

Sources of oxygen

- Natural airflow

2.2 People at risk

The following categories of people who might be harmed by a fire hazard have been identified;

- People using the clubhouse who will be mainly SOC members plus their guests and members of Swaledale Runners. The clubhouse is also used occasionally for meetings by other groups.
- People employed to clean and do work on the clubhouse.
- People employed by utility companies to read meters.
- People crossing the outside yard to access their houses in Cornforth Hill.

2.3 Evaluate, remove, reduce & protect from risk.

Evaluate the risk of the fire occurring:

- Very low risk from smoking as the whole building is a no smoking area.
- Very low risk from faulty electrical equipment as all equipment is checked regularly.
- Very low risk from arson as the building is set in a quiet rural area and all windows and doors are secured when not in use.
- Garage store locked at all times and only used by SOC members to collect equipment.
- Very low risk from flammable liquids as only a few cleaning materials stored in ladies toilet area.
- Very low risk from heaters as these are panel convector heaters and a storage heater.

Evaluate the risk to people from a fire starting in the premises

- Very low risk as the clubhouse is a small building with two separate escape routes clearly marked. Users are instructed not to exceed the occupancy limit for the building which is 45 people seated or 60 people standing.

Remove and reduce the hazards that may cause a fire

- No smoking policy in place in clubhouse.
- Unusual for users to bring their own electrical equipment except for items such as lap-tops which are rarely left unattended.
- Chairs, covers and curtains made of fireproof material.
- No rubbish kept on premises.

Remove and reduce the risks to people from a fire

- There are 4 fire extinguishers, a fire blanket, 2 smoke detectors and a fire alarm system provided using a MAG2/4 Fire Control panel.
- There are two fire exits with illuminated fire exit signs and emergency lighting in place and working. One exit has a crash door fitting which is regularly checked.
- All this equipment is checked and maintained on a regular basis. Notices are placed on fire exit doors to keep them clear and clubhouse users are issued with instructions to check emergency exits are not obstructed and what action should be taken should the fire alarm sound.
- Self-closing fire doors have been fitted where appropriate.

2.4 Record, plan, inform, instruct and train.

- Annual professional checks of fire alarm system, fire extinguishers and portable electrical equipment are recorded.
- Monthly checks of fire alarm system, fire extinguishers and emergency lighting carried out by clubhouse organiser and recorded.
- Certification of clubhouse electrical system carried out every 3 years and recorded.
- Any incidents recorded including action taken.
- Notices giving instruction in case of fire have been placed in the clubhouse.
- All clubhouse users are informed of fire emergency procedures.

2.5 Review outcome

- Need to carry out regular fire drills with groups using clubhouse and record.
- Notice to be placed in garage store to say LPG cylinders stored here and therefore No Naked Flames.

3. The Health and Safety Risk Assessment Process

- Identify potential hazards
- Identify people at risk
- Evaluate, remove and protect from risk
- Record the findings, plan, inform and train

4. Significant Findings of the Health and Safety Risk Assessment

4.1 Identify potential hazards

- a) Environmental Health
 - Food Poisoning and food borne illnesses
 - Injury from poor quality design and installation
 - Infectious diseases passed on in toilets and showers
 - Airborne Viral infections
 - Pests
- b) Danger from injury
 - Falling or slipping on surfaces
 - Danger from electrical hazards
 - Danger of burns or scalding
 - Danger from falling masonry
 - Danger from asbestos

4.2 Identify people at risk

All people using the clubhouse and people crossing the yard

4.3 Evaluate, remove and protect from risk

Kitchen Area

- A kitchen area provides facilities for the safe and hygienic preparation of food and drinks. Storage shelves and work surfaces with a wipe clean surface are provided in the kitchen. There is a stainless steel sink with drainer for washing up kitchen and bar equipment.
- There is no oven in the kitchen so the only cooking carried out involves the heating of soup, etc. on an electric hot plate or in the microwave oven.
- There is a mains cold water supply and hot water is provided by a thermostatically controlled water heater.
- Only trained bar staff are allowed to serve drinks from the bar.
- The kitchen is routinely checked by the clubhouse organiser.
- All furniture, plumbing and electrical installations in the kitchen area have been carried out by qualified tradespeople and are professionally checked at regular intervals.
- The hot water heater is sited on the wall above the sink. A notice warns users of the danger of hot water scalding them. The portable electric hot plate sits flat on the work surface and there is little risk of saucepans being knocked off it. Overall the risk of burns and scalds is low.
- The kitchen floor is covered by easily cleaned vinyl flooring which is in good repair.
- The walls above the work surfaces are covered with wipe clean sheet surfaces.
- A notice instructing kitchen users of basic food hygiene procedures is posted on the wall of the kitchen.
- A flip top plastic container with sac liner is provided for rubbish.

- The kitchen is cleaned thoroughly by professional cleaners once every two weeks.
- No food is stored in the kitchen and the building is maintained in good repair. There has never been any evidence of mice or rats in the building.
- The food and equipment for the SOC Marathon is kept in the ski store, away from the kitchen and clubhouse room, in plastic containers with lids and in tins.

Toilet Area

- The female toilet area has a vinyl floor surface and the shower area is tiled.
- The men's toilet area and shower are tiled.
- There are hot water heaters for hand washing positioned above the sinks in both toilets. These have been installed by professional tradespeople.
- An adequate supply of antibacterial handwash is provided.
- Electric hot air dryers are provided for drying hands.
- Extractor fans operated by the light switch are located in both toilets.
- The toilets and showers are cleaned professionally every two weeks with hot water being run through the showers for 5 minutes.
- Suitable antibacterial cleaning fluids are used where appropriate.
- Government guidelines are followed when there is an increased risk of viral infections.

Clubhouse Rooms

- The clubhouse room, stairs and entrance hall are covered by carpet which was professionally fitted. All areas are well lit. A hand rail is fitted the length of the stairs which are not steep and have wide treads. There is therefore a low risk of people slipping or falling in the clubhouse.
- There are three opening windows, fitted with child safety latches, which provide adequate ventilation.

Outside the building

- The clubhouse building is inspected regularly by the clubhouse organiser for any external damage or signs of deterioration of the roof, guttering, stonework, drainpipes and windows.
- A professional clubhouse fabric condition survey is carried out every 5 years. The last one was done in 2016. As far as we know there is no asbestos in the building.
- The entrance to the clubhouse car park onto the road has poor sight lines.

4.4 Record the findings, plan, inform and train.

- File a copy of the SOC clubhouse Risk Assessment Document in the clubhouse and on the club website and review each year.

- Train those people responsible for the upkeep of the clubhouse to regularly check that the risks identified in the document are kept to a minimum.
- Appoint a responsible person whenever the clubhouse is used and familiarise them with the fire procedures and other risks identified in the Risk Assessment.
- Ensure people using the kitchen area are aware of the basic hygiene requirements.
- Ensure all people using the kitchen area understand that only drinks and brought in food should be served. The facilities are not suitable for preparing and handling cooked meats, fish, etc.
- Ensure all people using the clubhouse understand the bar fridge is for cooling cans and bottles of drink and not for storing food.
- Ensure the responsible person is aware of the procedure for safely closing the clubhouse after use.
- Annually check the record keeping identified in the Risk Assessment Document.

Prepared by Barbara Gravenor on 11/03/21