

# WCC Fire Safety Policy

*(Reviewed annually and issued to all members upon joining, when changes occur, and annually)*

03 March 2026

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## 1. Legal Responsibility

In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Club has appointed the **Club Chair** as the Responsible Person.

The Responsible Person is responsible for:

- Ensuring a suitable and sufficient Fire Risk Assessment is in place and reviewed annually
- Maintaining fire detection, alarm and emergency lighting systems
- Maintaining firefighting equipment
- Ensuring escape routes are kept clear
- Organising evacuation drills
- Providing fire safety information to members
- Maintaining records

**In the event of an emergency and in the absence of the Club Chair, the session leader or other committee member present will act as the Responsible Person.**

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## 2. In the Event of Fire

WCC operates the following fire procedure:

- Raise the alarm
- Evacuate immediately
- Proceed to the Assembly Point- **Car Park between Canoe Club and Rowing Club**
- Call 999 and request the Fire Service

### If You Discover a Fire

You must:

- Raise the alarm- activate the nearest manual break-glass call point on your exit route
- Evacuate immediately by the nearest available exit

- Call 999 once safely outside and request the Fire Service
- Proceed to the Assembly Point
  - Do not stop to collect personal belongings
  - Do not re-enter the building unless authorised by the Fire Service or Responsible Person

## If You Hear the Fire Alarm

You must:

- Evacuate immediately using the nearest exit
- Proceed to the Assembly Point
  - Do not collect belongings
  - Do not re-enter the building unless authorised by the Fire Service

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## 3. Evacuation Sweep Procedure

The Responsible Person may carry out a brief check of accessible areas (e.g. lounge, changing rooms) to ensure, so far as reasonably practicable, that all persons have evacuated, only if:

- The alarm has just activated
- There are no visible signs of fire or smoke
- The escape routes remain clear at all times
- The person carrying out the check is not placed at risk

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## 4. Assistance for Vulnerable Persons

In the event of an emergency evacuation, all members present will identify and assist vulnerable persons, including visitors with disabilities. Designated personnel will remain with individuals who require assistance, guiding them to the nearest accessible exit point, ensuring their safety and accounting for them once outside.

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## 5. Assembly and Accountability

The Assembly Point is:

**Car Park between the Canoe Club and Rowing Club**

At the Assembly Point:

- Responsible persons must account for those in their group, where applicable.
- Responsible persons will liaise with the Fire Service on arrival.

No person shall re-enter the building following evacuation until:

- The Fire Service has declared it safe, or
  - The Responsible Person has confirmed the cause of the alarm and verified that no fire risk exists.
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## 6. Fire Alarm System

Occupants will be warned of a fire by the activation of the fire alarm system.

The fire alarm system comprises:

- Manual break-glass call points
- One heat detector located in the kitchen

The fire alarm control panel is located on the south-east staircase near the main entrance.

The building is divided into two alarm zones:

- **Zone 1 – First Floor**
- **Zone 2 – Ground Floor**

Call Points are numbered and are tested on a rotating basis:

- Zone 1- First Floor
    - F1- Corridor near Gents Changing
    - F2- Lounge near stairs
  - Zone 2- Ground Floor
    - G1- Lobby entrance
    - G2- Steps to Upper Gym
    - G3- Double Doors River
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## 7. Escape Routes

Primary escape routes are:

- Two staircases

- First-floor corridor
- Two final exit doors located at either end of the building (panic bar & push-to-exit button)

Escape routes must:

- Be kept clear at all times
  - Not be used for storage
  - Have fire doors kept closed when not in use
  - Fire doors are marked accordingly and **must not be wedged open**
  - Obstruction of escape routes is strictly prohibited
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## 8. Firefighting Equipment

Fire extinguishers and a fire blanket are provided, but no person is required to fight a fire.

Firefighting equipment may only be used where:

- The person is competent and confident in its use (for example, trained in their primary employment)
- The fire is small and contained
- A clear escape route is available

Personal safety always takes priority.

Firefighting Equipment Type and Location:

- Zone 1- First Floor
  - 9L Foam- outside Gents changing
  - 2kg CO2- Gents toilet
  - 3L Foam- Kitchen
  - Fire Blanket- Kitchen
  - 2kg CO2- Bar
  - 9L foam- Lounge
- Zone 2- Ground Floor
  - 2kg CO2- Store
  - 9L Water- Lower Gym
  - 9L Water- Double doors Road

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## 9. Evacuation Drills

A full evacuation drill will be carried out at least annually and recorded.

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## 10. Training

Committee members will receive information on the types and operation of extinguishers available at the club but are not required to use them.

<https://www.youtube.com/watch?v=9m8flnkNt8Y>

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## 11. Fire Risk Assessment

This Fire Action Plan is based on the Club's written Fire Risk Assessment.

The Fire Risk Assessment:

- Identifies fire hazards
- Identifies persons at risk
- Details control measures
- Is to be reviewed annually or following significant change

A copy of the latest Fire Risk Assessment is available in the Fire folder.

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## 12. Record Keeping

Records will be kept in the red Fire folder located in the Bar area.

The Fire folder will include:

- Fire log book
  - Site Information
  - Site Plan Drawing
  - Periodic Testing records
  - Training & Drill records
- Fire Policy
- Service and Inspection certificates
- Fire Risk Assessment