



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

Date 26 September 2023

DELL QUAY SAILING CLUB LTD FIRE SAFETY POLICY

Date	Reviewed/Amended
May 2014	Document Created
June 2015	Amended - Occupied, Numbers in the Club and Responsible person
June 2019	Amended to reflect updated information post Fire Risk Assessment 2019 and document review.
September 2023	Policy Life before Property

1. Policy

- a. The Dell Quay Sailing Club (DQSC) - Fire Safety Policy is to ensure, as far as practicable, the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- b. The General Committee have agreed that LIFE comes before PROPERTY and therefore Fire Safety measures are implemented on that premiss. See Risk Register.

2. Implementation of this Policy

- a) The Commodore, and members of the General Committee, are responsible for meeting the requirements of the Fire Safety Order; the Commodore is the 'Responsible Person' for the purposes of the Fire Safety Order 2005.
- (i) To meet the requirements of the Fire Safety Order certain checks must be conducted and signed for by a 'Temporary Responsible Person' (see table at 2.h) and the requirements at 8.
- (ii) The Duty Officer for DQSC organised events (Racing / Open Meetings / DQSC Socials etc) or the **Club Member** booking the club and/or sail loft is designated as the Temporary Responsible Person.
- b) A suitable and sufficient **fire risk assessment** will be prepared annually, reviewed, and its **significant findings** acted upon. A copy of the Fire Risk Assessment will be retained in the Fire Log so as to be accessible to members / contractors.
- c) A suitable and sufficient **fire emergency plan** will be prepared and reviewed annually. The Fire Emergency Plan will be available in the Fire Log and posted on a notice board on entering the main club house door, in the Galley, Workshop, Race Box, Black Shed, website and briefed to members on an opportunity basis. This Fire Emergency Plan will be exercised on an opportunity basis.
- d) "**Temporary Responsible Persons**" will be informed to carry out the fire emergency plan and any other necessary actions to comply with the Fire Safety Order.
- e) Members should assist persons with disabilities to evacuate the building.



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- f) Other persons working on the premises, will be provided with the same information as the Members.
- g) Systems (electrical, gas, alarms, appliances etc) within DQSC will be tested and maintained in accordance with the relevant code of practice.
- h) Full records of these measures (a to g) will be kept and made available for inspection.

	Requirement	Periodicity	By Who	Recorded/Tracked
a	Maintenance of extinguishers.	Annual	Contractor	Fire Log / Compliance Tracker
b	Check of Escape Routes and Fire Extinguisher Pressures	Monthly	Nominated GC Lead	Fire Log
c	Alarm Testing	Weekly or when the Club is Occupied ¹	Temporary Responsible Person	Fire Log
d	Fire Exits Clear	Weekly or when the Club is Occupied ²	Temporary Responsible Person	Fire Log
e	Emergency Lighting Testing	Monthly	Nominated GC Lead	Fire Log
f	Briefing/Information			
	1. Members	Annual	Nominated GC Lead	Fire Log
	2. New Members	On Joining	Nominated GC Lead ³	Fire Log
	3. Duty Officer	Annual	Nominated GC Lead ⁴	Fire Log

i) Adjacent Properties

- (i) People working in the Sail Loft, Workshop and Black shed - to be notified of a fire in the
- (ii) CHC Education Centre – to be notified of a Fire in DQSC or associated buildings on the Quay when open.
- (iii) Apuldrum Fishing and Boating Club – to be notified of a Fire in DQSC or associated buildings on the Quay when open or members are present.

¹ See Para 6.

² See Para 6.

³ Via website and information for new members.

⁴ Via website and Duty Officer information.



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3. Action on Finding a Fire.

LIFE comes before property

On Finding a Fire - See Poster at Annex A.

4. Action on Hearing the Fire Alarm.

a. **On Hearing the Fire Alarm** - See Poster at Annex A

b. **Muster Point, Escape Routes and Fire Extinguishers / Fire Alarms** - See Poster at Annex B

5. Who Should Use Extinguishers

IF SAFE TO DO SO the person finding the fire may, if suitably trained and competent, try to extinguish the fire using the appropriate fire extinguisher.

6. DQSC is Considered to be Occupied When:

The Club is defined as being “Occupied” for the purposes of the Fire Safety order as:

The Club is deemed to be ‘occupied’ whenever a notified event is taking place. A notified event means any event organised by the Club for members or any private event booked by a Member that involves use of the Club Room and/or Sail Loft.

7. Total Numbers within the Club.

- The total Numbers of people within the clubhouse (Main Club Room, Lounge and Bar/Galley) are not to exceed: **300⁵**
- Occupancy Numbers for each area in the Club House:

	Standing Bar	Dancing	Seated at Tables	Seating/ Standing	Exhibit Meeting Seating in rows
Main Club Room	200 ⁶	208	104	149	69
Lounge	100	60	30	43	20
Totals	300	268	134	192	89

- Control of Numbers.** Those responsible for the organisation and management or booking of the DQSC must ensure that these numbers are not exceeded.

8. Duties and Responsibilities of the Temporary Responsible Person.

- To ensure that the Fire Doors and curtains and blinds are open so that the push bars are not obstructed.
- To ensure that the Fire Escape routes are clear of obstructions (to be signed for in the Fire Log)

⁵ Decision made at March 2019 General Committee Item 6b to remain within the Small and Medium Places of Assembly.

⁶ Number reduced from 300 as stated in the Maximum Numbers in the Club House Occupancy Assessment conducted as part of the 2017 Fire Risk Assessment, by the Decision made at March 2019 General Committee Item 6b to limit numbers further to remain within the Small and Medium Places of Assembly.



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- c. In the event of a fire alarm, to call the emergency services and to make sure that the premises are evacuated.
- d. To close the building at the end of the event ensuring that:
 - (i) Rubbish is disposed of in the rubbish bins.
 - (ii) Electrical Appliances are turned off (electric heaters/lights etc).
 - (iii) Doors are locked.
 - (iv) Other club areas are secure.