

GRASSHOPPERS

Rugby • Netball • Social

Grasshoppers RFC Fire Evacuation Plan

Revised: October 2019

See website for more details

www.grasshoppersrfc.com

Grasshoppers, Syon Lane,
London TW7 5PN. Tel: 020 8568 0010

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INTRODUCTION

Grasshoppers is responsible for the health, safety and welfare of its staff, members and visitors under the Management of Health and Safety Regulations. This includes providing a Fire Evacuation Plan accessible to all the staff, members and visitors for them to understand what to do in the case of a fire. This is also introduced in the Health and Safety Induction for staff and available on the website.

Grasshoppers Facilities has a comprehensive fire alarm system; there are appointed Fire Marshals within the building. The Executive Committee have responsibility for health and safety.

Note: The building does not have a sprinkler system and has a no smoking policy.

The document applies to Grasshoppers staff, members, visitors, building contractors and cleaning staff. Cleaning staff in particular are likely to be working in the building out of office hours.

OUT OF HOURS WORKING

Standard hours of business are 08:00 to 23:00. Anyone working outside of these hours are to be aware of the fire evacuation procedure and the procedure for action on discovering a fire.

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Note: There are no Fire Wardens/Marshalls outside of the standard hours and persons should not attempt to carry out Fire Warden duties unless they have been trained for them.

However, they should remain at the Assembly Point to meet the Fire Services when they arrive.

They should remain at the Assembly Point and await further instructions from the Fire Services.

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ACTION ON HEARING THE FIRE ALARM

Grasshoppers' fire evacuation procedure is simultaneous evacuation, meaning every floor and every workplace is to leave the building at the same time.

- Staff, members and visitors (hosted and accompanied by Grasshoppers staff) are to leave the building immediately on hearing the fire alarm following the emergency exit signs to the nearest safe means of escape.
- Do not stop to collect personal possessions and do not run.
- Disabled/hearing/sight impaired staff or visitors: Note that we do not have visual beacons so staff or visitors with impaired hearing will need to be informed and escorted by Grasshoppers staff and the same procedure applies to those with impaired vision.
- All staff and visitors are to gather at the designated Assembly Point.
- The Assembly Point is situated directly behind the rugby goal posts on the main 3G Artificial Grass Pitch. From the clubhouse looking onto the main pitch these are the goalposts situated to the left and are adjacent to the car park.
- The Lead Fire Marshal will let everyone know when it is safe to return into the building.

Note that the weekly fire alarm sounder test takes place at 10:00 every Friday morning.

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ACTION ON DISCOVERING A FIRE

Immediately operate the nearest fire alarm call point, generally the red unit in each room/office/changing room facility.

- Do not collect personal belongings and keep your mobile phone with you at all times.
- Leave the building by the nearest safe exit. Report to the Assembly Point situated directly behind the rugby goal posts on the main pitch that is adjacent to the car park.

CALLING THE FIRE SERVICES

The fire alarm is not directly connected to the Fire Services, so they need to be called (999) at the first opportunity by the person who raises the alarm.

POWER ISOLATION

If necessary this will be done by the Fire Services working to the plans kept in the Fire Service folder beside the fire panel in Grasshoppers Clubhouse.

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IDENTIFICATION OF KEY ESCAPE ROUTES

Safe routes and fire exits are identified by standard green Fire Exit signage. All routes and exits are kept clear of obstructions.

FIRE WARDENS/MARSHALS

There are two within the building and they do a final sweep including any meeting rooms, kitchens and showers/toilets to ensure that all staff, members and visitors have left.

All clubhouse staff act as Fire Marshals. All staff are instructed in their duties and responsibilities. The Executive Committee ensure that staff are encouraged to attend Fire Warden courses.

FIRE FIGHTING EQUIPMENT PROVIDED

These should only be used in the early stage of a fire and only those who have received the necessary training and feel competent to do so, should attempt to use it.

There is no mandatory requirement for any person to use a fire extinguisher or blanket.

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PORTABLE FIRE EXTINGUISHERS

- There are portable fire extinguishers near each of the exits/corridors /office/Kitchen/Bar Areas.
- On each one the method of operation and what sort of fire it can be used to tackle is described.
- Only when there is no risk to life, should a trained member of staff attempt to use them to put out a fire.

FIRE BLANKETS

There are two of these within the kitchen area.

Their primary use is to smother a fire in a pan on a cooker and can also be used to effectively cover a person whose clothing is on fire. Care must be taken when putting the blanket over a pan that flames do not curl up round the edge of the blanket to burn the hands, arms or face.

FIRE DRILLS

Fire drill test evacuations are carried out annually.

Fire wardens/marshals are trained every 3 years.

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PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

People with disabilities and those who may be frail or physically impaired need to have specific arrangements in place to address their issues. This also applies to any such visitors to the building. Please note that heavily pregnant women may also require assistance and those who may be temporarily impaired due to injury or ailment.

It is the responsibility of the employer to ensure the safe evacuation of any such person – it is not the responsibility of the Fire Services.

LIAISON WITH EMERGENCY SERVICES

The Lead Fire Warden/Marshall will liaise with the Fire Services when they arrive and advise them of the location of the necessary plans and keys (including specific risks such as flammable substances and the location of power intakes etc.).

These are in the Fire Services folder beside the fire panel in Grasshoppers reception.

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