

	Helensburgh Sailing Club		
	<b>STANDARD OPERATING POLICY</b>		
<b>FIRE SAFETY POLICY</b>			
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## **1. FOREWORD**

- 1.1. Helensburgh Sailing Club understands the importance and vigilance to fire safety hazards.
- 1.2. The club has notices explaining the fire procedures which are positioned next to the fire exit. All Instructors, students and volunteers are aware of the fire safety procedures set out in this policy.
- 1.3. All members are made aware of the location of fire exits, the fire assembly point and where fire safety equipment is located.
- 1.4. All students and visitors will be made aware of the fire exits and the fire assembly point.
- 1.5. Fire doors and exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.
- 1.6. Fire safety equipment is regularly tested, and inspection records maintained on file.
- 1.7. The Rear Commodore Onshore will be responsible for arranging fire drills and tests. Fire drills will take place periodically, but in any case, no less than twice a year without prior warning.
- 1.8. All fire drills, fire equipment checks and fire incidents will be recorded

## **2. Fire Prevention**

- 2.1. The Club will take all steps possible to prevent fires occurring. As such, the Bar Manager and the Flag Officers are responsible for: -
- 2.2. Ensuring that power points are not overloaded.
- 2.3. Ensuring that the Club's No Smoking policy is always observed.
- 2.4. Checking for frayed or trailing wires.
- 2.5. Checking that fuses are replaced correctly.
- 2.6. Unplugging all electrical equipment at the end of the day, and before leaving the premises.
- 2.7. Storing all potential flammable materials safely.

## **3. In the event of a Fire**

- 3.1. Any member on discovery of a fire shall raise the alarm immediately by continuously ringing the Bar Bell and shouting "FIRE, EVACUATE IMMEDIATELY". The emergency services will be called at the earliest possible opportunity.
- 3.2. All members & visitors will immediately go to the assembly point in the North Car Park.
- 3.3. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- 3.4. The entire premises will be checked by the designated Safety Officer of the day
- 3.5. On exiting the building, the Safety Officer will close all accessible doors and windows to prevent the spread of fire, and check the toilets/changing rooms, kitchen and cupboard & Bar Area and Cupboard, and Plant room providing this does not put anyone at risk.

**For further details see HSCOP-09 ~ HSC Fire Safety Plan**