



SURBITON METHODIST CHURCH TENNIS CLUB

FIRE RISK ASSESSMENT

April 2023

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1. Fire Hazards

In general the risk of fire at Surbiton Methodist Tennis Club is low. Hazards are set out in Appendix A. Whilst the pavilion is of timber construction and there are significant amounts of combustible materials therein there are few potential sources of ignition. Smoking is not permitted throughout the premises and there is no evidence of illicit practice. Very little electrical equipment is left switched on when unattended. The main risks are:

- Pavilion Hall – Electrical Time Controlled Convector Heaters and Lighting
- Kitchen – Electrical Equipment, with a fridge being always on and Lighting
- Outdoor Toilets – Electric socket for charging of ball machine and Lighting
- Grounds – Occasional Bonfires and Barbecues.
- Storage Container – Petrol, Gas and Machinery

Action

Where possible always ensure electrical equipment switched off before people leave premises

Remove litter and rubbish

Test electrical equipment every five years.

Maintain hazard signs on door of storage container

Install timer device for charging of ball machine that switches off power to the machine after a fixed amount of time (completed April 23)

2. Detection and Alarms

Detection of any fire is largely dependent on human observation. Smoke detectors are fitted in the main hall and kitchen. These are tested every six months and their batteries replaced annually.

Action

Replace existing smoke detectors with updated version with long life batteries that require testing and replacement less frequently

3. Fire Extinguishers

A full list of the fire extinguishers and fire blankets is in Appendix B. The equipment is professionally inspected, serviced annually and updated in accordance with current regulations.

Action

Annual service of all extinguishers

4. Means of Escape

All rooms on the premises allow for escape by door in one direction. The external door to the main hall has a manually operated lock on the inside. The outdoor toilet has a standard yale type lock. A Fire Exit sign is placed above the pavilion hall door.

Action

Ensure signs are properly maintained

5. Advice to Users

Advice is issued to user groups reminding them to ensure that their members know what to do and where to go should there be a fire on the premises. They are advised to consider holding an occasional fire drill, particularly if they cater for children or vulnerable adults. They are also made aware of the smoke detection alarms.

Action

Remind user groups about fire safety

6. Action Summary

Always ensure where possible all electrical equipment is switched off before people leave premises

Remove litter and rubbish

Test electrical equipment every five years.

Maintain hazard signs on door of container

Install timer device for charging of ball machine that switches off power to the machine after a fixed amount of time (completed April 23)

Replace existing smoke detectors with updated version with long life batteries that require testing and replacement less frequently

Annual service of all fire extinguishers

Ensure signs are properly maintained

Remind user groups about fire safety

Review Fire Risk Assessment annually.

APPENDIX A

SURBITON METHODIST CHURCH TENNIS CLUB

FIRE HAZARDS BY LOCATION

Pavilion Hall

Combustible Materials

Furniture

Posters and Pamphlets

Potential Ignition Sources

Electric convector heaters

Lighting

Vacuum cleaner

Television and Video Equipment.

Ball Machine

Kitchen

Combustible Materials

Furniture

Towels and Cloths

Potential Ignition Sources

Electrical Appliances

Lighting

Indoor and Outdoor Toilets

Combustible Materials

Furniture, Cupboards and Contents

Potential Ignition Sources

Lighting

Grounds

Combustible Materials

Foliage and Cuttings

Potential Ignition Sources

Bonfire

Barbecues

Maintenance Equipment

Pedestrians using Lane.

Storage Container

Combustible Materials

Furniture

Petrol

Gas

Timber

Potential Ignition Sources

Machinery

APPENDIX B

SURBITON METHODIST CHURCH TENNIS CLUB

FIRE EXTINGUISHER LOCATIONS AND TYPE

<u>Location</u>	<u>Foam</u>	<u>CO2</u>	<u>Blanket</u>
Pavilion	2	1	
Kitchen			1

Last serviced: 7 September 2022.