



Queens Park Tennis Club CIC

Fire Safety Policy and Procedures

Key contact:

Stephen Davies, Health and Safety Officer

Who policy is intended for:

All Queens Park Tennis Club members, Guests of members, Parents and legal guardians of junior players / children, Committee members, Directors, Coaches, Staff, Volunteers, Clubhouse key holders, Clubhouse visitors (including private hires), Contractors, Pay and Play users

Contents:

Number	Topic	Page No.
1	Purpose	2
2	Scope	2
3	Policy statement	2
4	Roles and Responsibilities	2
5	Fire Marshalls	4
6	Procedure	4
7	Fire extinguishers	6
8	Training	7
9	Related documents	7
10	Policy review	7
11	Further information	7
12	Equality Impact Assessment	8
	Policy control sheet	9

1. Purpose

Fire safety legislation imposes a general duty of fire safety care on employers and persons who have control of premises to ensure the safety of employees and the safety of people visiting your premises, including members of the public, contractors, etc. This includes taking steps to reduce the likelihood of a fire starting, providing appropriate fire alarm systems, and making sure that, in the event of a fire, people can evacuate to a place of safety.

Queens Park Tennis Club CIC (QPTC CIC) has developed this policy to help us comply with our legal obligations to members, staff, users, contractors and visitors. These include the provision of a safe place where fire safety risks are minimised.

2. Scope

This policy covers the clubhouse and tennis courts at Queens Park Tennis Club and applies to all members and users. It covers the roles and responsibilities of QPTC CIC directors, the management and tennis committees, staff, volunteers, members, users, contractors and visitors. It also assigns responsibilities to our visitors and contractors. Information is provided through this policy, signs and inductions (where appropriate).

3. Policy statement

QPTC CIC recognises its responsibilities regarding fire safety. The aim of this policy is to ensure compliance with all relevant legislation, including the:

- Fire Precautions (Workplace) Regulations 1997
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002

This Fire Safety Policy and Procedures set out how QPTC CIC will comply with these laws and regulations in relation to fire safety.

4. Roles and Responsibilities

The **QPTC CIC directors** have overall and final responsibility for Health and Safety at Queens Park Tennis Club and for ensuring that this Fire Safety Policy is implemented, monitored and updated.

The **Health and Safety Officer (Stephen Davies)** is responsible for undertaking a Fire Safety Risk Assessment of Queens Park Tennis Club premises (clubhouse and tennis courts) and the activities within the premises, to identify and implement reasonably practicable control measures to control risks from fire. The Fire Safety Risk Assessment can be incorporated within the Health & Safety Risk Assessments.

The **Health and Safety Officer** is responsible for reviewing the Fire Safety Risk Assessment annually, or earlier if legislation is changed, and following any major works to the property, or an incident or accident involving fire.

QPTC CIC directors and staff will contribute to the Fire Safety Risk Assessment, as requested by the **Health and Safety Officer**.

Any actions arising from the Fire Safety Risk Assessment should be recorded by the **Health and Safety Officer** and the updated Fire Safety Risk Assessment should be signed off by a **QPTC CIC director**.

The **Health and Safety Officer** must ensure that the corrective actions are implemented within the agreed timescales and should inform the **QPTC CIC directors** immediately if any corrective action has not been completed within the agreed timescale.

The **Health and Safety Officer** is responsible for ensuring there is a system for reporting any incidents or accidents involving fire; and that written fire evacuation procedures are positioned within our premises so that they are clearly visible to all.

The **Facilities Manager (Mel Bowden)** has day-to-day responsibility for ensuring that this policy is put into practice and is responsible for ensuring:

- escape routes/fire exits are checked at least every 3 months.
- automatic fire detection systems (smoke & heat detectors) are checked annually by competent technicians.
- fire extinguishers are regularly inspected and serviced (see Section 7).
- fire alarms are tested annually by competent technicians.
- electrical installation in our premises is subject to inspection and test by a competent person at least every five years and any work on the electrical installation should be carried out only by a competent person.
- portable electrical appliances are subject to periodic in-house inspection and testing (previously known as portable appliance testing or PAT).
- the heating systems is subject to annual maintenance by a competent person.
- everyone accessing the clubhouse (including private hirers) familiarises themselves and complies with the Fire Safety Policy and Procedures.
- new staff receive a fire safety induction.
- in carrying out regular inspections of our premises, look for any signs of illicit smoking in storerooms, ancillary rooms, and other 'hidden' areas.
- any incidents or accidents involving fire are adequately reported and investigated.
- effective liaison with the local fire authority where appropriate.

All the above will be recorded in the **Fire Safety Logbook** and any problems immediately reported to the **QPTC CIC directors** and the **Health and Safety Officer**.

QPTC CIC directors, committee members, clubhouse key holders and staff will:

- complete appropriate fire safety training as required by the **QPTC CIC directors** and the **Health and Safety Officer**.
- ensure **contractors and visitors** (including private hirers) are given a fire safety induction when they sign in, to ensure they are aware of what to do in the event of fire, and that they understand the fire safety measures within the building.

QPTC CIC directors, committee members, clubhouse key holders, staff and volunteers, members, users, contractors and visitors will:

- familiarise themselves and comply with the Fire Safety Policy and Procedures.
- Sign the **Visitor Book** when they arrive at the clubhouse and mark their time out when they leave.
- immediately alert a **QPTC CIC director, a member of the management committee, or a member of staff**, to any potential hazards or fire safety risks they identify at the clubhouse or tennis courts. The **Health and Safety Officer** must also be informed.
- take all reasonable care to prevent a fire from starting.

There must be no naked flames, including from candles, within the clubhouse.

5. Fire Marshalls

Given the irregular use and multi-purpose use of the clubhouse it is not possible to appoint permanent Fire Marshalls. Therefore, when the clubhouse is in use, moving down the list in order, the following groups of people will take on the role of Fire Marshall:

1. Facilities Manager
2. Venue Manager (Bego Escorihuela)
3. QPTC CIC Directors (Stephen Lee, Ian Teasdale)
4. Other QPTC CIC Management Committee members (Jacob Chadwick, Mark Cull, Stephen Davies)
5. Other paid staff; including coaching staff (Sam Reay Smith)
6. Clubhouse keyholders (e.g., team captains)
7. Clubhouse venue hirers (private bookings where no one in groups 1-6 above are present on-site)

6. Procedure

Fire evacuation procedure - on discovering a fire:

1. If the smoke & heat detector alarm has not started sounding, shout "fire, leave the building." (NB. The clubhouse does not have manual call points, e.g., where occupants can trigger the alarm by breaking the glass in a manual unit).
2. Leave the building by the nearest exit (either the main doors or fire exit).
3. From a safe distance away from the clubhouse, call the fire brigade and tell them the location. Do not hang up until they have confirmed the location.
4. Report to the Assembly Point by the entrance to the Quiet Garden in Queens Park.
5. Make yourself known to the Fire Marshall.

Fire evacuation procedure - on hearing someone shout "fire" or hearing the smoke & heat detector alarm:

1. Leave the building by the nearest exit (either the main doors or fire exit).
2. Report to the Assembly Point by the entrance to the Quiet Garden in Queens Park.
3. Make yourself known to the Fire Marshall.

Fire Marshall:

1. If safe to do so, and without delaying your exit from the clubhouse, pick up the Visitor Book.

2. From a safe distance away from the clubhouse, call the fire brigade and tell them the location. Do not hang up until they have confirmed the location.
3. From a safe distance away from the clubhouse, shout into the building and ask if anyone is still inside. If anyone is inside and unable to get out, do not re-enter the clubhouse but inform the fire brigade immediately upon their arrival.
4. Report to the Assembly Point by the entrance to the Quiet Garden in Queens Park.
5. If you have the Visitor Book, check that everyone is at the Assembly Point. If anyone is unaccounted for, do not re-enter the clubhouse but inform the fire brigade immediately upon their arrival.

Courts 1-4:

If you are playing tennis on courts 1-4 and there is a fire in the clubhouse, please leave the courts by the gate on court 3 (not court 1) and assemble at the Assembly Point by the entrance to the Quiet Garden in Queens Park.

Fire exits:



Means of escape for people who require assistance

Adequate arrangements should be made for the safe evacuation of all persons on the premises without the intervention of the fire and rescue service. This not only includes disabled employees and members of the public, but also those that may have other physical or mental reasons why they may need assistance to evacuate in the event of an emergency.

Personal emergency evacuation plans (PEEPs) should be discussed and agreed with each permanently or temporarily disabled employee who may have some reason why they require physical assistance. The PEEP should be created by the **employee's line manager**.

The **Fire Marshal** should speak to any visitor or member of the public, for whom it is apparent they might need assistance to safely evacuate the clubhouse in the event of a fire, and discuss and agree any assistance they will require.

Visitors and members of the public who may require assistance to safely evacuate the clubhouse should familiarise themselves with the evacuation procedures above and the location of the fire exits, and on arrival, make themselves known to the Fire Marshal.

7. Fire extinguishers

Government guidance recommends a means of 'first aid' firefighting. Fire extinguishers are not only beneficial in tackling a fire in its early stages, to ensure the safety of people, but they also help to protect our premises from damage.

A water-based fire extinguisher should be provided to deal with fires in combustible materials. A carbon dioxide extinguisher should also be provided to deal with fires involving electrical equipment. Some 'multi-purpose' fire extinguishers can deal with both types of fire.

Most modern fire extinguishers are simple to use and instructions on how to use it safely are written on the extinguisher itself. However, if in doubt, do not put yourself or anyone else at risk, but simply raise the alarm, leave the premises, and call the fire and rescue service.

At QPTC we have 2 water type and 1 powder type fire extinguishers in the clubhouse kitchen.

Checking our fire extinguishers should be part of regular fire safety checks. It is good practice to inspect fire extinguishers monthly and check that they:

- are located where they are supposed to be
- are visible, easy to access and not obstructed
- have not been used
- are at correct pressure
- have not been damaged; look for rust; check the locking pin is intact and working; and check the seal is unbroken and not been tampered with

Powder extinguishers should be inverted to ensure the powder has not compacted or 'caked' – if the powder cannot be heard free flowing it will fail to operate.

If there are signs of a problem with an extinguisher, the Facilities Manager must get it checked by a competent technician.

It is a legal requirement that fire extinguishers are serviced annually by a competent technician.

Even with annual maintenance, fire extinguishers don't last forever, their contents and components age over time. A test by discharge and refill is usually carried out every 5 years for water, foam and powder extinguisher types, and every 10 years for carbon dioxide extinguishers. To keep them fully operational extinguishers are usually re-filled at 5 years and replaced at 10 years. This will happen sooner if the competent technician notices problems with a fire extinguisher during the annual servicing.

8. Training

It is important that **Fire Marshals** are made aware of the fire risks in the premises and the action to take in the event of a fire, not only for their own safety, but for the safety of everyone in the clubhouse. All **staff** should receive fire safety training when first employed.

Training should be refreshed periodically – typically every year – as well as when there are new or increased risks such as through the introduction of new equipment. Training should be relevant to the use, size and risk of our premises.

QPTCCIC Fire Safety training will simply consist of taking people through the fire procedures, including making them aware of:

- any potential fire hazards and risks
- the location of exits and the action they need to take in the event of a fire to ensure everyone evacuates safely
- awareness of the type of fire extinguishers we have, and which fires the extinguishers can be safely used on
- the safe use of fire extinguishers
- the circumstances in which they should not attempt to tackle a fire
- how to call the fire and rescue service

9. Related documents

The following documents should be read alongside the Fire Safety Policy and Procedure to ensure the health, safety and wellbeing of everyone at Queens Park Tennis Club:

- QPTC CIC Fire Safety Risk Assessment
- QPTC CIC Health and Safety Policy
- QPTC CIC Health and Safety Risk Assessments
- QPTC CIC Safeguarding Policy and Procedures
- QPTC Data Protection Policy

10. Policy review

The Fire Safety Policy and Procedures will be reviewed annually or earlier if legislation is changed, and following any major works to the property, or an incident or accident involving fire.

11. Further information

Further guidance around fire safety can be found here:

[Home | East Sussex Fire & Rescue Service](#)

[Making your small non-domestic premises safe from fire - GOV.UK](#)

12. Equality Impact Assessment

This Equality Impact Assessment (EIA) helps QPTC CIC to consider whether a policy discriminates or unfairly disadvantages people from a range of groups and helps us think through actions that can be taken to lessen impact and advance equality, diversity and inclusion.

Impact summary: summarise whether the proposed policy will have a disproportionate impact on any of the groups listed below and what actions if any will be taken.	
Age	
Disability: Hearing impairment Visual impairment Physical disability Learning disability Mental health need	Hearing impaired people may not hear the fire alarm. This policy has not been adapted for and therefore disadvantages people that are visually impaired. This policy has not been adapted to an easy read version and as such may disadvantage some people with learning disabilities. Personal Emergency Evacuation Plans (PEEP) must be written for any person with disabilities that would affect their safe evacuation.
Gender reassignment (incl. trans & non-binary)	
Marriage and civil partnership	
Pregnancy and maternity	
Race: People from diverse ethnic backgrounds Refuges & asylum seekers People with English as an additional language	This policy has not been adapted to an easy read version and as such may disadvantage some people with English as an additional language.
Religion or belief	
Sex - men, women and intersex	
Sexual orientation	
People with (unpaid) caring responsibilities	
People from lower socio-economic backgrounds and people living in areas facing deprivation	
People with low levels of English	This policy has not been adapted to an easy read version and as such may disadvantage some people with low levels of English.
Intersectionality (include any other relevant information relating to the intersection of any of these protected groups)	

Policy control sheet

Policy title	Fire Safety Policy and Procedures
Version number	V2
Policy owner	Name: Stephen Davies Designation: Health and Safety Officer
Target audience	All Queens Park Tennis Club members, Committee members, Directors, Staff, Volunteers, Clubhouse key holders, Clubhouse visitors (including private hires), Contractors, Pay and Play users
Document status	FINAL
Date approved	8.1.2026
Approved by	QPTC CIC directors and management committee
Effective date	8.1.2026
Date of last review	2018
Date of next review	8.1.2027

Amendment history

Version no. & date created	Author	Summary of changes made
V1 - 2018	Charlie Baines	N/A
V2 8.1.26	Mark Cull	Made clearer individual roles and responsibilities, including Fire Marshals, and Evacuation Procedures; added sections on Training and Fire Extinguishers,