

LINLITHGOW SPORTS CLUB

FIRE SAFETY POLICY

General Statement

It is the aim of Linlithgow Sports Club to minimise the risks to their members, staff and the public, which may arise from fire. This will be achieved by ensuring safeguards are in place to avoid fires occurring and ensuring that procedures to minimise the effects of an outbreak of fire and safe evacuation of the premises are in place.

Reference to Linlithgow Sports Club will be abbreviated to LSC throughout the text of this policy.

Persons responsible for fire safety

ACTION	PERSONS RESPONSIBLE
Overall responsibility for fire safety on the LSC site.	LSC President
Requirement for a competent person with relevant training and experience, or knowledge of fire safety.	Fire Officer
Fire risk assessments.	Fire Officer
Service and maintenance of the emergency lighting and fire exit signage, fire detection and fire warning systems and fire call points are carried out by contractor.	LSC Treasurer
Service and maintenance of the firefighting equipment, carried out by contractor.	LSC Treasurer
Inspection and maintenance of internal fire doors/fire exit doors, carried out by a LSC member and contractor respectively.	LSC Treasurer
Ensure fire exit doors and passageways are unobstructed, except internal fire doors, which need to be closed at all times.	All LSC members

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Fire Procedure

The Fire Procedure must be followed at all times in the Club House and adjoining areas.

ACTION	DETAILS
Action on discovering a fire, or the fire alarm sounds.	<ul style="list-style-type: none">• Raise the fire alarm by pressing the button on the fire call point (not necessary if the fire alarm is already sounding). Fire call points are sited adjacent to the fire exits and, in the lounge.• Leave the building immediately by the nearest exit, do not stop to collect personal belongings.• Report to the fire assembly point in the LSC car park.• Do not return to the building until authorised to do so by the Fire Service.• Do not take any risks.• Remain at the assembly point until the LSC key holder arrives, who will need a first-hand report about the fire incident.• The fire alarm system is automatically connected to the emergency services, alerting them to a call out. When safely out of the building, phone for the emergency services on 999 as a backup, in case of failure of the automated alert system.
Escape routes and fire exit use.	<ul style="list-style-type: none">• When the Club House is open for business all fire exit doors must be unlocked.
Firefighting equipment uses.	<ul style="list-style-type: none">• Firefighting equipment is provided to assist in securing means to escape. No person should put themselves and others at risk by firefighting.
Responsibilities and duties to assist in case of fire.	<ul style="list-style-type: none">• All persons have a responsibility to ensure that they follow the fire evacuation procedure and immediately leave the Club House, in the event of a fire.• All members are expected to assist visitors and disabled persons to evacuate the Club House in the event of a fire.

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Maintenance of the internal fire doors, fire exit doors and fire equipment and systems in the Club House and adjoining areas

SYSTEM	FREQUENCY	DETAILS
Emergency lighting and signage.	Annual service and call out maintenance.	Signage and emergency lighting above each fire exit, also emergency lighting in the corridors.
Fire detection and fire warning systems.	6-month service and call out maintenance.	Heat detectors in the kitchen and smoke detectors near the front door entrance, squash corridor and lounge. This system is linked into the intruder alarm system.
Fire call points.	Annual service and call out maintenance.	Fire call points sited adjacent to the fire exits and, in the lounge.
Firefighting equipment.	Annual service and call out maintenance.	Water fire extinguishers on the viewing balcony, near the front and back fire exits, and near the fire exit in the bowls locker room. CO2 fire extinguishers in the kitchen, electrical switch room and machinery store. Fire blanket in the kitchen.
Internal fire doors and fire exit doors.	6-month inspection and call out maintenance.	Internal fire doors are sited, one at the junction of the two corridors near the squash courts and another between the entrance corridor and lounge. Fire exit doors are sited at the main entrance and rear entrance, also in the bowls changing room and the lounge.

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BOM Approval

President

Secretary

Treasurer