



Greenfield Cricket & Social Club
Fire Policy & Procedures 2024

Fire Policy & Procedures

General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy conditions, equipment, and systems of work for all club members, contractors, casual labour, voluntary helpers, visitors, and others who may visit Greenfield Cricket & Social Club (GC&SC) and to provide such information, training, and supervision as need for this purpose.

The allocation of duties for health and safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure that this updating is done, our policy and the way in which it operates will be reviewed regularly (minimum bi-annually) and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all GC & SC committee meetings.

Signed: C Knowles

Date: 1/03/2024

Next Review Date: March 2025

Our Fire policy is to fulfil our obligations under the Regulatory Reform (fire safety) order 2005. In order to achieve this, we undertake the following:

- ✓ An assessment of the fire risks in the Greenfield Cricket and Social Club (GC&SC) house and associated buildings. 🚒 A check that a fire can be detected in a reasonable time and that people can be warned.
- ✓ A check that people who may be in the building can get out safely.
- ✓ To provide reasonable fire-fighting equipment.
- ✓ A check that those in the building know what to do if there is a fire.
- ✓ A regular check that our fire-fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire Extinguishers & Fire Blanket (Kitchen)

Fire Extinguishers are kept in the following locations:

- ✓ Cellar
- ✓ Bar Area
- ✓ Main Club house (dance floor area)
- ✓ Kitchen including fire blanket)
- ✓ Changing rooms

Type of Extinguisher and Capacity

The extinguishers noted above have been assessed and identified as appropriate for the area in which they serve. These are checked annually by Tameside Fire Protection Services Limited, replace out of date and provide additional fire extinguishers where applicable, this to ensure that all equipment in place, remains in the correct place and is changed where needed

Fire Alarm System

(Note –note below details of the procedures for checking and maintaining the fire alarms and who has responsibility to ensure this is done)

Task to be completed by: Committee members to take responsibility

Other Fire Protection Equipment

(Note –note below the procedures for checking and maintaining them and who has responsibility to ensure this is done)

Task to be completed by: Committee members to take responsibility

Evacuation Procedures

Our procedures for evacuation of GC & SC are detailed below.

All designated fire doors must be unlocked before an event commences and be clearly marked as fire exits using the "Running Man" symbol.

A check must be made that all doors can be opened in the following areas:

Area: Exit Door(s) - Greenfield Cricket Club House, Kitchen, and Changing Rooms

In the event of an emergency or activation of fire detectors an announcement to leave the building will be made by the person in charge of the event or available volunteer helper. In the case of the GC&SC being hired out to a third party, instructions shall be contained in the hiring contract as to the responsibilities and procedures to be followed by hirers for the implementation of the procedure for evacuation as laid down elsewhere in this document.

GC&SC evacuated personal shall assemble on the grassed area in front of the GC & S Club house. correct area, have a valid date, and are changed where

A responsible person shall contact the emergency services by mobile telephone.

GC& SC members and voluntary helpers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

If You Discover a Fire or on hear the fire alarms

Immediately raise the alarm.

Telephone the emergency services.

Attack the fire, if possible, within your capability using the appliances provided, but without taking personal risk.

If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you.

Evacuate to the designated assembly point.

Ensure clear access for the emergency vehicles.

ELECTRICAL SAFETY

The committee maintains a list of all portable electrical appliances.

Every six months between annual inspections, (see 3 below) plugs, cable and sockets will be inspected by the Responsible Person, to ensure that there is no obvious sign of damage, worn flexes or trailing leads, any repairs to be reported to the GC & SC Committee for action.

Every year a competent person (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association or other approved body) to ensure that all appliances are safe will test all our portable electrical equipment. Any unsafe equipment will be disposed of in a safe and environmentally friendly manner.

Every year, at the time of the annual inspection, the Responsible Person will carry a visual inspection out of the fixed electrical installation. Any defects will be reported to the BCC committee for action.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.

GAS EQUIPMENT SAFETY

Gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.



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The committee to ensure these arrangements are checked.

HAZARDOUS SUBSTANCES

The committee will maintain a list of all hazardous substances used by GC&SC

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows: -

For all hazardous substances, which include substances marked as:

- "Harmful"
- Irritant
- Corrosive
- Toxic
- Very Toxic
- Flammable
- Highly Flammable
- Explosive
- Oxidising or
- Dangerous for the Environment

Stored securely under lock and key out of the reach of children, young people, and vulnerable adults. Where needed Data sheets or product information by the manufacturers will be used and kept on record to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

Such a record will need to contain some or all of the following type of information on the particular substance:

- Name of substance
- Hazard
- Storage
- Protective clothing
- Accidents

For example: -

- Substance: Liquid floor cleaner 'Flash'
- Hazard: High



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- Storage: Must be kept in locked storeroom
- Clothing Wear protective gloves and covering
- Accidents If splashed in eyes wash immediately with copious amounts of water, Seek medical attention if needed.

Detail of all substances, the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

Examples of other hazardous substances you might have are:

- Petrol,
- Pesticides, insecticides, and polishes.
- Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings, require specialist treatment, and must only be touched or removed by specialist contractors

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Risk Assessment Checklist

Fire Safety:

- I. Combustible materials, flammable liquids, and accumulations of waste Heaters, smoking and other sources of heat
- II. Provision of fire exits, escape routes and signage
- III. Provision of fire detection equipment and fire-fighting equipment
Evacuation plans

Electrical Safety:

- I. Condition of fixed electrical installation, including switches and sockets
- II. Condition of portable electrical appliances, including leads and plugs
- III. Use of unauthorised electrical appliances and temporary wiring
- IV. Mechanical damage to wiring

Gas Safety: Condition and maintenance arrangements for fixed gas boilers and heaters

Control of Hazardous substances



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- I. Internal – Cleaning Materials – Types, amounts, storage arrangements, provision of protected equipment
- II. External – Pesticides, Herbicides, petrol – Types, amounts, storage, protective equipment.



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APPENDIX 1

FIRE RISK ASSESSMENT FORM

LOCATION

ADDRESS

ASSESSMENT UNDERTAKEN BY

DATE

AREA ASSESSED (EG STORE ROOM)

HAZARDS/RISKS/PERSONS <i>(Note here the existing situation)</i>	ADDITIONAL CONTROLS <i>(Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented)</i>
1. What are the Fire Risks? <i>(Note details of any flammable liquids, combustible materials, and persons at risk)</i>	
2. Can a fire be detected in a reasonable time and people be warned?	
3. Can people in the building get out safely? <i>(Look at escape routes, emergency lighting and signage)</i>	
4. Is there adequate fire-fighting equipment?	
5. Do people know what to do if there is a fire? <i>(Are there any written evacuation procedures?)</i>	



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GC&SC Policy Reviewed March 2024/Author Cath Knowles Safeguarding Officer