

Dundee Sailing & Rowing Club Fire Safety Manual.

References: Section 53 and 54 of the (Fire) Scotland Act 2005
Fire Regulations 2006
DSEAR Regulations 2002
(Dangerous Substances & Explosive Atmosphere Regulation)

Aim: To prevent the occurrence of Fire
To keep people safe if Fire occurs

Triangle of Fire: Heat (Ignition), Fuel & Oxygen
Remove any 1 element and there is no fire

This document lays down our arrangements for the; Effective Planning, Organisation, Control, Monitoring and Review of our Fire Safety Procedures.

As well as being on our web-site as part of our overall Safety Protocols, this important document is available as a hard copy within the club premises in the upstairs lounge. **All club members are expected to become familiar with our Fire Safety Procedures.**

Our Club Fire safety Procedures are broken down into 3 sections for ease of consideration to achieve the aim as given above:

Hazard, Protection, Management.

Hazard:

A hazard may be identified as coming from Electrical sources of Ignition, Smoking, Poor House Keeping and poor or inadequate storage of inflammable materials.

Protection:

Protection against the occurrence of Fire may be identified as Fire Detection, Fire Warning, Fire Fighting and ensuring a safe, uncluttered Escape Route to a safe Assembly Point.

Management:

Management is considered as Installing and maintaining an effective Fire Alarm system, the regular testing of that system, regular Training and Familiarization of the System, comprehensive Record Keeping and Installing and Maintaining effective Signage. Finally, a regular Review of these Safety Procedures will be undertaken to maintain their effectiveness.

Disabled Persons

It is rare that we host Disabled Persons in the club, but when we do we must take extra precautions to ensure their safety in the event of a fire occurring.

These extra precautions largely depend on how much supervision the Disabled person needs, with particular attention given for their Safe means of Evacuation from the building to the Assembly Area in the event of a Fire occurring.

These extra precautions should be discussed between the Disabled Person, a club member and any personal assistant that may be in attendance with the Disabled Person.

Procedures on Arrival – Opening up.

Entry to the building is by using the key bunch on the green ball obtained in the Power Boat shed. Remember to cancel the Intruder Alarm using the keypad on entry to the Power Boat shed. From the Power Boat shed on the walk towards the front door, the coded padlock on the gate to the central yard must be unlocked; this gate is the last barrier towards the safe Assembly Area for people evacuating the building via the rear Fire Exit Door. The front door may then be opened using the 3 keys. The door to the boat shed should then be unlocked. The rear Fire Exit door should then be unlocked so that a rapid escape may be achieved simply by pushing the bar to open this Fire Exit door. The Fire Doors upstairs should then be unlocked and the key bunch left at the small safe as usual. All Fire doors should be left closed and not wedged open. Whilst walking through the building, it is good practice to look for anything hazardous.

Procedures on Departure – Locking up.

All work areas should be cleared, tidied and swept as required, power tools unplugged and paints, spirits and any other products made safe and secure. All doors upstairs should be closed and locked as required having ensured that no one is accidentally left there. The bell ringing as the first Fire door is locked is an audible warning to all that the door is being locked. Down stairs, the workshop should be made secure and safe as per above. The rear Fire Exit door may then be locked, the Fire door locked, again having ensured that no one is being accidentally left there. The main front door is then locked with the 3 keys. Making sure there is no one in the central yard, then the gate may be secured with the coded padlock and the key bunch returned to the Power boat shed. Reset the Intruder Alarm. Finally, the gate to the Eastern boat yard is then secured having made sure that no one is left therein.

Lone workers

It is expected that some club members will want to come and work in the club facilities on their own at any time to suite themselves. Like many other activities, it is well worth letting someone know you are working in the club and at what time you are expecting to finish. A follow on call to say you are finished and that the premises have been locked up would also be appropriate.

Whilst working at the club, any individual has a responsibility for their own safety. They should be familiar with these procedures and arrangements. The procedures on arrival above ensures that even a lone worker will be able to vacate the building should any alarm activate. Only PAT assessed power tools should be used and care taken in the use of solvents, paints etc to avoid the possibility of a fire occurring. Special care should be taken when deciding on a coffee break to ensure the work area is left safe even if it is “only for a few minutes”. A fire can still break out in only a few minutes!

Workshop activities

Various activities may be carried out including the use of Portable Appliances, glues or resins, paints and varnish and stripping or cleaning spirits.

It must be remembered that Portable Appliances that have not been subject to a regular PAT (Portable Appliance Test) bring an increased risk of fire from an Electrical source of ignition. It is therefore completely discouraged for members to bring in to the club premises Portable Appliances that have not been so tested. It should also be remembered that glues and resins, paints and varnishes and stripping or cleaning spirits all tend to be highly flammable products, so their use needs careful consideration in placement, application, storage and disposal. When finished with, such products should immediately be sealed and stored safely in appropriate cabinets or cupboards or, preferably, removed from the premises entirely. On completion of a project or at the end of the day, it is expected that members clear the area by removing surplus materials and waste either by taking it home or placing it in the Wheelie bins located in the Eastern boat yard. Surplus materials in this case includes unused paints, varnishes or stripping/cleaning spirits. It is not good House Keeping to build up an uncontrolled store of such products which often go past their use-by-date and then get binned anyway.

Portable Appliances

This list, while not exhaustive, gives members an idea of what not to bring into the club for use in the club unless the item carries a stamp indicating that it has had a current PAT.

Electrical Heaters of any type including hair dryers, heat guns or convection appliances.

Chargers for Radios or any cordless tools and equipment.

Any Electric tools that are plugged into the mains for power.

Extension leads.

Any other electric appliance which must be plugged into the mains for its power.

Hazards

Electrical source of Ignition

The club is protected, to some extent, by ensuring the maintenance and certification of the building electrical distribution system. Every 5 years, a company inspects this system and produces an EICR. (Electrical Installation Condition Report). The last report was produced on the 15 November 2021 and is due again on the 14 November 2026.

However, a piece of paper will not in itself, afford safe protection. It is incumbent on all members to be aware of, careful, and considerate in their use of the mains electric system. Any faults or issues with the electrical system should be reported to a committee member who will facilitate remedial action.

Portable Appliance Tests (PAT)

Only Appliances wearing a Stamp indicating a successful and current pass of the PAT should be used within the club facilities.

Use of Extension Leads

Extension Leads should also be PAT stamped. These leads should be used with care. They should be completely unwound, if on a reel. The routing of the lead from the wall socket to the point of use should be considered to avoid damage to the cable and to avoid becoming a Trip Hazard. Any damage seen on the cable should render the Extension Lead unusable. The Lead should not be overloaded nor used with an adapter giving an outlet to 2 or more appliances.

Portable Heaters

Only Club owned Portable Heaters, which have been tested, should be used on the premises. During use, they should be positioned so as not to provide Heat or Ignition to a nearby source of Fuel which could be solvents, spirits, fabrics or any combustible material.

Cooking

All club Appliances are PAT assessed and compliant. Should a fault be noticed whilst using an Appliance then it should be switched off, disconnected from the Mains and reported to a Committee member for rectification. Any Private Appliances, such as Slow Cookers etc, brought into club premises again, should be PAT approved.

Smoking or Vaping

Dundee Sailing and Rowing Club has a No Smoking or Vaping policy anywhere on the premises, including in the boat sheds or boat yards. Anyone wishing to smoke should clear the premises to the public footpath or the beach front area and dispose of the wast appropriately outwith the club building. No ashtrays or receptacles of any kind are provided by the club.

Willful Fire Raising (Arson)

Dundee Sailing & Rowing Club has struck up a conversation with the local Police CPO (Crime Prevention Officer) who visits regularly and advises us of any potential threat of Willful Fire Raising. We can help ourselves to some extent by maintaining good physical external security and control of entry to the building. Past experience has shown that the threat of arson / break in, is increased somewhat during the height of summer. This threat is something to be aware of when all members present at the club are upstairs having a break in the big lounge area, having left the front doors open and unguarded. Of course, locking the front door would compromise Evacuation of the building. However, judicious and managed use of the door Latch would help prevent unknown and invasive threats.

Gas Appliances

Dundee Sailing & Rowing Club does not own any gas appliance. However, members have been known to bring in gas appliances to use on projects within the premises. These come in the form of Gas fires, Blow torches, Paint strippers, Welding equipment etc. The use of such equipment is strongly discouraged, certainly within confined spaces. If such equipment must be used then the user is responsible for ensuring all precautions have been taken to eliminate the potential for causing a fire. Gas Bottles of any kind are not to be left within any building. Instead, they should be left outside to the rear of the main building.

House Keeping & Storage

If there is No Fuel then there can be No Fire.

We must all, collectively, keep the accumulation and Storage of combustible materials to a minimum. Any Combustible materials present should be kept clear of Ignition or Heat sources. Wood, Paint, Spirits, Fabric and Gas are some of the more obvious Fuel sources but there are others.

If combustible materials are to be kept then they should be in a suitable container such as a metal box, metal cabinet or metal drawer.

At the end of the day or work session, waste material should be put in the bins provided in the boat yard. Solvents and spirits should be tidied away and the work area cleared and checked to ensure that no hazard will be left unattended.

Avoid “dumping” material of any sort; wood, cardboard, empty containers etc

Dundee Sailing & Rowing Club should be a pleasant place to come and have some fun with like minded people. It is not a store room for all sorts of stuff.

Dangerous Substances

DSEAR Regulations 2002

Dangerous Substances in this context, refer to Petroleum Spirit – Petrol, Paint, Gas, Oil, Grease.

All Petrol containers, both club and private containers, should be stored in the concrete Fuel store. This

is protected by 2 of 6Kg Powder extinguishers on the adjacent wall. There should be no Naked Flame or Smoking near this store at any time.

Should petrol be spilled on the ground, the liquid will vaporise and flow some distance from the spill in any direction. It is at this time that the wider area becomes susceptible to flash Ignition whereby the flame will very quickly travel back to the source and may further ignite any open container venting more vapor. This could become a very dangerous situation very quickly.

To try and counter this threat, decanting of Petrol from one container to another should be discouraged, especially if an extension lead powering an Appliance is in use near to the site of spillage.

Should anyone smell Petrol indicating a possible leak from the store, then they should arm themselves with an Extinguisher, ask everyone else to clear the area, and make sure that electrical appliances are not being used near by. The door to the Petrol store should be opened and the leaking container removed. The container could then be positioned such that the contained fuel within stops leaking.

If the leak is quite large or it is felt that the person finding the leak does not wish to deal any further with it, it is better to ensure everyone remains clear of the area by at least 16 meters and the local Fire Brigade be contacted by using a mobile phone from a safe distance away.

Private Outboard Engines

These should be drained of Petrol before storing on the racks which are located to the rear of the Power Boat shed.

Protection

Fire Detection

Dundee Sailing & Rowing Club has recently been equipped with a new Fire Detection System throughout, including in the main building and the Power Boat shed. This Detection system comprises both Smoke and Heat Detectors, all meeting current safety standards and regulations.

Fire Warning

Should smoke, or excess heat in the kitchen area, be detected then this will activate one or more detectors and trigger the alarms. Also, should someone discover a fire which has not yet triggered a smoke or heat detector, then the Alarm may be triggered by pressing the nearest Call Point whilst shouting, "FIRE, FIRE, FIRE".

Action to be taken following a Fire Warning

Everyone should, without hesitation, make their way to the nearest exit from the building and go to the **Assembly Area, the Gate to the Eastern Boat Yard**. The building should be fully evacuated within 2 & 1/2 minutes of the alarm sounding. This limits the number of persons in the building at any one time to a maximum of 50 people.

The longest distance of travel is from the front corner of the upstairs lounge area, through the corridor past the toilets, down the stairs and out of the main door, turning left towards the assembly area. The next longest distance of travel is from the workshop out through the main door or from the workshop to the fire exit door at the far corner of the boat shed, turning right then right again at the corner, on towards the gate, through the gate turning left to the assembly area. Once at the Assembly Area, then a Responsible Person, group leader or club committee member should ascertain that everyone is accounted for. **Using a mobile phone call 999 asking for the Fire Service.**

Cordon??

Only the Police can activate and maintain a cordon. Before they arrive, all we as club members can do, is to advise passers by that there is a fire in the building, it has been evacuated and that they should be cautious about passing the front of the premises.

Fire Fighting

Fire Extinguishers and a Fire Blanket are sited to aid Protection from a fire. Should the fire be discovered early enough and it is still small enough, then consideration may be given to using an Extinguisher to try and put the fire out. However, the Action to be taken following a Fire Warning given above, should be the priority, using Extinguishers as necessary for Protection during the Evacuation.

Escape Route Lighting

Should the mains electrical system fail, either due to a fire or at any time, then the Emergency Escape Lighting system will be activated providing lighting at night in a smoke environment along the Escape Route till outside the building. Once outside and at the Assembly Area, there is sufficient 'borrowed lighting' to see and be seen.

Fire Doors

Fire Doors are there to protect the Escape route and should be closed and kept shut at all times other than when being open to allow passage. Fire doors must not be wedged open.

Management

Training & Familiarisation

It is expected that all members become familiar with the sound of the Alarm System which will be tested on Wednesday mornings during boat maintenance sessions.

Responsible Persons, Safety Helms and Safety crew will be given a little training in the use of extinguishers and in our procedures to be followed in the event of a fire.

Fire Drills need to be carried out at regular intervals, practicing a full evacuation of the building to the Assembly area at the end of the AGM in November or at the end of the half AGM in March.

Record Keeping – Logbook

A Fire Safety Logbook is provided in the club office to record Fire Safety events such as training, testing and maintenance. It has provision for recording Weekly, Monthly, Quarterly, 6 Monthly and Annual events and will be maintained by a nominated club Fire Warden.

Signage

Signage is an important part of Fire Safety and should be informative and descriptive. Importantly, it should never be hidden from clear view so that we may benefit from its presence.

Contractors

Any contractors arriving at the club are normally met by a club committee member to gain access to the building. The contractor's permit to work, if relevant, should be checked and actions to be taken in the event of a fire should be discussed. The contractor should be made aware of our procedures as regards to evacuation, the location of fire alarms and fire extinguishers and the Assembly Area. The means of calling the Fire Rescue Service should be confirmed as using a mobile phone. The contractor should confirm their responsibilities for fire safety in safe guarding their equipment and materials.

Review

Procedures and arrangements outlined in this Fire Safety Manual will be reviewed periodically and amended to suite new knowledge and experience. Reviews will initially be carried out Quarterly until the procedures and arrangements are proven as viable after which the periods will become Annual. A review will always be taken following a fire related event.

House Keeping

Good house keeping is a major managerial tool to try and reduce the risk of a fire occurring.

At all times all members have a shared responsibility to ensure that the Escape Routes are kept free of any obstructions which would hinder a rapid escape from the building.

It is incumbent on us all to carefully consider what we are bringing to the club building to use and then especially to store. It should be encouraged that materials, especially flammable materials of any sort, are removed from the premises at the end of use even if they are not all used up. If they must be stored in the premises then they should be stored in a suitable container. Nominated Fire Wardens will be carrying out regular checks of the premises to confirm there is no unnecessary build up of "Fire Fuel". Any excess or unwanted materials will be disposed of to waste.

Furniture

The large upstairs lounge room is well provided with padded seats and chairs and is more than enough for 50 people. However, they do not carry any indication that the foam padding of which they are constructed, is Fire Resistant or meets BS 5852 / BS EN 102P part 1.

Over time, the committee will look at replacing these chairs with chairs that are correctly labeled for fire resistant material.

Textiles / Fabrics

Textiles and fabrics come as clothing, sails, curtains, blinds and covers. At the moment, there are no curtains or blinds hanging. However, piles of clothing, sails and boat covers are evident. To reduce the risk of fire then clothing should be correctly hung on the racks provided after use. Sails should be correctly rolled up and placed in a sail bag then stored clear of any heat sources. Disused boat covers, presumably because they have been replaced, should be removed to a waste or recycling centre. This should be done by the owner but will otherwise be done following a check by the Fire Wardens as described above.

References for Textiles are given at:

BS 5867 Part 2
BS EN ISO 6940
BS EN ISO 6941

Arrangements

The Dundee Sailing & Rowing Club Fire Safety Arrangements are managed by the Commodore, Vice-Commodore, Secretary, Treasure, Fire Warden and other committee members. Equally, All club members have a responsibility to safeguard our club buildings and assets against the possibility of a fire occurring.

All club members have a responsibility to know what Procedures are in place and what to do in the event of a fire occurring.

Arrangements have been made to maintain and update this manual on a regular basis. To provide and maintain a logbook recording regular inspections and checks, training and practice evacuations.

After the event, any fire alarm signal, real or false, will be investigated with the help of the local Fire Safety Officer, Crime Prevention Officer and a suitable system engineer.

Summoning the Fire and Rescue Services

The local Fire Safety Officer is invited, on a regular basis, to visit the club premises so that the Service is familiar with our location, our Procedures and as to how a tender may get to the club.

There are 2 ways in which anyone may summon the Fire Service;

By using a mobile phone and calling 999

By using a VHF Radio on either channel 16 or channel 12

A mobile phone may be “borrowed” from a passer by for this purpose.

Channel 16 on VHF radio is the international Distress frequency which should contact the Coast Guard Service who will then relay our summons to the Fire & Rescue Service.

Channel 12 on VHF radio is the Dundee City Port and Harbour Master who will then again, relay our summons to the Fire Service.

The Fire & Rescue Services should be met by a Responsible Person, team or group leader at the Assembly Area who should then brief the Service on any Hazards (Fuel store, paint etc) on the premises. It should be confirmed that everyone is out of the building.

Ensuring Building is fully Evacuated

Just as the Safety Boat Helm knows how many boats he is looking after on the water, then a Responsible Person should know how many members have arrived or are attending the session, whether it be for sailing or rowing or both. This may be the RP for the rowers, The Officer of the day for the sailors, The Safety Helm, a committee member, the Loan Worker or any combination.

Dual Users – Ancrum

Ancrum regularly use our facilities, especially during the warmer months, running power boat courses, power boat experiences etc. Whilst they have their own procedures in the event of a fire, their staff members are expected to be familiar with our procedures. A copy of this manual is lodged with Ancrum senior staff for their reference.

Fire Wardens

Those members who have volunteered to be Fire Wardens are:

Senior Fire Warden, John Stewart
Ian Robb
Andrew Brown

Copies of this manual are located:

In the club Lounge
On club web site
With Ancrum

Fire Alarm System is provided and maintained by Nova Alarms Ltd. 01382 775029

Electrical company providing and maintaining EICR, PATs, Emergency lighting is MEMElectrical.
07710 754130 or 07504 882614 (Craig McGregor)

Fire Doors are provided and maintained by xxxxxxxxxxxxxxxx (to be fitted)

Members Trained in the use of the Fire Alarm System for testing and cancellation and in the use of Fire extinguishers are those as listed in the current Fire safety Logbook.