

Fire Assessment Policy for Priory Witham Badminton Club (Appendix A)

People at Risk

People who attend Priory Witham badminton club on a Monday and a Wednesday evening are at risk, if there is a fire. Those who attend less frequently or who are attending for the first time are more at risk due to their lack of familiarity with the Academy premises.

Evaluate, Remove or Reduce Risk

The Chairman (Gary Jacobs) and members of the committee will be responsible for ensuring that people in attendance are aware of the fire plan and pay particular attention to newcomers and those under the age of 18 years. Please note: members of the committee will make themselves known in the event of a fire.

Prepare an emergency plan and provide training

Anyone who discovers a fire should break the glass in the nearest alarm point and if possible, alert the Academy's Duty Site Supervisor.

In the event of a fire:

1. All attending the club should leave the building by the nearest emergency exit. (Two at rear of the hall, courts one and four) Both fire exits lead straight outdoors.
2. All attending the club should proceed to the fire assembly point on the hard play area adjacent to the Academy building.
3. Club leader will ensure that no one has been left in the: hall, store room, shower rooms or toilet.
4. The Fire Brigade should be contacted by calling 999.
5. The club leader/named deputies are responsible for checking that all club participants have left the building. This will be checked by taking the club register with them.
6. Await instructions from the Duty Site Supervisor / Emergency Services before returning to the building.