

FIRE SAFETY RISK ASSESSMENT REVIEW 2022

**Carried out in accordance with the
Regulatory Reform (Fire Safety) Order 2005**



**STOURPORT TENNIS AND SQUASH CLUB,
TAN LANE, STOURPORT ON SEVERN, DY13 8EU**

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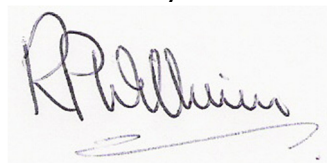
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DECLARATION

This risk assessment review is based upon my visit to the premises and from information given to me by Paul Roberts and another committee member, both of whom are responsible for the club premises and grounds. It is to the best of my knowledge a fair and accurate assessment of the fire safety status of the premises. I declare that I am covered by professional risk indemnity insurance.

This document should be reviewed by a competent person in two years' time, or earlier if any material alterations take place to the premises or the way in which it is used. This will ensure it remains appropriate and relevant to the risks in the premises.

Date: 5th July 2022



ROBERT P. WILLIAMS

Competent Fire Risk Assessor, formerly registered with the Institute of Fire Prevention Officers

FIRE SAFETY LEGISLATION

The Regulatory Reform (Fire Safety) Order 2005 is the primary fire safety legislation in this country and is enforced by local Fire Authorities.

Under regulatory reform the government set out to simplify and condense fire legislation into one main Order. The Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997 (As Amended) were completely repealed under the Order.

Fire certificates previously issued to larger offices, factories, shops and hotels ceased to have any legal standing. The requirement to undertake fire risk assessments within the Fire Precautions (Workplace) Regulations was carried over into the Order, albeit with some amendments.

The Order does not apply to a single private dwelling but applies to almost all other premises including places of work and even the common areas of privately owned flats. There are only a few exceptions such as modes of transport and the underground workings of mines etc.

A 'Responsible Person' is made accountable for ensuring fire does not put lives at risk and not the 'employer' as previously laid down. There is a legal duty on this person to undertake a suitable and sufficient assessment of the fire risks and to take such actions as are necessary to eliminate or reduce the risk and consequences of fire.

The Order requires the responsible person to put fire precautions in place where necessary, and to the extent that it is reasonable and practicable in the circumstances of the case.

The fire safety measures for which the responsible person is accountable includes:

- Measures to reduce the risk of fire occurring and fire spread
- Detection and warning in case of fire
- Provision and protection of means of escape
- Maintenance of facilities, equipment and devices necessary to safeguard human safety
- Consideration of dangerous substances
- Firefighting measures
- Provision of information to employees
- Action to be taken in case of fire including staff training

These measures also extend to suitable provisions in protecting fire and rescue service personnel should they attend to fight a fire in the building and measures to identify the effects of a fire on the local environment. The risk assessment should therefore be undertaken by a 'competent person' who has had sufficient training and experience or knowledge and other qualities.

THE 'RESPONSIBLE PERSON'

As detailed above the Order requires a 'Responsible Person' be appointed. Other competent persons may also be nominated to assist the Responsible Person in implementing the necessary fire safety measures as appropriate.

The Responsible Persons for this building are

The Committee Members of the Stourport Tennis and Squash Club.

DESCRIPTION OF BUILDING, USE AND CONSTRUCTION

Purpose, Description and Layout

In addition to complying with the above legislation, one of the main purposes of this fire risk assessment review is to reassure the statutory authorities that a responsible approach has been taken with regard to the safety of persons from fire.

The last formal fire risk assessment was carried out on the 28th October 2020 by the author of this document. This will therefore be the first review of that document. Although there were many issues which needed to be addressed, it is pleasing to note that almost all have been completed or are currently in hand.

The club has been at this site for many years and is now occupying its third building. The main lounge and approaching corridor together with cellar and kitchen were constructed around twenty-five to thirty years ago. Other parts of the building are understood to have been constructed at different times therefore alterations and additions were also made to the structure over a period of time. The club has six outdoor tennis courts and four internal squash courts together with a lounge/function room which can accommodate up to 150 persons.

It is predominantly a single storey building and consists of an entrance corridor which runs to the right and left of the main entrance. On the left-hand side of the building the corridor gives access to the lounge, bar servery, kitchen and cellar. To the right of the main entrance the corridor leads via a left-hand turn to the squash courts.

At the end of this corridor there is a fairly narrow stair which gives access to a viewing gallery and looks down over all four squash courts. The toilets, (including disabled facilities), changing rooms, store rooms, plant rooms and electrical cupboards are all situated off the main corridor.

Although there are no plans to at present, in the future the club may consider hiring out the lounge to outside organisations for functions and events. At present only club members use the premises for after-funeral gatherings, birthday celebrations, etc.

Only a small number of issues have been identified as a result of this fire risk assessment review which should be addressed so that the premises continue to comply with the Fire Safety Order in the future. For ease of identification text appearing in blue refers to issues contained within the action plan at the rear of this document.

Construction and Access

The building appears substantially and traditionally constructed with brick external walls, concrete floors, block/dry lined internal walls and a traditional timber pitched and tiled roof. Above the squash courts the roof is slightly sloping and is felted on timber and stramit boarding.

Access for the Fire & Rescue Service is good as the property can be accessed directly from Tan Lane which leads to a car park at the front of the property. Due to general security the breaking in gear kept on the fire appliances would be needed when the premises are unoccupied.

The nearest fire station is a new one recently constructed for the Wyre Forest area on Stourport Road, Kidderminster. This is a whole-time station with retained or on-call firefighter backup and in normal circumstances an attendance time of around five or six minutes could be expected.

Historical risk classifications are given on the following page for information.

| | |
|--|--|
| Construction Risk Classification: | Traditional |
| Building Use Risk Classification: | Small/Medium Place of Assembly, - Normal Risk |
| Recommended Evacuation Time: | Two and a half minutes |

FIRE SPREAD AND POTENTIAL RISKS

Compartmentation, Fire and Smoke Spread

The aim of fire compartmentation is to restrict an outbreak of fire to the room or area of origin. This prevents other areas of the building becoming involved and also assists firefighters in tackling an outbreak.

Compartmentation in this building is of a reasonable standard. The building is naturally divided into three sections. The main corridor, the squash court corridor/area above, together with the lounge and bar server areas. There are fire resisting separating doors between the main corridor and the lounge together with the main corridor and squash court corridor.

It has been confirmed that the serving hatch doors between the lounge and kitchen are of adequate fire resisting construction and the door between the main corridor and the lounge has been adjusted so it now closes effectively onto the rebates. Fire stopping has also been introduced above the corridor door leading to the squash courts.

The cellar door (which could not be inspected at the time of the original assessment) does not afford the necessary thirty minutes fire resistance. It is recommended that this is 'made-up' on the inside with the fire-resistant boarding which the club has obtained.

There did not appear to be any gaps or holes in walls or ceilings noted where a fire or heat could pass through and cross-corridor doors and screens appeared to be of adequate fire resisting standard. Providing all doors are closed when the building is unoccupied it is considered unlikely that a fire would spread in an uncontrolled manner although in the event of a serious outbreak some localised smoke damage is inevitable. Fire compartmentation is therefore considered suitable and sufficient.

Potential Risks, Fuels and Ignition Sources

There is no smoking allowed in the building which eliminates the risk of a fire starting from carelessly discarded smoking materials. People who wish to smoke have to go outside on the terrace away from the building where a sand bucket is provided for the safe disposal of used materials.

There are no multi-way electrical extension adaptors and only one cable reel is used occasionally. The entire building's fixed wiring was tested on the 23rd March this year and will not be due again until 2027. Portable electric appliance or 'PAT' testing has also been carried out and was last done on the 8th June this year.

There were a small number of normal hazard portable heaters noted within store rooms. Normal heating is provided by way of a gas fired central heating system. There is also air conditioning provided within the building which provides both hot and cold air to the squash courts. Both of these systems were serviced in June this year together with the gas cooker in the kitchen with a gas certificate supplied from the engineer.

The old air extraction unit in the lounge has been confirmed as being isolated. The filters within the ducting above the gas cooker have also been inspected and cleaned although very little cooking takes place.

Although there is no intruder alarm fitted to the premises, internal and external CCTV has now been installed. Vandalism does not appear to be an issue and the building is quite secure when unoccupied.

There are no combustible materials stored against the building which could become a target for potential arsonists. There is no inappropriate storage within the boiler cupboard off the main corridor. The main sources of fuel in the building are fairly minimal and consist mainly of furniture, packaging materials and consumable stores etc.

Due to the relatively young age of the building, there is no asbestos material present. There are no LPG or other gas cylinders present and any chemical materials or aerosols such as court lining paints are kept outside in a secure shed.

It is therefore considered that that there are no additional risks to which firefighters could be exposed other than those in the course of normal operations in a building of this type. Any fire should not affect neighbouring properties due to it being detached.

RELEVANT PERSONS AT RISK

Employees/Volunteers:

There is actually no-one employed to work as persons working behind the bar are club members acting as volunteers. There are usually two or three who can be called upon when a function or members event is taking place. There are no young persons under eighteen years old employed to work.

Club Members and Visitors:

Normally, numbers attending the premises are quite small. The bar is generally open between 1700hrs and 2100hrs each day although these times do vary and can be extended when a function is taking place.

During the day the squash courts are open most of the time and on various occasions the lounge bar is made available during the day for parents when their children are receiving tennis tuition on the courts.

The number of club members currently stands at approximately two hundred however it should be noted that the exact number of persons cannot be known for each and every occasion. External contractors and visitors also attend the premises occasionally.

It has been agreed that the safe number of persons that can be accommodated in the lounge should continue at no more than one hundred and fifty. This will depend on the layout of each event and should always take into account the number of tables and chairs present. This is the maximum recommended at any one time however an all-day event such as a jumble sale or other similar event may attract numbers higher than this throughout the course of the day.

The means of escape doors with which the building is provided will evacuate at least two hundred persons. As in normal practice, one of the exits has been excluded as it may not be usable due to fire or smoke. The number of persons that can safely be accommodated in this building will always be restricted by the floor space available and the use to which the premises is put rather than by the number and width of the available exits.

Therefore, the maximum number of persons who could be at risk in the lounge at the busiest time is estimated at one hundred and fifty with considerably less on most occasions.

Within the right-hand side of the building which contains the squash courts, the maximum number of persons who could be present on the courts and in the first-floor viewing gallery is less than sixty. This has been calculated for the busiest times such as important County matches. There would be a maximum of sixteen persons on the courts with up to around forty on the viewing gallery however this is to be restricted as set out below. All the above classes of persons are considered to be relevant for the purposes of the Order.

MEANS OF ESCAPE

From the Lounge Bar and other Licensed Areas.

The means of escape is quite simple in that there is a double door fire exit and a single door fire exit from the lounge in addition to the entrance route into the room from the main entrance corridor. Once persons have left the building there is no restriction on them to get completely clear.

The travel distances from the lounge are acceptable and comply with government guidelines and codes of practice. The only inner rooms are the kitchen and the cellar. The cellar will generally have the door left open when the rooms is occupied. If the kitchen is in use there will generally be persons present in the outer area, namely the bar servery or lounge therefore they would be able to give warning if a fire started in the outer area. There is also a vision panel in the kitchen door and automatic fire detection is provided.

There are sufficient exits to enable an effective evacuation from this section of the building within the standard evacuation time of two and a half minutes. The means of escape from this section of the building is therefore considered suitable and sufficient.

From the Squash Courts and Viewing Gallery.

The means of escape from this area did give significant cause for concern although the situation has been vastly improved. The stairway is very narrow which could lead to a greater than expected egress time from the upper floor if there were any persons who had mobility issues.

In addition, the travel distance is excessive from the furthest point on the viewing gallery to the final exit door (which is the main entrance). Although not exact, this has been roughly paced out at thirty metres which is well in excess of the eighteen metres generally allowed for escape in one direction in a building of this type. This is approximately made up as 10 metres to the top of the stairs, 4 metres down to the bottom of the stairs and a final 16 metres to the final exit at the main entrance.

This is known as a 'dead end' condition and is compounded by the fact that leading on to this escape route are doors from two electrical cupboards which are considered to be higher hazard rooms. Even on the ground floor, the doors from the four squash courts are always closed during games therefore anyone in the courts would not have been aware of any smoke in the outer corridor area through which they would have to pass to make their escape.

There are occasions throughout the year when up to 40 persons could have been be present on the first-floor viewing gallery however this only occurred occasionally. The overall risk is not that high however any smoke appearing in the ground floor corridor may have taken a minute or two to be noticed. This may have been too late for persons to make an effective exit.

The condition did not therefore comply with current government guidelines and codes of practice and further control measures were needed to reduce the risk.

Advice was sought from a Fire Safety Inspecting Officer from Hereford and Worcester Fire and Rescue Service. A joint visit was carried out on 28th October 2020 with two members of the Committee also present. The situation was discussed in detail and was mainly based on the numbers of persons using the viewing gallery together with the nature of the existing escape route and overall risks within it.

Following successful completion of a comprehensive package of additional control measures it has been agreed that the maximum number of persons who can safely be accommodated should be thirty. This is throughout the first-floor viewing gallery without part being barred off.

It has also been agreed that the low voltage water dispenser can remain in the ground floor corridor outside the courts as it is essential that players receive adequate hydration during games and matches. The appliance is of low or normal hazard and it is considered unlikely that such an appliance would be the ignition source of a fire.

Note has also been taken of the number of times the viewing gallery is in use throughout the year. Generally, the number of persons using the gallery is quite low, (or even non-existent during the day), and it is only on the occasion of matches where numbers could rise significantly.

Typical examples would be a county event once every six weeks for around five hours duration between September and April (approximately thirty hours a year) together with around sixteen inter club championships a year for a maximum of two hours duration each (approximately thirty-two hours). For all other times and events such as team matches numbers would probably not even reach thirty.

MEANS FOR MAINTAINING ESCAPE ROUTES

Fire Resistance and Protected Routes

Fire resistance or passive measures are usually in the form of walls and doors which afford a minimum resistance to fire of at least thirty minutes. Protected routes are normally stairway enclosures, lobbies to stairways, disabled refuge points and dead-end corridors where there is travel in only one direction.

As discussed above, in this building there is only one 'dead end' condition which is the squash courts corridor and stairway leading up to and including the fire-floor viewing gallery. The dead end extends from the furthest point on the gallery to the front door to the property. Although separated at a point where the corridor turns left by the electric cupboard, the fire resisting door and screen serves no real fire safety purpose as anyone escaping at present has to come through the door anyway however it is to remain for security reasons.

The squash court entrance doors are substantial and the doors to both electric cupboards are of thirty minutes fire resisting standard. They are also fitted with intumescent strips and brush-type smoke seals.

The only other fire resisting separating door and screen is provided between the lounge and entrance corridor. This has been provided to prevent a fire or smoke from a fire in the lounge from affecting the main corridor towards the entrance.

Some doors in the premises are not fitted with intumescent strips and smoke seals however this is not considered essential other than where they are fitted to the electric cupboards within the squash court corridor. If the premises were used for sleeping such as a nursing home, strips and seals would have had to have been provided on all doors.

The ventilation grills in the door to the boiler cupboard off the main corridor have to remain on the advice of a registered gas engineer.

Escape Signage, Fire Action and Other Notices

Exit signage incorporating the 'running man' pictogram is provided throughout the building most of which form part of the emergency lighting luminaires. The firefighting equipment is identified and fire action notices which detail the procedure to be adopted in the event of fire are provided by the fire alarm break glass call points. A 'Push Bar to Open' notice is displayed on the double door fire exit at the far end of the lounge. [A small number of general fire action notices were found to be missing and should be provided adjacent to all fire alarm call points.](#)

Door Fastenings

With regard to door fastenings the general principle is that all doors used for means of escape purposes should be easily openable without the use of a key at all times persons are on the premises.

The main entrance door is provided with an electronic strike lock and has an emergency break-glass box adjacent to the door. This is however not really necessary as a thumb turn override has also been provided on the inside. The fire exit doors from the lounge are provided with a push lever and push bars respectively.

Emergency Lighting

Following a recommendation in the 2020 risk assessment to replace any emergency lighting luminaires which were not working correctly and upgrade the system, the club instructed an engineer to install a new system of emergency lighting throughout. This was completed on the 30th November 2020 and is now considered suitable and sufficient to enable persons to leave the building safely in the event of a failure of the normal lighting.

Surface Finishes

Surface finishes appear to be acceptable and comply with surface spread of flame ratings. Other than one area, there are no materials on walls or ceilings which would accelerate fire growth. The upholstered furniture in the lounge is in good condition and was showing no rips or tears exposing the foam filling.

The only area where surface finishes appeared not to comply is at high level above a section of the viewing gallery and above two of the squash courts. The lining is of a fibreboard nature however, given the lack of ignition sources at high level in this area it is considered that the linings can remain.

MEANS FOR FIGHTING FIRE

Portable Firefighting Equipment

A good level of portable firefighting equipment has been provided within the building and appears to comply with BS 5306.

MEANS FOR GIVING WARNING OF FIRE

The club instructed an engineer to install a new fire alarm and automatic fire detection system which was completed on the 21st January 2021. The control and indicating equipment or fire alarm panel is situated in the main corridor midway between the main entrance and the lounge. It is divided into eight zones and was showing a healthy supply with no faults. The system is fully addressable and will give the location of any piece of equipment operating. Sounders are built-in to the detector heads. The system is considered suitable and sufficient as a means for giving warning of fire.

TESTING OF SYSTEMS, EQUIPMENT AND TRAINING

Electrical Fire Alarm System

The fire alarm system is being tested monthly by using each break glass call point in succession with the results recorded in the log book. The system is also being serviced and maintained in accordance with the British Standard by Johnson Controls.

Emergency Lighting

The emergency lighting system is tested monthly with the results recorded in the log book. *It does not appear that the system is being serviced and maintained annually in accordance with BS. 5266. This should be arranged with an electrical engineer and should include discharge or drain-down tests on the luminaires.*

Firefighting Equipment

The fire extinguishers are serviced and maintained in accordance with the British Standard by Chubb Fire. The engineer last visited in May this year.

Managing Fire Safety

It should be noted that the author of this document has no control over the premises and staffing levels or of compliance in respect of completion of any recommendations in the action plan.

The Committee is aware of the need to protect everyone using the building especially in respect of fire safety. If the premises are used for events in connection with club members (e.g., funeral wakes, birthday celebrations etc.) there is always a bar person or Committee Member present.

Hiring the premises to outside organisations does not take place at present however it is a matter which may be considered in the future to gain additional income for the club. In that event, a Hirer's Agreement or Contract will need to be drawn up which passes responsibility for safety to the hirer if there are no club members present.

There is also a duty under the Order to provide relevant persons with information on any risks to them identified in this assessment, about the measures taken to prevent fires, and how these measures will protect them if a fire breaks out. This document should therefore be made available to anyone who wishes to read it. It should not be considered a 'secret' document.

There are no formal written fire safety procedures at present and fire safety arrangements are those instructions set out in the fire action notices distributed around the club premises. In agreement with the club, it is recommended that the fire risk assessment is reviewed again in two years' time or earlier if there are any material alteration to the building or in the way it is used.

Fire Instructions to Staff

Arrangements are already in hand to have a local trainer attend the club for the purposes of carrying out fire marshal training with at least three club members. These will be the persons who volunteer to run the bar and will be carried out within the next two months. This training should be recorded and certificates kept as evidence. Fire marshal or fire warden training is normally valid for three years whereupon refresher training will need to be undertaken.

Evacuation Drills and Record Keeping

Evacuation drills are not considered appropriate as club members are constantly changing and there are generally only one or two members who are present behind the bar. A log book has been provided in which to record the tests on the fire alarm and emergency lighting systems together with the servicing and maintenance of these systems and the firefighting equipment. Staff fire training will also be recorded.

OVERALL RISK LEVELS

Hazard Level (Probability of Ignition)

Taking into account the fire prevention measures observed at the time of this risk assessment review it is considered that the hazard from fire at this building is:

| | |
|------------|-------------------------------------|
| FAIRLY LOW | <input checked="" type="checkbox"/> |
| MEDIUM | <input type="checkbox"/> |
| HIGH | <input type="checkbox"/> |

Consequences for Life Safety

Taking into account the nature of the building and the occupants as well as the fire protection and procedural arrangements observed at the time of this risk assessment review it is considered that the consequences for life safety in the event of fire is:

| | |
|---------------|-------------------------------------|
| SLIGHT HARM | <input checked="" type="checkbox"/> |
| MODERATE HARM | <input type="checkbox"/> |
| EXTREME HARM | <input type="checkbox"/> |

Overall Risk to Life from Fire

Based on the above it is considered that the risk to life from a fire in this building is:

| | |
|-------------|-------------------------------------|
| TRIVIAL | <input type="checkbox"/> |
| TOLERABLE | <input checked="" type="checkbox"/> |
| MODERATE | <input type="checkbox"/> |
| SUBSTANTIAL | <input type="checkbox"/> |
| INTOLERABLE | <input type="checkbox"/> |

Where

- Trivial risk level means no action is required and no detailed records need to be kept
- Tolerable risk level means no major additional controls required. However, there may be a need for consideration of improvements that involve some expenditure.
- Moderate risk level means that it is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
- Substantial risk level means that considerable resources may have to be allocated to reduce the risk and urgent action is required.
- Intolerable risk means that the building or premises should not be occupied until the risk is reduced.

SIGNIFICANT FINDINGS/ACTION PLAN

It is the duty of the responsible person to address any findings identified in this risk assessment. It is also normal practice to place each issue identified in a risk category together with a suggested timescale for completion of the work: -

- **High Risk – within one week to a month,**
- **Medium Risk - up to six months and**
- **Low Risk - up to two years.**

'Significant Finding'; A feature of the premises, its contents or occupants that may have an adverse effect on the means of escape in case of fire resulting in potential risk to human life.

Not all findings listed in the Action Plan below may be deemed 'significant'. Any which are considered as such will be clearly identified in red. Further advice on timescales for completion of any necessary works can be discussed with the local Fire Authority which enforces the Order.

ACTION PLAN

| Issue | Risk | Action | Completion | Signature |
|--|-------------|--|-------------------|------------------|
| The cellar door does not afford the necessary thirty-minutes fire resistance. | Med | It is recommended that the door is 'made-up' on the inside with the fire-resistant boarding which the club has obtained as recommended on page five. | Two months | |
| A small number of general fire action notices were found to be missing. | Med | These should be provided and sited adjacent to all fire alarm call points as recommended on page nine. | One month | |
| The emergency lighting system is not being serviced and maintained annually as identified on page ten. | Med | This should be arranged with an electrical engineer and include discharge or drain-down tests. | Two months | |

* * * * *

ABOUT THE AUTHOR OF THIS DOCUMENT

I spent over thirty-one years in the British Fire Service. Twelve years of this as an Inspecting Officer in the Fire Safety Department of Hereford and Worcester Fire & Rescue Service.

Following retirement in 2003 I embarked upon a second career for nearly fifteen years as a fire safety consultant and fire risk assessor. My work took me all over England and Wales. I also undertook fire risk assessments for around three years on large hotels and apartment buildings in a number of European countries on behalf of the major Tour Operators. I carried out risk assessments under both my own company name and as an Associate of a small number of Health and Safety and other fire industry related companies.

For many years I was a Graduate of the Institution of Fire Engineers, a Member of the Institute of Leadership and Management and a Member of the Institute of Fire Prevention Officers. Under this last Institute I was registered as a competent fire risk assessor for eight years until I decided to retire in December 2017.

In May 2019 I was invited by others to reinstate myself as a fire risk assessor and agreed to carry out further fire risk assessments, but in a much-reduced capacity. I now sign myself as a competent fire risk assessor but without post nominals, the reason being that when I retired in December 2017, I relinquished my membership of all three professional bodies together with my IFPO registration.

However, I continue to remain competent to undertake fire risk assessments, which I carry out under the nationally recognised 'PAS 79' guidance. The criteria for competency are set out in various sections of the Fire Safety Order and I am confident that after nearly fifty years in dealing with the subject of fire, I still meet those criteria.

R.P. WILLIAMS

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