

Fire Risk Assessment

1

Premises particulars

Premises Name THE GYMNASTICS CENTRE
Address

NEW COLLEGE, GREENCOAT ROAD,
LEICESTER LE10 3DN

CLARENDONPARKGYMNASTICCENTRE
HINCKLEY LE10 OXP

Use of Premises

Gymnastics performance and events

Owner/Employer/Person in control of the workplace

New College Trust and Hinckley
Gymnastics Club

Date of Risk Assessment

31.01.2020

Date of Review

31.01.2021

Name & relevant details of the person who carried out the Fire Risk Assessment

Trevor Low Manager Hinckley Gymnastics Club activity licence/leaseholder.

2 | General statement of policy

Statement:

A safety policy is a written statement of an employer's responsibility to employees and public. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

It is the policy of Hinckley Gymnastics Club to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements."

3 | Management systems

Commentary:

- **Planning** – By Senior Staff walk through and testing with selected and then random numbers of participants/public to observe how entry, exit and use takes place, where movement of people is restricted, or hazards are found with changing scenarios of activity.

- **Organisation** – The Board of the Association deploys the manager to prepare H/S, specific activity and Fire Risk plans and to then disseminate down through senior staff to all staff and assistants and allo who will have some responsibility within the Association structure. All staff to sign a document of acceptance and understanding of the regulations and advices. Where practical staff will be rehearsed in procedures.

- **Control** –

The Trustees and the Board will be responsible for ensuring that the Manager and Senior staff fully brief all co-workers in the policies for H/S, specific activity and Fire Risks.

- **Monitoring** – *Senior staff will be responsible for a weekly sign off check list and all staff will make daily visual checks. All identified risks and precautions will be reviewed each term by management which will then be shared by all staff. All incidents will be logged and reviewed by the Management and Board.*

- **Review** – Termly by Manager and senior staff reported back to the Board and Trustees.

4 | General description of premises

Description:

- Construction detail of the premises. Brick with steel profiled roofing sheets.
- Approximate age of premises.

New College Gymnastics Centre Built 2008/9, refurbished 2018

Clarendon Gymnastics Centre built 1984, refurbished 1992 and 2015 and 2018

Occupancy

Times the Premises are in use: 9am to 9pm

The Total Number of persons Employed within the premises at any one time: 12

The Total Number of persons who may resort to the premises at any one time:
NC 450, CP 150

Size

**Building footprint CP 500
NC 1250**

(Metres x Metres):

Number of floors: NC 1, CP 2

Number of Stairs: NC 0, CP 2

5 | Fire safety systems within the premises

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

New College Automatic fire detection.

New College Additional break glass alarms.

CP no auto systems, smoke detectors,

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Annual contracts maintained

Other: (i.e. Sprinkler system to LPC rules BS 5306)

none

6 Plan drawing

To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show :-

- Escape routes,
- number of exits,
- number of stairs,
- fire resisting doors,
- fire resisting walls and partitions,
- places of safety etc.
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of fire-fighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

See attached plan.

t

6

Plan drawing



7 Identify fire hazards

Sources of Ignition:

Lighting equipment,
Friction /sparks,
Arson,

Sources of Fuel:

paper /cardboard, waste bins
Plastics /rubber /foam, contained in BS/EU fire retarded mats all supplied by Continental Sport Huddersfield or Gymnova.

Work Processes:

none

Structural features that could promote the spread of fire:

Mechanical air extractors, open doors, air vents.

8 Identify people at risk

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:

- **Employees**
All trained to understand and react in the event of fire or evacuation.
- **Visitors / Customers**
College Fire Wardens on duty at all times. Audience Stewards at all events.
- **Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired**
As a Disability Sport Hub all staff are trained to assist disabled participants and visitors in the event of a fire or evacuation.
- **Other persons on the Club premises who may pass through.**
Strict security of access at all times to monitor all persons on the premises. Special awareness of non authorised entry.
- **Contractors**
To register any additional hazard they may bring by way of machinery or processes.
- **Seated Audiences New College**
The fixed and decked seating was installed by contractors Mainstage in 2009. Evacuation from the seating is via the fire in the East wall and through the new fire exit in the North wall. This requires the audience to clear the hall in 2 directions to the nearest exit. Fire wardens are required at all spectator events.

Evacuation is along the deck walkways to either end of the seating. The audience WILL NOT evacuate across the floor area where floor levels vary and surface mats are in place. A light barrier is in place to guide the public.

The gymnastics "field of play" has apparatus, mats and all gymnastic halls in a dedicated gymnastics centre. The public is not allowed onto the "field of play". Only trained staff and students are allowed.
- **Coaching Staff and Students**
Evacuation of the "field of play" exits in the South from wall, the East wall and from the small hall into the main corridors where there are additional Fire Exits.
All Staff are trained in Fire Evacuation procedures. Staff will direct fire evacuation of all students.
- **Staff and students must be aware that when audiences contain parents of younger students those parents must NOT attempt to reach their own children in the event of an evacuation. Staff to be alert for this possibility.**
- **Fire evacuation and safety announcements will precede each event.**

9 Evaluate, remove, reduce and protect from risk

- Evaluate the risk of a fire starting

Low

- Evaluate the risk to people from a fire

Smoke, heat, evacuation crush low to medium

- Remove fire hazards

All unnecessary equipment to be stored safely. All waste and bins to be removed as necessary.

- Reduce fire hazards

No smoking premises.

- Remove or reduce the risks to people from a fire

Fire Wardens, audience stewards, public notices and announcements at the start of events.
Staff training.

- Protect people by providing fire precautions

All fire apparatus under contract and stored easily reached.

10 Means of escape – horizontal evacuation

Commentary:

All walkways and Fire Exit routes to be clear at all times.

- The need to control and monitor the. All fixed seating. No occupants standing. All activity seating on chairs or benches. This allows accurate monitoring of numbers.

Pre event announcement of Fire Exit routes.

- The likely spread of Low Riskfire.
- The time it would take to escape. Participants 3 minutes. Audience 4 minutes.

- In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area? Yes

- Travel distances. How far to the nearest exit? Maximum 20 metres.

- Definition and number of escape routes

NC 3 Fire Exits from main hall. CP 2 Fire exits from main hall plus front door.

All emergency exit lit.

- Door openings and doors are push bars fitted.
- All escape routes lead to a designated assembly places of safety.
- All walkways and Fire Exits clear pathways with no obstructions.
- Provisions for people with a Disability. Disabilities groups have specific trained staff or assistants.

11 Means of escape – vertical evacuation

Commentary:

NC N/A

CP 1 closed staircase from 1st floor
1 open staircase from 1st floor
1 external fire exit steel stairway to field.

12 | Fire safety signs & notices

Commentary:ddd

All in accordance with specialist contract installation and annual contract maintenance.

13 | Fire warning system

Commentary:

NC auto alarm bell.

CP smoke alarms and staff have visual control of all open spaces. Alarm staff led by voice.

14 | Emergency lighting system

Commentary:

All systems specialist installation and annual contract maintenance.

15 | Fire fighting equipment

Commentary:

All systems specialist installation and annual contract maintenance.

16 Maintenance

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded. (Fire Log Book)

Use the table below to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

Recommended maintenance schedule

Equipment	Period	Action
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units Test operation of systems, self contained alarms and manually operated devices.
	Annually	Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries.
Emergency lighting equipment including self-contained units and torches.	Weekly	Operate torches and replace batteries as required. Repair or replace any defective unit.
	Monthly	Check all systems, units and torches for state of repair and apparent working order.
Fire fighting equipment including hose reels.	Weekly	Check all extinguishers including hose reels for correct installation and apparent working order.
	Annually	Full check and test by competent service engineer.

16 Management – maintenance Clarendon Park

All New College Fire regs are covered by premises Trust.

Is there a maintenance programme for the fire safety provisions in the premises Yes

Commentary: CP Tranter Fire and Security. The Red House, High Street, Oadby, Leicester, LE2 5DE

Are regular checks of fire resisting doors, walls & partions carried out Yes

Commentary: CP Annual inspection

Are regular checks of escape routes & exit doors carried out Yes

Commentary: CP Management staff

Are regular checks of fire safety signs carried out Yes

Commentary: CP Monthly management staff

Is there a maintenance regime for the fire warning system Yes

Commentary: CP NA

Is there a maintenance regime for the emergency lighting system Yes

Commentary: CP Tranter Fire and Security Annually

Is there maintenance of the fire fighting equipment (By competent person?) Yes

Commentary: CP Tranter Fire and Security ANNUALLY

Are records kept & their location identified Yes

Commentary: CP on office file, logged with Tranter Fire and Security.



17 | Method for calling the fire service

Specify: CP TELEPHONE LAND LINE AND MOBILE.

18 | Emergency Action Plan (EAP)

Commentary:

SEE ATTACHED EAP

19 | Training

Commentary:

Staff receive induction and in service training twice a year.
The training is carried out by the Manager and the Welfare Officer.

20 | Fire safety deficiencies to be rectified

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
<p style="text-align: center;">*Insert additional pages as required</p>			

21 Significant findings

Significant Finding	Control Measure/Action
<p>*Insert additional pages as required</p>	

22 | Additional hazards

Specify:

Need to consult fire service

Yes / No

