

PUTNEY TOWN ROWING CLUB  
FIRE RISK ASSESSMENT AND EMERGENCY PLAN

Updated 2 July 2018

*Outstanding actions in red text*

SIGNIFICANT HAZARD	PEOPLE/ GROUPS WHO ARE AT RISK FROM THE HAZARDS	EXISTING CONTROLS ADEQUATE = (A) INADEQUATE = (I)	FURTHER ACTION REQUIRED, WHEN, BY WHOM
PETROL STORAGE	Club members, allotment workers immediately adjacent, attendees of external events.	<p>The week's petrol supply (approx 160litres) is stored, in a red locked fire proof cabinet in green 20litre metal petrol cans. (A)</p> <p>Oil (approx 5 litres) for mixing with petrol for 2stroke engines is also stored in the red locked fire proof cabinet. (A)</p> <p>Petrol for use in the launches is decanted into plastic petrol containers which are stored in a separate, adjacent locked metal <i>filing</i> cabinet. (I).</p> <p>Both cabinets are located on the non-publicly accessible perimeter of the Club's compound within an 8ft metal fence, furthest away from the Clubhouse. (A).</p> <p>The cabinets are adjacent to some allotments. The only buildings within 10m are hen houses and small allotment sheds. There is no public right of way through the allotments nor alongside the compound fence. (A)</p> <p>Both cabinets are locked with combination padlocks. (A).</p> <p>Smoking is permitted in the Club compound (I)</p> <p>Under UK Legislation, smoking is not permitted inside non-domestic buildings. The Club enforces this. (A).</p> <p>No public access to the boat compound (A)</p>	<p><b>ACTION:</b> Replace the metal filing cabinet containing the plastic petrol containers with a locked fire proof cabinet. <b>WHEN:</b> By end 2018 <b>BY WHOM:</b> James Davey</p> <p><b>ACTION:</b> Put up No Smoking signs on the front of both petrol storage cabinets, and if feasible, on the rear facing the allotments. <b>COMPLETED</b></p> <p><b>ACTION:</b> Tell the Allotment contacts at the next Neighbours Meeting in June to ensure they know the petrol is stored on their boundary. Bonfire risk near by. <b>WHEN:</b> By end of 2018 <b>BY WHOM:</b> Geoff Adams</p> <p><b>ACTION:</b> Investigate whether we should inform the local authority that we store petrol. <b>WHEN:</b> By end 2018 <b>BY WHOM:</b> Sue Pictor</p>

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PAINT AND SOLVENT STORAGE	Club members and attendees of external events.	<p>Stored in the ground floor boathouse on open shelves (A)</p> <p>The ground floor boathouse has no vertical connections eg internal staircases with the first floor hall and bar. (A)</p> <p>The construction of the ground floor boat house is metal frame sprayed with fire retardant. (A)</p> <p>The Clubhouse has smoke alarms on the first floor and 2 signed fire exits (A).</p> <p>Under UK Legislation, smoking is not permitted inside non-domestic buildings. The Club enforces this. (A).</p>	<p>ACTION: Add no smoking signs on the ground floor adjacent to the solvent and paint storage shelves.</p> <p>COMPLETED</p>

SIGNIFICANT HAZARD	PEOPLE/ GROUPS WHO ARE AT RISK FROM THE HAZARDS	EXISTING CONTROLS ADEQUATE = (A) INADEQUATE = (I)	FURTHER ACTION REQUIRED, WHEN, BY WHOM
<p>KITCHEN GAS HOB, OVEN, MICROWAVE, TOASTER AND KETTLES</p> <p>The primary fire risk is toast getting stuck and forgotten in the toaster.</p>	<p>Club members and attendees of external events.</p>	<p>First floor has 2 signed fire exits, with emergency lighting, directly leading into the external compound. (A)</p> <p>First floor has smoke alarms in the bar and attic plus heat sensors in the kitchen. All are wired into the mains electrics. (A)</p> <p>First floor has a Chubb fire extinguisher in the bar, kitchen lobby, main door lobby and the kitchen. The kitchen also has a fire blanket. (A)</p> <p>The fire extinguishers are serviced annually in January. (A)</p> <p>The smoke and heat alarms and the emergency lighting is not currently part of the annual extinguisher inspection (I).</p> <p>Kitchen is kept clean and tidy with no combustible rubbish left lying around. (A)</p> <p>The first floor has fire doors throughout which are only occasionally wedged open, by easily removed wedges, for short periods.(A)</p> <p>The primary toaster is a cool-wall type (outside doesn't get hot on the outside). There is a second small, domestic toaster.(A)</p>	<p><b>ACTION;</b> Include the smoke and heat sensor alarms together with the emergency lighting for the fire exits in the annual fire extinguisher inspection.  <b>WHEN:</b> End 2018  <b>BY WHOM:</b> Sue Pictor</p> <p>Inspection completed for the fire extinguishers on Monday 9 January 2017 at 10 am.</p> <p>Quote received from Chubb but not yet accepted.  <b>WHEN:</b> End 2018  <b>BY WHOM:</b> Sue Pictor</p>

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Kitchen continued		<p>The kitchen and main door lobbies are kept free from obstructions which would hinder exit. (A)</p> <p>The plugs of kitchen appliances (kettle, toaster, microwave) are not currently PAT checked annually (I)</p> <p>The fire exit door to the kitchen stairs has an easily-opening knob (A). It also has bolts top and bottom (I)</p>	<p>ACTION: Check plugs of kitchen appliances. COMPLETED</p> <p>ACTION: Remove the bolts from the top and bottom of the kitchen fire exit door. COMPLETED</p> <p>ACTION: Add sign setting out procedure and muster point in the event of a fire. COMPLETED - adjacent to kitchen door</p>
SMOKING	Club members and attendees of external events.	<p>Under UK legislation, smoking is not permitted in any non-domestic building.(A)</p> <p>The Club has a general policy to discourage smoking outside. There is a “No Smoking on the Balcony” sign. (I)</p>	<p>ACTON: Add No Smoking signs in the compound near to the petrol storage and paint/solvent storage.  COMPLETED</p>

## EMERGENCY PLAN

On discovering fire, dial 999. Use mobile - the Club has no land line phone

The address is

Putney Town Rowing Club  
Kew Meadows Path  
off Townmead Road  
(adjacent Mortlake Crematorium)  
Kew  
TW9 4EN

Shout "fire" and instruct all occupants to leave the building immediately

Close all fire doors and check that all occupants have left (if safe to do so)

Club Members to assemble in the adjacent car park (not on the towpath)

(Mustering instructions posted at first floor door exits)

Only if the fire is small should it attempt to be fought using the Club's fire fighting equipment - fire blanket in the kitchen and the 4 fire extinguishers