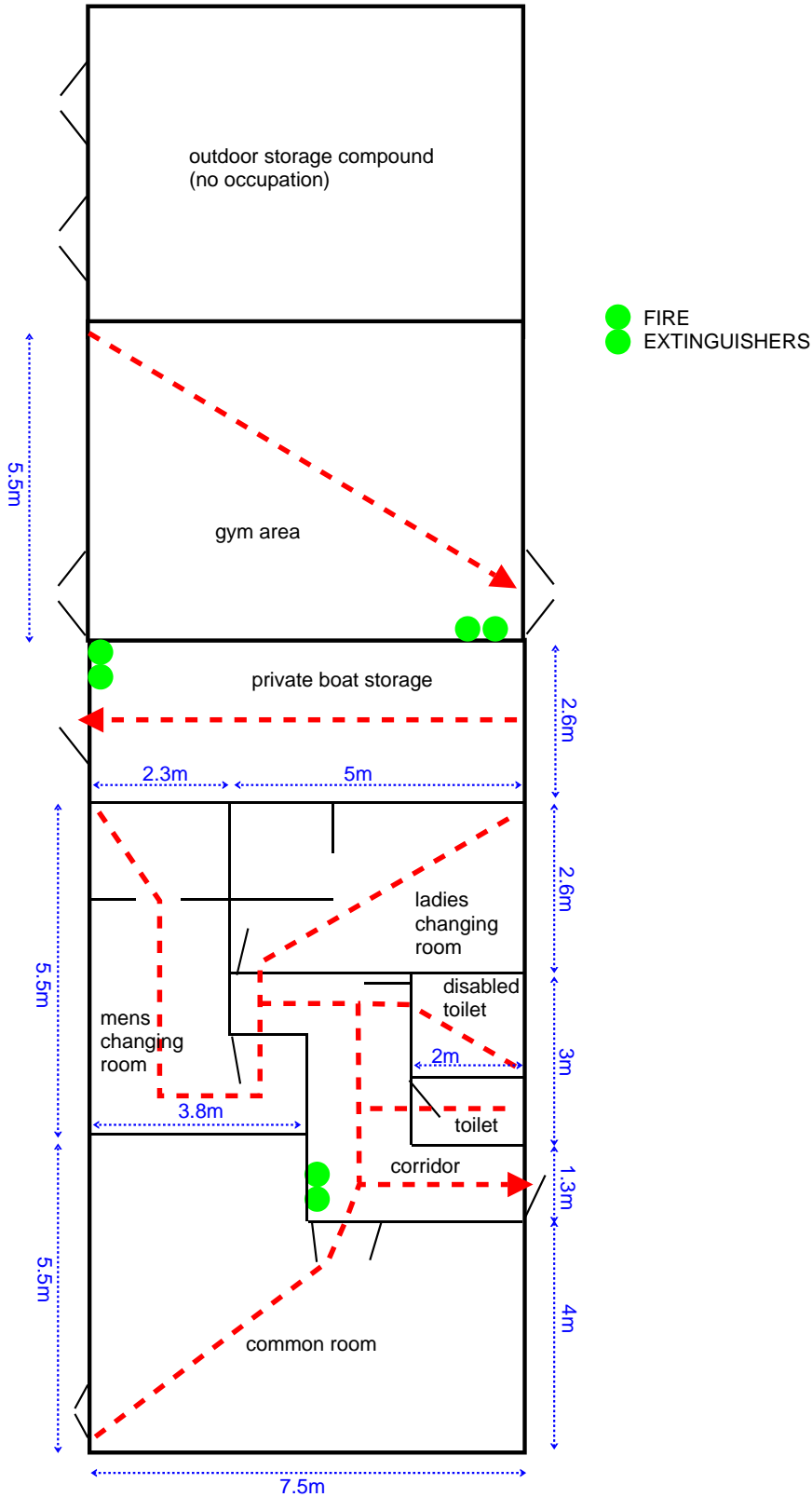


# FIRE RISK ASSESSMENT

## Bishops Stortford Canoe Club – Clubhouse, Southmill Lock, Bishops Stortford



**Section B**

<b>Date:</b>	15 May 2018
<b>Approved by:</b>	Dave Cayford (Safety Officer) & Andy White (Chair)
<b>Date of next review:</b>	15 May 2019

**Section A**

<b>ROOM:</b>	Common Room
<b>Floor Area:</b>	39m <sup>2</sup>
<b>Max Escape Distance:</b>	9m (see diag)

**(A1) HAZARDS**

<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>• Wall mounted heater</li> <li>• Mini cooker</li> <li>• Electrical Equipment: Kettle, Microwave, Vacuum Cleaner, Radio, Urn, Extension leads, Boiler</li> <li>• Arson</li> </ul>	<ul style="list-style-type: none"> <li>• Carpet</li> <li>• Chairs and Sofa</li> <li>• Cork boards</li> <li>• Towels/teacloths</li> <li>• Bin</li> <li>• Stock clothing</li> <li>• Books/newspapers</li> <li>• Cooking oil</li> </ul>	<ul style="list-style-type: none"> <li>• Main Door</li> <li>• French doors (if open)</li> <li>• Windows (if open)</li> </ul>

**(A2) PEOPLE AT RISK**

(1) Members; (2) Members' family; (3) Guests; (4) Contractors  
 1,2,3 may include juniors, but rarely anyone under 8. Children under 8 would be under close adult supervision.  
 1,2,3,4 may include the disabled. Use of the building by significantly sight / hearing / mobility impaired persons is at present very rare.  
 Occupation does not exceed 60 at one time.

**(A3) EVALUATION**

<b>(A3.1) Evaluate the risk of fire occurring</b>	Low
<b>(A3.2) Evaluate the risk to people from a fire starting in the premises</b>	Low-Medium
<b>(A3.3) Remove and reduce the hazards that may cause a fire</b>	<ul style="list-style-type: none"> <li>• Mini oven – in storage, for use on counter top/table only.</li> </ul>
<b>(A3.4) Remove and reduce the risk to people from a fire</b>	

<b>ROOM:</b>	Corridor	
<b>Floor Area:</b>	7m <sup>2</sup>	
<b>Max Escape Distance:</b>	5.5m (see diag)	
<b>(B1) HAZARDS</b>		
<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>Arson</li> </ul>	<ul style="list-style-type: none"> <li>Floor mat</li> </ul>	<ul style="list-style-type: none"> <li>Main door (generally open during occupation)</li> </ul>
<b>(B2) PEOPLE AT RISK</b>		
Persons as A2 (above) – transient occupation only.		
<b>(B3) EVALUATION</b>		
<b>(B3.1) Evaluate the risk of fire occurring</b>	Negligible	
<b>(B3.2) Evaluate the risk to people from a fire starting in the premises</b>	Low	
<b>(B3.3) Remove and reduce the hazards that may cause a fire</b>		
<b>(B3.4) Remove and reduce the risk to people from a fire</b>	<ul style="list-style-type: none"> <li>One water and one CO2 fire extinguisher installed</li> </ul>	

Section C		
<b>ROOM:</b>	Toilets x2	
<b>Floor Area:</b>	n/a	
<b>Max Escape Distance:</b>	<5.5 m (see diag)	
(C1) HAZARDS		
<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>Radiator</li> </ul>	<ul style="list-style-type: none"> <li>Toilet paper (in use/stored)</li> <li>Hand towel</li> </ul>	No particular source
(C2) PEOPLE AT RISK		
Persons as A2 (above) – very limited numbers at any one time.		
(C3) EVALUATION		
<b>(C3.1) Evaluate the risk of fire occurring</b>	Negligible	
<b>(C3.2) Evaluate the risk to people from a fire starting in the premises</b>	Negligible	
<b>(C3.3) Remove and reduce the hazards that may cause a fire</b>		
<b>(C3.4) Remove and reduce the risk to people from a fire</b>		

Section D		
<b>ROOM:</b>	Changing rooms x2	
<b>Floor Area:</b>	Ladies: 13m <sup>2</sup> ; Gents: 15m <sup>2</sup>	
<b>Max Escape Distance:</b>	Ladies: 10.5m ; Gents: 13m (see diag)	
(D1) HAZARDS		
<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>• Wall mounted heaters</li> <li>• Electric shower</li> </ul>	<ul style="list-style-type: none"> <li>• Clothing / towels</li> <li>• Bin</li> </ul>	No particular source
(D2) PEOPLE AT RISK		
Persons as A2 (above) – size of room limits effective use to 20.		
(D3) EVALUATION		
<b>(D3.1) Evaluate the risk of fire occurring</b>	Negligible	
<b>(D3.2) Evaluate the risk to people from a fire starting in the premises</b>	Low	
<b>(D3.3) Remove and reduce the hazards that may cause a fire</b>		
<b>(D3.4) Remove and reduce the risk to people from a fire</b>		

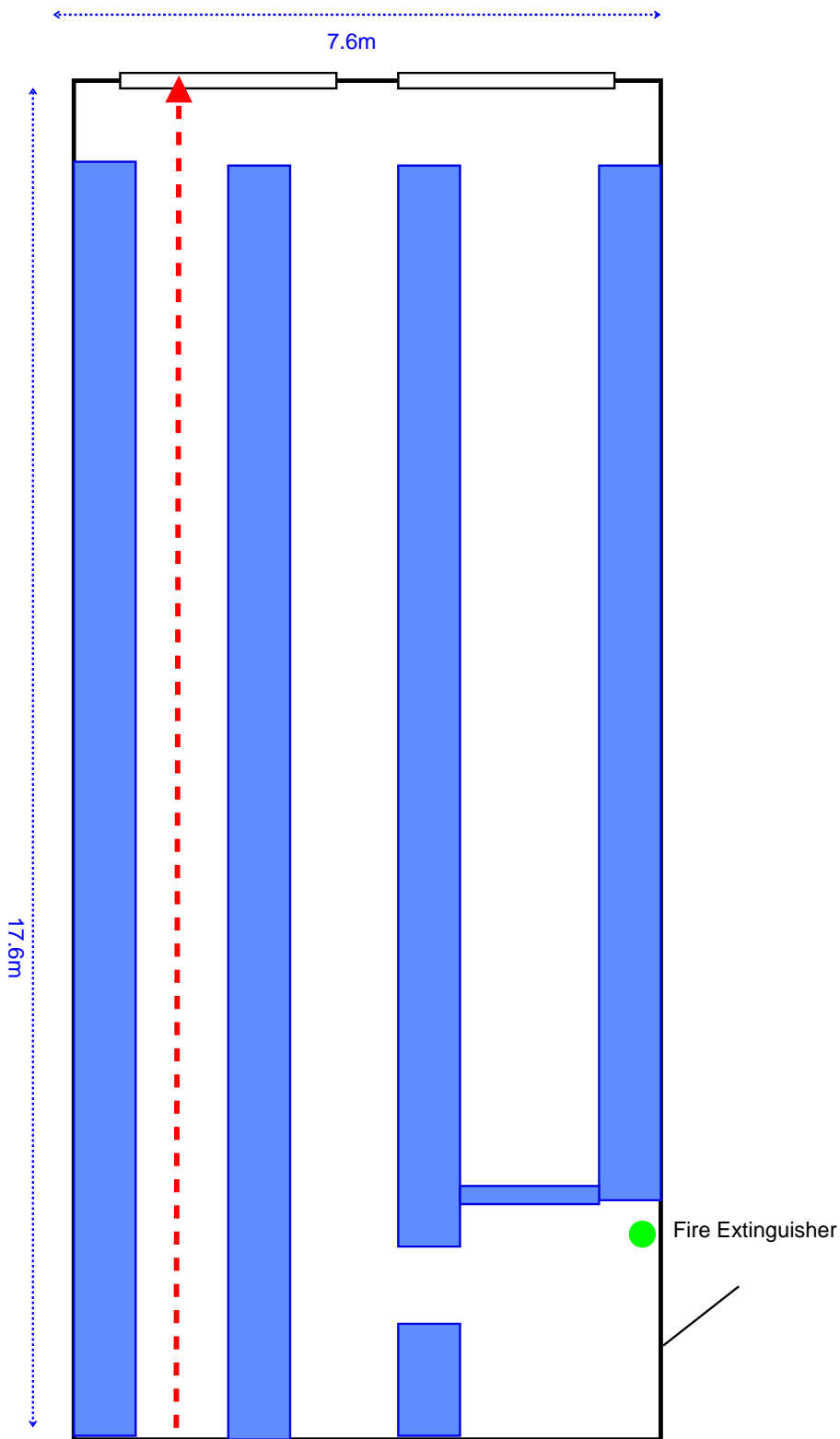
Section E		
<b>ROOM:</b>	K2 Boat Store	
<b>Floor Area:</b>	20m <sup>2</sup>	
<b>Max Escape Distance:</b>	7.5m (see diag)	
(E1) HAZARDS		
<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>• Electrical cabinet</li> <li>• Hazardous chemicals (stored in a metal cabinet)</li> </ul>	<ul style="list-style-type: none"> <li>• Wooden Rafters</li> <li>• Small quantity of paint</li> </ul>	Door (open when in use)
(E2) PEOPLE AT RISK		
Persons as A2 (above) – size and nature of room limits effective use to 4		
(E3) EVALUATION		
<b>(E3.1) Evaluate the risk of fire occurring</b>	Low	
<b>(E3.2) Evaluate the risk to people from a fire starting in the premises</b>	Moderate	
<b>(E3.3) Remove and reduce the hazards that may cause a fire</b>	<ul style="list-style-type: none"> <li>• Solvents stored in fireproof cabinet</li> <li>• Small quantity of paint</li> </ul>	
<b>(E3.4) Remove and reduce the risk to people from a fire</b>		

Section F		
<b>ROOM:</b>	Gym	
<b>Floor Area:</b>	41 m <sup>2</sup>	
<b>Max Escape Distance:</b>	9 m (see diag)	
(A1) HAZARDS		
<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>• Electric lighting</li> <li>• Radio &amp; Music equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Gym mats</li> <li>• Foam on gym equipment</li> <li>• Carpet</li> </ul>	<ul style="list-style-type: none"> <li>• Doors (if open)</li> </ul>
(F2) PEOPLE AT RISK		
Persons as A2 (above) Very limited use by young children. Children under 8 would be under close adult supervision. Occupation does not exceed 20 at one time.		
(F3) EVALUATION		
<b>(F3.1) Evaluate the risk of fire occurring</b>	Low	
<b>(F3.2) Evaluate the risk to people from a fire starting in the premises</b>	Low	
<b>(F3.3) Remove and reduce the hazards that may cause a fire</b>		
<b>(F3.4) Remove and reduce the risk to people from a fire</b>	Door must not be blocked A luminous door sign to be affixed	

Section G		
<b>ROOM:</b>	Boathouse	
<b>Floor Area:</b>	134m <sup>2</sup>	
<b>Max Escape Distance:</b>	17.5m (see diag)	
(G1) HAZARDS		
<b>Sources of Ignition:</b>	<b>Sources of Fuel:</b>	<b>Sources of Oxygen:</b>
<ul style="list-style-type: none"> <li>Electrical cabinet</li> <li>Arson</li> </ul>	<ul style="list-style-type: none"> <li>Buoyancy Aids</li> <li>Clothing</li> <li>Carpet offcuts</li> <li>Wooden Rafters</li> </ul>	Door (open when in use) Shutters (at least one open when in use)
(G2) PEOPLE AT RISK		
Persons as A2 (above) –nature of room limits effective use to 8, transient.		
(G3) EVALUATION		
<b>(G3.1) Evaluate the risk of fire occurring</b>	Negligible	
<b>(G3.2) Evaluate the risk to people from a fire starting in the premises</b>	Low	
<b>(G3.3) Remove and reduce the hazards that may cause a fire</b>		
<b>(G3.4) Remove and reduce the risk to people from a fire</b>	<ul style="list-style-type: none"> <li>One water extinguisher installed</li> <li>Ensure that at least one shutter is open whenever boathouse is in use</li> </ul>	



Boathouse Plan:



**ACTION SUMMARY**

- Check servicing of fire extinguishers
- Minimise/remove the solvents & paints stored on site
- Take steps to ensure door in gym does not become blocked by equipment
- A luminous door sign to be affixed in the gym