

FIRE RISK ASSESSMENT



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

Name of Assessor:	David Hallam
Date Of Assessment:	26 th May 2024
Approved by:	Andrew Gurney (Safety Officer) & Kevin Short (Chair)
Date of Approval:	28 th May 2024
Date of next review:	25 th May 2025
Property Use:	Canoe Club, Clubhouse and Boat store
No. of floors:	One
Details of Construction	Clubhouse – traditional, Boat store - steel frame & timber clad
Age of buildings:	Clubhouse – 25 years, Boat store – 10 years

The canoe club consists of a main clubhouse with changing rooms, an adjoining fitness area and a small boat store electrical intake area. No internal link between the three areas which are all accessed from the open air. There is a separate boat store approximately 20m away from the main clubhouse.

Building Occupants:

Occupants are considered to be of average mobility for this type of occupancy.

Weekends	0800 to 1200	Up to 50	Other time periods	Up to 10
Weekdays	1700 to 2100	Up to 20	Other time periods	Up to 10

Property Loss:

The full extent of fire and smoke damage arising from an uncontrolled fire is likely to be confined to the building of origin, except in periods of drought where there is a risk of fire spreading to nearby fields and woodland.

Diagram of Clubhouse:

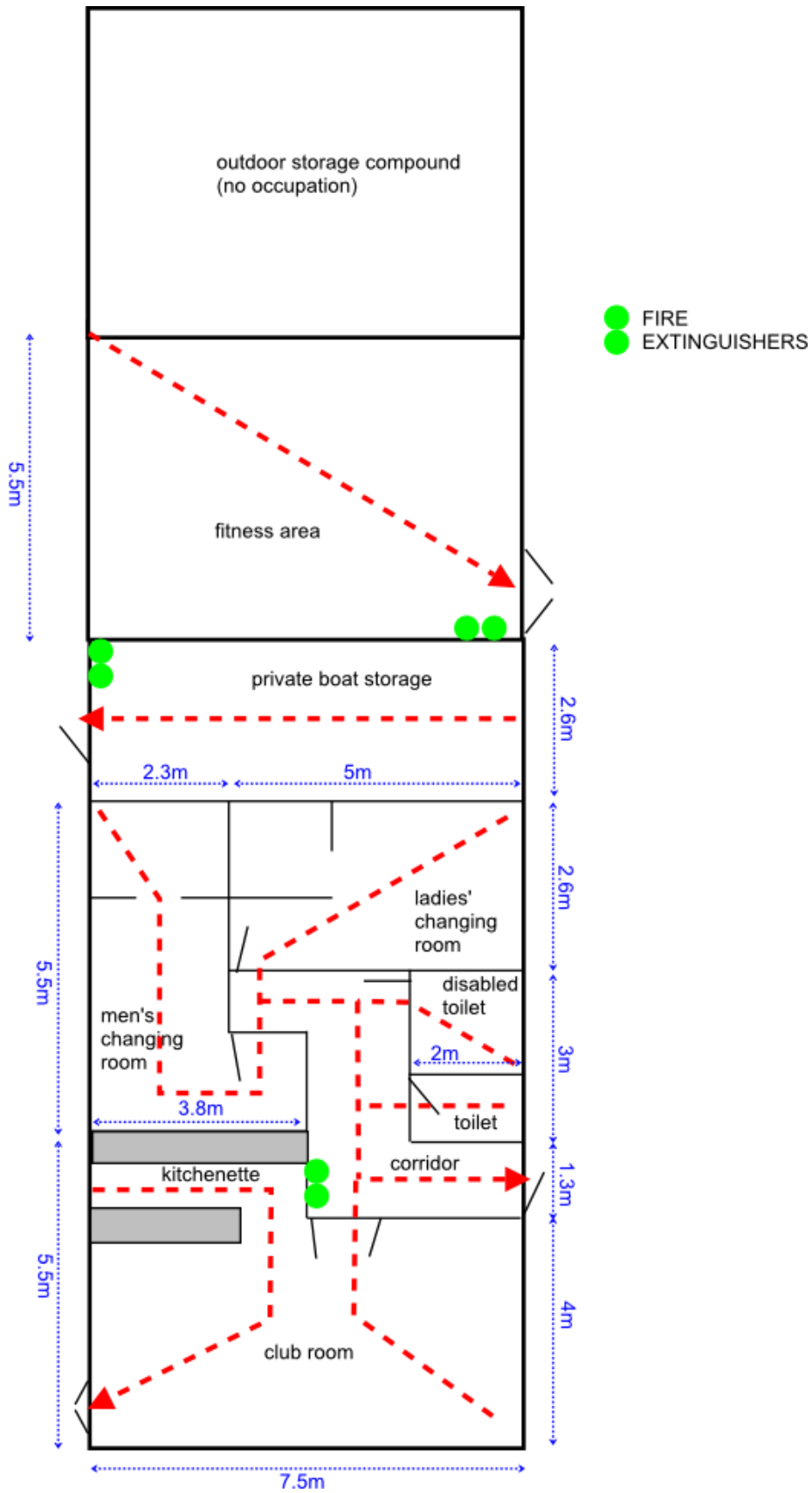
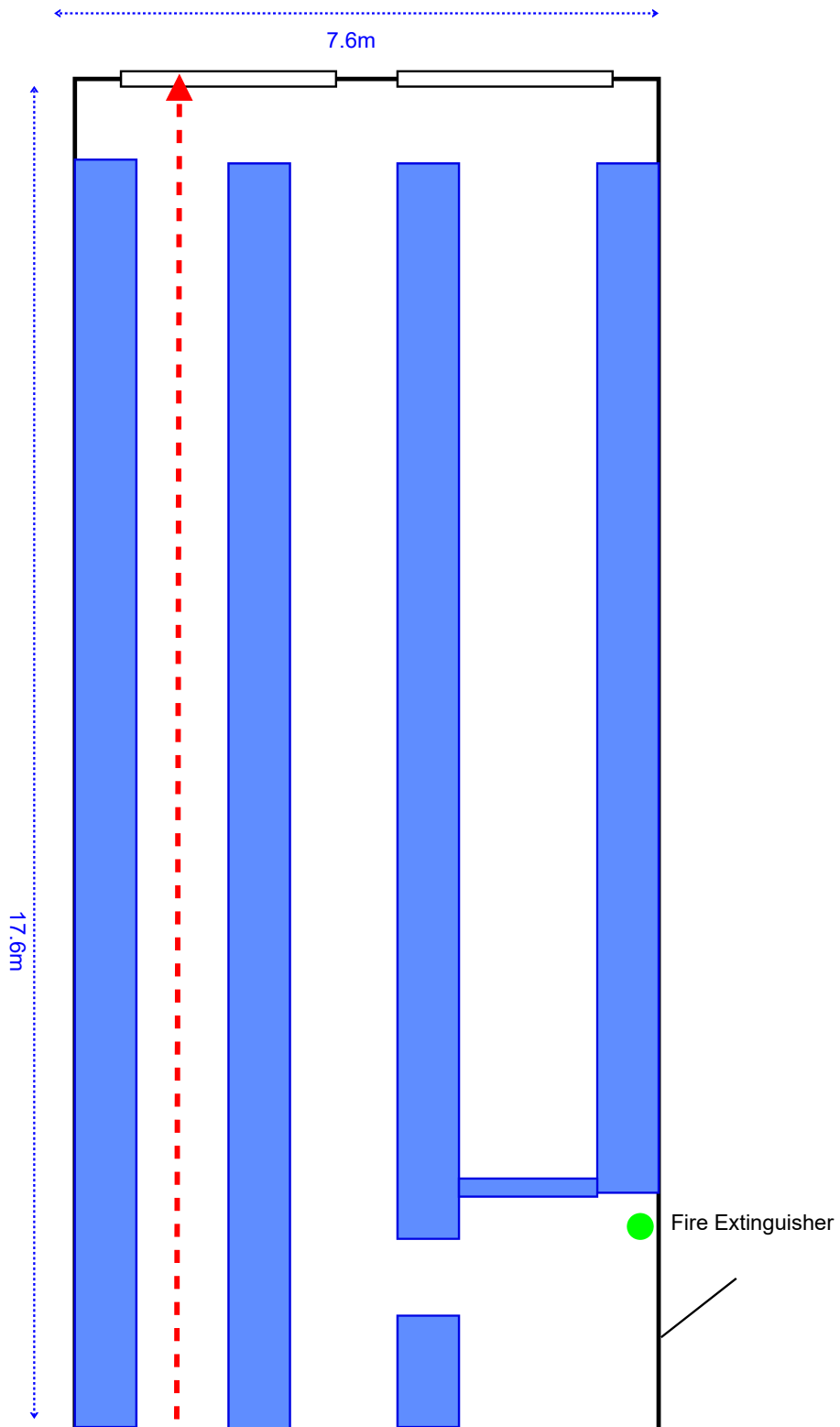


Diagram of Boat House:



Section A		
ROOM:	Club Room including Kitchenette	
Floor Area:	39m ²	
Max Escape Distance:	9m (see diag)	
(A1) HAZARDS		
Sources of Ignition:	Sources of Fuel:	Sources of Oxygen:
<ul style="list-style-type: none"> • Wall mounted radiator • Built in Oven and Grill • Electrical Equipment: Kettle, Microwave, Vacuum Cleaner, Radio, Urn, Extension leads, Water Boiler • Arson 	<ul style="list-style-type: none"> • Carpet • Chairs and Sofa • Cork boards • Towels/tea cloths • Bin • Stock clothing • Books/newspapers • Cooking oil 	<ul style="list-style-type: none"> • Main Door • French doors (if open) • Windows (if open)
(A2) PEOPLE AT RISK		
<p>(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.</p>		
(A3) EVALUATION		
(A3.1) Evaluate the risk of fire occurring	Low	
(A3.2) Evaluate the risk to people from a fire starting in the premises	Low-Medium	
(A3.3) Remove and reduce the hazards that may cause a fire	<ul style="list-style-type: none"> • Electric supply to be regularly PAT tested. • Cooking equipment only operated at main club sessions by Social Committee members. • Consideration given to replacement of soft furnishing with fire certified furnishings. 	
(A3.4) Remove and reduce the risk to people from a fire	The storage of flammable materials or compounds in the Club Room is not permitted. Instructions for use of electrical equipment including the Ovens are available in the Club Room. Smoke Alarm to be installed.	

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

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

Section D		
ROOM:	Changing rooms x2	
Floor Area:	Ladies: 13m ² ; Gents: 15m ²	
Max Escape Distance:	Ladies: 10.5m ; Gents: 13m (see diag)	
(D1) HAZARDS		
Sources of Ignition:	Sources of Fuel:	Sources of Oxygen:
<ul style="list-style-type: none"> • Wall mounted heaters • Electric shower 	<ul style="list-style-type: none"> • Clothing / towels • Bin 	No particular source
(D2) PEOPLE AT RISK		
Persons as A2 (above) – size of room limits effective use to 10 in each changing area.		
(D3) EVALUATION		
(D3.1) Evaluate the risk of fire occurring	Negligible	
(D3.2) Evaluate the risk to people from a fire starting in the premises	Low	
(D3.3) Remove and reduce the hazards that may cause a fire	Personal belongings are removed by Members from Changing Rooms after each session.	
(D3.4) Remove and reduce the risk to people from a fire		

Section E		
ROOM:	K2 Boat Store	
Floor Area:	20m ²	
Max Escape Distance:	7.5m (see diag)	
(E1) HAZARDS		
Sources of Ignition:	Sources of Fuel:	Sources of Oxygen:
<ul style="list-style-type: none"> • Electrical cabinet • Hazardous chemicals (stored in a metal cabinet) 	<ul style="list-style-type: none"> • Wooden Rafters • Small quantity of paint and boat repair compounds • Carbon Kevlar racing kayaks 	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		
(E3.1) Evaluate the risk of fire occurring	Low	
(E3.2) Evaluate the risk to people from a fire starting in the premises	Moderate	
(E3.3) Remove and reduce the hazards that may cause a fire	<ul style="list-style-type: none"> • Solvents stored in fireproof cabinet • Small quantity of paint • The area is to be kept clear of waste and obstructions. 	
(E3.4) Remove and reduce the risk to people from a fire	Access to this area is restricted to authorised persons who are able to access the area to shut off the electric supply in the event of a fire. This area is no longer utilised as a workshop.	

Section F		
ROOM:	Fitness Area	
Floor Area:	41 m ²	
Max Escape Distance:	9 m (see diag)	
(A1) HAZARDS		
Sources of Ignition:	Sources of Fuel:	Sources of Oxygen:
<ul style="list-style-type: none"> • Electric lighting • Radio & Music equipment • Heaters • Extension leads 	<ul style="list-style-type: none"> • Gym mats • Foam on gym equipment • Carpet 	<ul style="list-style-type: none"> • Doors (if open)
(F2) PEOPLE AT RISK		
Persons as A2 (above) Very limited use by young children. Children under 16 would be under close adult supervision. Occupation does not exceed 10 at one time.		
(F3) EVALUATION		
(F3.1) Evaluate the risk of fire occurring	Low	
(F3.2) Evaluate the risk to people from a fire starting in the premises	Low	
(F3.3) Remove and reduce the hazards that may cause a fire		
(F3.4) Remove and reduce the risk to people from a fire	Door must not be blocked when the area is in use. A luminous door sign to be affixed	

Section G		
ROOM:	Boathouse	
Floor Area:	134m ²	
Max Escape Distance:	17.5m (see diag)	
(G1) HAZARDS		
Sources of Ignition:	Sources of Fuel:	Sources of Oxygen:
<ul style="list-style-type: none"> • Electrical cabinet • Arson 	<ul style="list-style-type: none"> • Buoyancy Aids • Clothing • Carpet offcuts • Wooden Rafters 	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		
(G3.1) Evaluate the risk of fire occurring	Negligible	
(G3.2) Evaluate the risk to people from a fire starting in the premises	Low	
(G3.3) Remove and reduce the hazards that may cause a fire		
(G3.4) Remove and reduce the risk to people from a fire	<ul style="list-style-type: none"> • One water extinguisher installed • Ensure that at least one shutter is open whenever boathouse is in use 	

ACTION SUMMARY	
<ul style="list-style-type: none">• Fire procedures and training are to be reviewed.• Check servicing of fire extinguishers• Establish adequate records of all safety tests and checks.• Minimise/remove the solvents & paints stored on site• Take steps to ensure door in Fitness area does not become blocked by equipment• A luminous door sign to be affixed in the Fitness area• Smoke Alarms to be installed in the Corridor and Clubroom.• PAT testing of electrical equipment to be maintained at regular intervals.• Evacuation measures for Disabled persons to be included in the Emergency Plan.• Emergency lighting for the Boathouse and Fitness areas to be reviewed.• Training in the use of fire extinguishers to be implemented.• The Club must maintain and inspect the following firefighting equipment:<ul style="list-style-type: none">1 x Fire Blanket in the kitchen.1x 13 A rated water extinguisher or similar for the main entrance lobby.1x 34 B rated carbon dioxide extinguisher for the main entrance lobby.1x 13 A rated water extinguisher or similar for the Fitness area.1x 13 A rated water extinguisher or similar for the main boat store.1x 34 B rated carbon dioxide extinguisher for the small electrical intake/ boat store area	