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South Petherton  
TENNIS CLUB

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Fire Policy, Procedure and  
Guidance

November 2021

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# Risk Assessment Information

**Name: South Petherton Tennis Club**

**Address:** Lightgate Lane, South Petherton, Somerset.TA13 5AU

**Phone number: none**

**Use:** This is a tennis club constructed of wood with Mains Electricity and Water. It is used for the purposes of storage, meeting, toilet and refreshments.

The Clubhouse for South Petherton Tennis Club was constructed in July 2021. Following consultation with the Somerset and Devon Services a risk assessment was completed using the Somerset and Devon Fire Service Template.

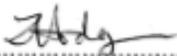
- Devon and Somerset Fire Service <https://beta.dsfire.gov.uk/safety/businesses/five-steps-fire-risk-assessment>
- Fire safety Risk Assessment: small and medium places of assembly, 2006, HMSO available: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

**Date of initial risk assessment: 24/08/2021 Updated 14/10/2021**

**A copy of the initial assessment is retained in the policy folder and is held with the club secretary**

**Review date: 04<sup>th</sup> November 2022**

Policy and Guidance agreed and signed on behalf of the committee



Zena Hodgson

Chairperson

03/11/2021

# Policy

## Introduction

South Petherton Tennis Club (SPTC) is committed to providing a safe environment for members, coaches and visitors. Part of this safety responsibility is to ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with The Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of those with agreed access to the premises.

### 1. Risk Assessment

- I. SPTC will complete an annual review of the fire risk assessment. Additional reviews due to change of regulation will be undertaken as required.
- II. SPTC will conduct a monthly check of the premises
- III. The membership will be advised of how to contact the committee in the case of a concern or query

### 2. Member and visitor guidance

- I. The membership will be provided with updated guidance, to include SPTC website, newsletter and email. If required, the guidance can be provided in hard copy
- II. The procedure will be posted in the clubhouse
- III. The coaching team will be advised of the procedure and policy
- IV. League Captain guidance will be provided to ensure visiting teams are aware of the procedure
- V. Members of the public attending the courts through 'pay and play' will not have access to the clubhouse. The procedure will be externally posted and placed on the court booking area.

### 3. Fire Hazards

- I. There is a no smoking policy at SPTC
- II. Barbecues are not permitted
- III. Any property not claimed after a 4 week period will be removed from the clubhouse
- IV. No flammable liquids are retained within the building.

### 4. Procedure

- I. Under no circumstances attempt to fight the fire.
- II. Upon discovering a fire, raise the alarm by shouting 'Fire'.
- III. If in the building, exit immediately by the nearest exit.
- IV. If on Courts 1 and 2, do not enter the building exit Courts 1 and 2 using the gate situated at approximately 20 metres from the clubhouse.\*
- V. If on Court 3, exit the court and proceed to the assembly point by crossing the recreation field.\*
- VI. The assembly point is at the notice board in Lightgate Recreation Field car park.\*
- VII. Appoint one person to call 999.
- VIII. The appointed person will need to confirm their name and contact number.
- IX. The Address of the Tennis Club is:-

South Petherton Tennis Club  
Lightgate Lane,  
South Petherton  
TA13 5AU

\* As shown on the site plan



## In the Event of a Fire

- Do not attempt to put out the fire
- Leave the building immediately
- If on court, exit via the gate
- Do not enter the Clubhouse
- Alert all members to evacuate courts 1 and 2 via the gate
- Members on court 3 will exit by the court gate
- The assembly point is at the notice board in the car park
- Call 999, request the fire service
- You will need to :
  - Confirm your name and contact number
  - The Address of the Tennis Club is:-

South Petherton Tennis Club  
Lightgate Lane,  
South Petherton  
TA13 5AU

# Site Plan

