Fire Policy



Wells RFC

Fire Safety Policy

Wells RFC Clubhouse

1. Policy Statement

Wells RFC is committed to ensuring the safety of all members, staff, volunteers, visitors, and contractors by preventing fire risks and providing clear procedures in the event of a fire. This policy sets out the fire safety arrangements for the clubhouse and will be reviewed regularly.

2. Responsibilities

Club Committee

The Club Committee has overall responsibility for fire safety and will ensure that:

- A fire risk assessment is carried out and reviewed regularly
- Fire safety procedures are communicated to all relevant persons
- Fire safety equipment is maintained and checked

Duty Manager / Bar Staff / Event Lead

The person in charge at the time is responsible for:

- Ensuring exits are clear and unlocked
- Raising the alarm if a fire is discovered
- Assisting with evacuation and accounting for occupants

All Members and Visitors

All persons using the clubhouse must:

- Familiarise themselves with exit routes
- Follow instructions during an evacuation
- Not obstruct fire exits or firefighting equipment

3. Fire Risk Prevention

To reduce the risk of fire:

- Electrical equipment must be used correctly and not overloaded
- Heaters, cooking equipment, and appliances must be switched off when not in use
- Combustible materials must be stored safely
- Smoking is prohibited inside the clubhouse
- Candles, naked flames, or pyrotechnics are not permitted unless formally authorised

4. Fire Detection and Warning System

The clubhouse **does not have a fire alarm system**.

In the event of a fire or suspected fire, the alarm will be raised by **ringing the large bell** located behind the bar, attached to the wall.

The bell must be rung continuously to alert all occupants alongside someone informing occupants - “FIRE” & “Please evacuate in a calm and safe manner”.

5. Firefighting Equipment

- Fire extinguishers are provided at designated points throughout the clubhouse
- Fire extinguishers are for use only if it is safe to do so and the person is trained
- No one should put themselves at risk attempting to fight a fire

6. Emergency Evacuation Procedure

On Discovering a Fire

1. Immediately ring the large bell to raise the alarm
2. Call the Fire and Rescue Service by dialling **999** as soon as possible
3. Begin evacuation of the building

Evacuation

- Leave the building immediately using the **nearest safe exit**
- The clubhouse has **three designated fire exits**, which must be kept clear at all times
- Do not stop to collect personal belongings
- Do not re-enter the building for any reason
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Assembly Point

All occupants must assemble at the **far end of the car park**.
The person in charge will:

- Check that all known occupants are accounted for
- Report any missing persons to the Fire and Rescue Service

7. Disabled Persons and Vulnerable Individuals

Where possible:

- Assistance will be provided to anyone requiring help to evacuate
- Event organisers must consider access and evacuation needs in advance

8. Training and Information

- Staff and regular volunteers will be briefed on fire procedures
- Fire safety instructions will be displayed prominently within the clubhouse
- New staff or volunteers will be informed of procedures on induction

9. Testing and Maintenance

- The large bell used for raising the alarm will be checked periodically
- Fire extinguishers will be inspected and serviced in line with regulations
- Exit routes and signage will be checked regularly

Reviewed September 2025