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**ST IVES TOWN FOOTBALL CLUB**

**1. FIRE PREVENTION POLICY - STATEMENT**

1.1. St Ives Town Football Club acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

1.2 The Club will ensure that fire safety risk assessments are carried out on all its premises to determine the 'general fire precautions' / 'preventive and protective measures' needed to comply with the requirements imposed under the Order.

1.3 The Club will appoint a 'competent person' to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments. The Club’s nominated Safety Officer shall act as the 'competent person' in this respect.

1.4 The Club will make and give effect to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures.  See section (2) below.

1.5 The Club will implement such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its employees, scholars, visitors to the premises and contractors working on the premises.  These general fire precautions will be implemented on the basis of the following principles from Part 3, schedule 1 of the Order:

(a) avoiding risks;

(b) evaluating the risks which cannot be avoided;

(c) combating the risks at source;

(d) adapting to technical progress;

(e) replacing the dangerous by the non-dangerous or less dangerous;

(f) developing a coherent overall prevention policy which covers technology, organization of work and the influence of factors relating to the working environment;

(g) giving collective protective measures priority over individual protective measures; and

(h) giving appropriate instructions to employees.

and, as specified in article 4 of the Order, these general fire precautions will include:

(a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.

(b) measures in relation to the means of escape from the premises;

(c) measures for securing that, at all material times, the means of escape can be safely and effectively used.

(d) measures in relation to the means for fighting fires on the premises;

(e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.

(f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including (i) measures relating to the instruction and training of employees and (ii) measures to mitigate the effects of the fire.

1.6 See the 'Arrangements' (section 3) below for details of The Club’s 'general fire precautions / 'preventive and protective measures'.

**2. FIRE PREVENTION POLICY - ORGANIZATION**

2.1 The Board of Directors have overall responsibility for ensuring the implementation of this policy and for all health and safety matters within St Ives Town Football Club.

2.2 Responsibility for the fulfilling of the Board’s policy rests with the Chairman, Club Secretary and Club Safety Officer

2.3 Overall control of safety matters within the Club rests with the Club Safety Officer. The Safety Officer has the primary responsibility for setting, executing and reviewing policy on fire prevention and fire safety matters.  The Safety Officer also reports to the Board of Directors on fire prevention and fire safety matters

2.4 The Club Safety Officer has a position on the Board of Directors and reports directly to the Chairman.  The Fire Officer:

(a) acts as the 'competent person' within St Ives Town Football Club as required by the Order

(b) provides advice on fire safety legislation and fire safety implementation to staff at all levels in the Club

(c) develops and reviews policy to enable compliance with fire safety legislation

(d) inspects monitors and reviews implementation of fire safety measures

(e) reports to the Board of Directors on the implementation of the fire safety policy and procedures

(f) conducts fire risk assessments

(g) provides fire safety information and training to staff

(h) arranges fire drills

(i) maintains fire safety related records (other than fire equipment servicing records)

(j) liaises with the local fire authority on fire safety matters

(l) liaises with the Clubs Stadia Director on fire safety matters including fire safety implications in building construction and refurbishment projects

2.5 The Stadia Director in liaison with the Club Safety Officer :

(a) ensures all new infrastructures/buildings and alterations to buildings are designed and built in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety

(b) ensures all buildings are maintained in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety

(c) ensures the management, maintenance and testing of fire detection systems and fire fighting equipment in accordance with relevant British Standards

(d) ensures all contractors appointed by the Club comply with the procedure for contractors working on the premises

(e) ensures provision of technical expertise on fire detection and fire fighting equipment

2.6 The Club Safety Officer on behalf of the Board of Directors shall have responsibility :

(a) to ensure good standards of housekeeping are maintained within their area of control.

(b) ensure staff are properly inducted in the fire emergency procedures

(c) ensure all staff , scholars and visitors within their area of responsibility participate in emergency evacuations

2.7 The Club Safety Officer is responsible to:

(a) oversee that new staff fulfil the safety (including fire safety) induction arrangements with the Health and Safety Officer within one month of commencing employment

(b) to arrange for an annual safety inspections of their areas which includes aspects of fire safety hazards, defects etc.

2.8 Staff and Directors of the Club receive training for the following duties:

(a) to monitor the Club and correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects etc.

(b) on hearing the fire alarm sound, or hear calls of fire from other staff members, directors, or visitors, to ‘sweep’ the Club and encourage occupants to move promptly to the nearest fire exit and then to direct them to the assembly point

(c) to move mobility impaired occupants to places of relative safety

(d) to report to the Duty Controller or fire brigade officer on whether the Club is clear or whether problems have been encountered such as trapped or disabled occupants - or to send a colleague to make the report while the member of staff, or director, stays with and person awaiting evacuation assistance

(e) to dissuade occupants from re-entering the building – if allotted an exit to monitor – until the all clear is given

2.9 Responsibilities of individual employees

(a) all new staff are required by Board to have attended a fire safety session delivered by the Club Safety Officer

(b) All staff and directors are required to act as basic fire marshals and have the following duties:

(i)  If in charge of scholars or visitors, to direct them to the nearest exit and take them well clear (100 metres) of the fire exits. Staff, and directors must take care of visitors with disabilities and are are responsible for their safe evacuation.

(ii) If not in charge of scholars or visitors, to assist the Club Safety Officer, or designated deputy and instruct persons leaving buildings to move well clear of exits and not to re-enter buildings until the all-clear has been given by the Club Safety Officer or a senior fire brigade officer.

(c) all Club employees have a legal responsibility under Section 7 of the Health and Safety at Work A (1974) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety including fire safety matters.

(d) Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to bring to the employer’s attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues e.g. a fire risk situation.

**3.  FIRE PREVENTION POLICY - ARRANGEMENTS**

3.1 The provision and maintenance of the fire alarm system.

The Clubhouse is equipped with battery fire detection equipment.  All detectors are tested weekly by the Club Safety Officer.

3.2  The provision and maintenance of fire fighting equipment.

There are fire extinguishers located at each exit from the Clubhouse. An annual service contract is being put in place with the supplying company for maintaining the fire extinguishers.

3.3 The provision and maintenance of emergency evacuation routes - including emergency lighting, fire exit route directional signage (and other fire safety related signage), fire doors, fire lobbies and other parts of exit routes such as walls and ceilings etc.

The Club’s emergency evacuation routes conform to Buildings Regulations requirements on numbers of exits from rooms, travel distances, in addition to alternative exits routes from all areas wherever reasonably practicable. Routes are maintained as follows: The emergency lighting is tested every six months.  All staff are encouraged to report any defects and deficiencies in these items and areas e.g. dumped rubbish - to the Club Safety Officer, or any member of the Board of Directors.  The Club Safety Officer also maintains a watch for defects and deficiencies as he moves through the Clubhouse reports these as necessary to the Stadia Director.  Signage is provided by the Stadia Director and placed in liaison with the Club Safety Officer.

3.5  The provision of fire safety information to employees

The Club provides all new staff with induction information covering fire action and fire action notices are posted in prominent locations within buildings

3.6 The provision of information to visitors

Fire instructions are sent direct to hirers by the room bookings section of Club, and fire action notices are posted in prominent locations within buildings.

3.7 The provision of information to the fire brigade for use in an emergency

A file of relevant information including plans and details of the locations of  hazardous substance areas etc. is kept in the Club Office

3.8  The provision of adequate training of staff and scholars in fire safety procedures

The initial induction sessions for new staff and scholars using the premises are held. Fire drills are also held at all buildings at least once per annum.  It should be noted that fire drills are staff training exercises.  The presence of scholars or visitors is useful but not essential.

3.9  The elimination or reduction of fire risks from dangerous substances on the premises

All flammable liquids for use in equipment on the Club site must be stored a safe distance from the Clubhouse in the secure storage shed on the far side of the ground.

3.10 That the implications of the presence of any 'young person' employees and scholars on the premises are taken in to account as part of the risk assessment process.

Young persons are less experienced in the world of work and may pay less attention to safety information than their more mature colleagues. The scholarship programme lead is responsible for ensuring all scholars have undertaken a fire safety training section as part of their initial induction and have also undertaken an evacuation drill as part of this procedure.