

Monmouth Rowing Club	
Policy Title	
Adopted: March 2022, with amendments August 2025	
Revision V2	

1.0. Overview

- 1.1. The Club will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other current fire safety legislation and standards. Where the Club has been granted exemptions for specific regulations the fire precaution standards and arrangements will be, so far as possible, at least as good as those required by statute.
- 1.2. The Club will ensure:
 - 1.2.1. That adequate means of escape in case of fire exist for all persons on the Club premises.
 - 1.2.2. That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times.
 - 1.2.3. That the means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.

2.0. Objectives

- 2.1. The objectives of this policy are:
 - 2.1.1. To safeguard all persons on Monmouth Rowing Club premises (the Club) from death or injury in the event of a fire or associated explosion.
 - 2.1.2. To minimise the risk of fire and to limit the spread of fire.
 - 2.1.3. To minimise the potential for fire to disrupt the business of the Club, damage buildings and equipment and harm the environment.

3.0. Application

- 3.1. This policy applies to all persons on the Club's premises and in particular to all members who have a duty placed upon them to actively monitor the implementation of this policy.

4.0. Policy

- 4.1. The key policy elements are:
 - 4.1.1. That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
 - 4.1.2. That adequate means for fighting fire are present and are maintained in efficient working order.
 - 4.1.3. That appropriate instruction will be given to all persons attending the premises on evacuation procedures.



5.0. Responsibilities

- 5.1. The Committee, who has responsibility for Health and Safety including Fire Safety, is responsible for ensuring that a fire risk assessment is carried out, providing advice, training, monitoring and auditing of the Club's Fire Safety Policy, Standards and Procedures.
- 5.2. Fire Wardens are responsible for ensuring that they are trained and have received adequate instruction in the case of fire. The Club will pay for such training, and refresher courses every 3 years.
- 5.3. The Club Safety Officer will keep a record of all trained Fire Fighters, maintain a log of training provided to each, and ensure enough Fire Fighters are deemed "trained".
- 5.4. Members must comply with all instructions given to them in regard to fire safety and any other fire procedures as required.
- 5.5. Members must also report any observed shortcomings in fire precautions to the Club management. Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required.
- 5.6. Contractors working on behalf of, or on property owned by, the Club must comply with the Club's Fire Safety Policy and obey all instructions given to them in regard to fire safety by authorised Club personnel. They must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures and arrangements.

6.0. Fire Safety Training

- 6.1. All members should receive an induction session. Training for members should ensure they are confident and sufficiently well informed to raise the alarm, carry out evacuation procedures, know all available escape routes and be familiar with fire fighting equipment.
- 6.2. The Fire Wardens will liaise with the Committee in the organisation of fire drills and the training of members. Fire warden training to be organised by the Club Safety Officer.

Fire drills will take place at least once a year for Club members.

7.0. Risk Assessment

- 7.1. The Club will ensure a Fire Risk Assessment is carried out for the premises using where applicable the Regulatory Reform (Fire Safety) Order 2005. These regulations are statutory requirements under a self-regulatory role, monitored by Local Authority Fire Brigade and should be reviewed annually.



8.0. Smoking

- 8.1. All attendees at the Club personnel will adhere to the No Smoking Policy within the Club's premises.

9.0. Fire Procedures

- 9.1. Instructions in the case of fire or suspected fire are posted in all areas and by fire alarm call points, as well as by exit doors from the Club's buildings.
- 9.2. All members are responsible for being aware of current fire procedures.
- 9.3. In the event of the fire alarm system being activated:-
 - 9.3.1. The alarm will sound continually in fire zone areas until turned off by authorised person (s).
 - 9.3.2. All occupants should take the appropriate steps to ensure that, if necessary, evacuation could take place at short notice.
 - 9.3.3. The evacuation procedures laid down by the Committee should be followed at all times.
 - 9.3.4. When a fire incident occurs, every effort must be made to stop persons entering the area, with the exception of the Fire Service.
- 9.4. The Fire Wardens will assist the Committee to control the situation prior to arrival of Fire Service and this includes small outbreaks of fire, which are quickly spotted and dealt with by club members must be treated the same as all other incidents, i.e. Raise Alarm. Members must not assume that any fire situation which has been dealt with is now safe; the Fire Service must be summoned in all cases.
- 9.5. In all areas, a check should be made of all toilets, changing rooms, etc., close all doors. No-one must be allowed to re-enter the fire zone.
- 9.6. Instructions in the case of fire or suspected fire are posted throughout the building as well as by exit doors from buildings. All members are to evacuate the building when the fire alarm is sounding.
- 9.7. All members are responsible for being aware of current fire procedures.
- 9.8. Once the fire alarm has been activated any urgent relevant information should be communicated to the Committee. This must only be done from a place of safety and only providing the situation permits a club member to be spared to make the call.

10.0. Reporting of Fires

- 10.1. All incidents of fire or suspected fire, no matter how small, must be reported, as follows:-
 - 10.1.1. At the Club's premises all incidents require the fire alarm to be activated.
 - 10.1.2. At the Club's premises these incidents must be reported to the Committee.



11.0. Policy Accessibility and Review

- 11.1. This Fire Safety Procedure document will be reviewed annually and any necessary amendments made. All amendments will be circulated to all areas of the Club as quickly as possible by the Committee. This policy will be available online to all members and prospective members.

Date of most recent review: 18 Aug 2025