



**FIRE REGULATIONS  
POLICY DOCUMENT**

**Reviewed: July 2019  
Next review: July 2022**

**Signed:**

**On behalf of WIBG Council of Management**

# WORTHING BOWLING GREENS LTD

## FIRE REGULATIONS POLICY DOCUMENT

### Definition and Objective.

The club Fire Regulations are to ensure the members, staff and visitors together with the fabric of the club are protected at all times. The records are kept by the Manager.

### Checks Made and Records Kept.

- 6 Monthly service of Fire Alarm system. Fire Alarms and Smoke Detectors where fitted are checked each year by our electrical contractor and the reports are received and logged.
- Fire Extinguishers are serviced annually in January.
- Fire Procedures and Escape Route Notices are reviewed annually.
- Visual inspections are made of the premises at least weekly by the Manager to include fire door closure, blocked escape routes and empty fire extinguishers.

### Fire Precautions and Means of Escape

All Admin staff, Club Captain and Green Stewards have a copy of the WIBC Evacuation procedure.

**Members must leave the premises immediately the fire alarm sounds without collecting their belongings and assemble on the grass area between the club and Bolsover Road.**

### Risk Assessments

An annual Health and safety audit will be carried out which includes fire precautions and escape routes.

### Responsibility.

The Manager has day to day delegated responsibility for the Fire Safety of the club with direct reporting to the Chairman of the Board. The Board of Management have overall responsibility for the Fire Safety.

# WORTHING BOWLING GREENS LTD

## WIBC Evacuation procedure

On the sound of alarm all people on site should leave by the nearest fire exit. All exits are clearly marked with standard signage.

The nominated Fire Marshall, hierarchy of command is given below:

WIBC Club Manager  
WIBC Admin Staff  
WIBC Captain of the Day  
WIBC Green Stewards  
WIBC Bar Staff

The Fire Marshall should immediately dial 999 and report the fire. They should ensure that the area they are in is clear of all personnel. They should not enter any areas which are compromised by fire. Following a quick visual check, the Fire Marshall should leave the building and join evacuees at the designated assembly point.

## **Grass area between the club and Bolsover Rd.**

Bowling Hall check:

- Bowling Hall.
- Ladies Changing Room
- Ladies Toilets
- Mens Changing Room
- Mens Toilets
- Visitors Changing Room

Office Area check

- Office
- Kitchen
- Storage rooms

Bar Area Check

- Bar
- Disabled Toilets
- Ladies Toilets

**Do not attempt to control any fire yourself,  
personal safety is paramount.**