

MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/001

Location: Cyril Harris Stand (CHS)

Date: 01 August 2013

Address: Causeway Lane Matlock

Completed by: Jim Higham

1 IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition
Oxygen

Sources of Fuel

Sources of

Smoking
Electrical Power Cables

Waste material

No additional

2 PEOPLE AT RISK

- 1 Spectators
- 2 General public
- 3 Traffic

3 EVALUATIONS OF RISKS (Remove/Reduce/Protect)

3.1 Evaluation of Fire Occurring:

It is not visualised that there is a great risk of Fire occurring once the actions within this Fire RA have been actioned

3.2 Evaluation of risks to people in general:

a) The Metal and Steel Frame stand (with some plastic and wooden seating) is adjacent to the main A6 road between Matlock and Bakewell. This is a very popular route for tourists with Matlock being in the Heart of the Derbyshire Dales. The A6 bisects the stand from Hall Leys Park which is a popular area for visitors

b) Spectators to the Ground

3.3 Evaluation of risks to spectators;

Spectators are briefed prior to each Match/Event on Emergency Procedures and Stewards are briefed on there are actions on a regular basis

3.4 Evaluation of surrounding buildings/general public

The Cyril Harris Stand is located next to the Club Shop

MTFC/001 (Cont.)

3.5 Removal/Reduction of Hazards

- a) The CHS is a No Smoking Area
- b) Designated Smoking Areas have been identified by signage and Yellow lines
- c) The CHS is cleared of all Waste at the end of each match/Event
- d) Electrical Wiring is tested and Inspected
- e) Stewards are positioned within the Stand area for emergencies
- f) Assembly Areas and Fire Points are clearly identified

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by Stewards and the Club Safety Officer
- c) Continual monitoring of the CHS before during and after each Match/Event

4 RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

- a) Stewards will carry out the actions required in serials 3.5 and 3.6 and report to the Club Safety Officer that all is correct and satisfactory
- b) The briefing prior to each Match/Event will continually make Emergency Procedures a priority
- c)

4.2 Information, Instruction and Training

- a) All stewards are briefed and trained prior to the start of each season and major event by the Club Safety Officer
- b) Spectators are briefed prior to the start of each Match/Event
- c) Ground Regulations are displayed at various areas of the Ground

5 ASSESSMENTS COMPLETED BY:

DATE

01 August 2013

NAME

Jim Higham

SIGN

Assessment review date

See ongoing review sheet

Completed by

Jim Higham

Signature

MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/002

Location: Tarmac Stand Area (TS)

Date: 01 August 2013

Address: Causeway Lane Matlock

Completed by: Jim Higham

1 IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition
Oxygen

Sources of Fuel

Sources of

Smoking
Electrical Supply

Waste material

2 PEOPLE AT RISK

- 1 Spectators
- 2 General public
- 3 Local shops and Car Sales

3 EVALUATIONS OF RISKS (Remove/Reduce/Protect)

3.1 Evaluation of Fire Occurring:

It is not visualised that there is a great risk of Fire occurring once the actions within this Fire RA have been actioned

3.2 Evaluation of risks to people in general:

a) The Steel/Metal Frame stand is adjacent to a Car Show room and Car sales Display area to the rear of the stand.

b) Spectators to the Ground

3.3 Evaluation of risks to spectators;

Spectators are briefed prior to each Match/Event on Emergency Procedures and Stewards are briefed on there are actions on a regular basis

3.4 Evaluation of surrounding buildings/general public

See 3.2a. The TS also leads to the Toilet area

MTFC/002 (cont.)

3.5 Removal/Reduction of Hazards

- a) The TS is a No Smoking Area
- b) Designated Smoking Areas have been identified by signage and Yellow lines
- c) The TS is cleared of all Waste at the end of each match/Event
- d) Electrical Wiring is tested and Inspected
- e) Stewards are positioned within/close to the Stand area for emergencies

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by Stewards and the Club Safety Officer
- c) Continual monitoring of the TS before during and after each Match/Event

4 RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

- a) Stewards will carry out the actions required in serials 3.5 and 3.6 and report to the Club Safety Officer that all is correct and satisfactory
- b) The briefing prior to each Match/Event will continually make Emergency Procedures a priority

4.2 Information, Instruction and Training

- a) All Stewards are briefed and trained prior to the start of each season and major event by the Club Safety Officer
- b) Spectators are briefed prior to the start of each Match/Event
- c) Ground Regulations are displayed at various areas of the Ground

5 ASSESSMENTS COMPLETED BY:

DATE	NAME	SIGN
01 August 2013	Jim Higham	

Assessment review date

See ongoing review sheet

Completed by

Jim Higham

Signature

MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/003

Location: Main Stand Area (MSA)

Date: 01 August 2013

Address: Causeway Lane Matlock

Completed by: Jim Higham

1 IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition
Oxygen

Sources of Fuel

Sources of

Smoking
Electrical Power Cables
Electrical Equipment

Waste material

No additional

2 PEOPLE AT RISK

- 1 Spectators
- 2 General public
- 3 Players/Officials
- 4 Volunteers

3 EVALUATIONS OF RISKS (Remove/Reduce/Protect)

3.1 Evaluation of Fire Occurring:

- a) The Main Stand Area is a steel frame construction with plastic seating and also incorporates the Home and Away Changing rooms. The officials Changing Room. Medical/Physiotherapy area and the Laundry area
- b) The area under the stand as become a storage area for various Paints/Materials and pieces of equipment
- c) There are multi pieces of electrical equipment within the changing room areas
- d) In close proximity of the MSA are the Tea Shop/Medical Area and the Social Club (This having its own FIRE RA)

3.2 Evaluation of risks to people in general:

- a) The MSA is close to other parts of the Ground that are continually in use particularly during Match Days and some events
- b) During a Match upto 300 people including Spectators/Players/officials etc could be located within the MSA

3.3 Evaluation of risks to Spectators/Players/Officials;

- a) Spectators are briefed prior to each Match/Event on Emergency Procedures and Stewards are briefed on there are actions on a regular basis

MTFC/003 (Cont.)

- b) Player are briefed at the start of each season and on a regular basis

MTFC/003 (cont.)

- c) Officials are briefed at each Match/Event

3.4 Evaluation of surrounding buildings/general public

- a) The close proximity of the Tea Shop/Social Club/Changing Rooms etc adds a significant risk to the Main Stand Area
- b) Separate Fire RA have been produced for the Tea Shop and Medical Rooms

3.5 Removal/Reduction of Hazards

- a) The MSA is a No Smoking Area
- b) Designated Smoking Areas have been identified by signage and Yellow lines outside the Social Club area
- c) The MSA is cleared of all Waste at the end of each match/Event
- d) The area below the MSA is to be cleared and any Flammable materials secured in Metal Containers>This area is to be checked on a regular basis
- e) Electrical Wiring is tested and Inspected and Portable appliances within the MSA including Changing/Official and/Physio and Laundry areas are to be tested on a minimum of an annual basis and all appliances serial numbered
- f) The Electrical Box is to have an Electrical warning sign displayed
- g) Stewards are positioned within/close to the Stand area for emergencies

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by Stewards and the Club Safety Officer
- c) Continual monitoring of the MSA and surrounding areas before during and after each Match/Event

4 RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

- a) Stewards will carry out the actions required in serials 3.5 and 3.6 and report to the Club Safety Officer that all is correct and satisfactory
- b) The briefing prior to each Match/Event will continually make Emergency Procedures a priority

4.2 Information, Instruction and Training

- a) All Stewards are briefed and trained prior to the start of each season and major event by the Club Safety Officer
- b) Spectators/Officials are briefed prior to the start of each Match/Event
- c) Ground Regulations are displayed at various areas of the Ground

5 ASSESSMENTS COMPLETED BY:

DATE	NAME	SIGN
01 August 2013	Jim Higham	
Assessment review date	Completed by	Signature
See ongoing review sheet	Jim Higham	



MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/004

Location: Tea Shop/Medical Room (TSM)

Date: 01 August 2013

Address: Causeway Lane Matlock

Completed by: Jim Higham

1 IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition
Oxygen

Sources of Fuel

Sources of

Smoking
Electrical Supply
Portable Electrical Appliances

Waste material

Resuscitation Equipment

2 PEOPLE AT RISK

- 1 Spectators
- 2 Spectators/Volunteers

3 EVALUATIONS OF RISKS (Remove/Reduce/Protect)

3.1 Evaluation of Fire Occurring:

- a) The TSM area are a Timber frame construction with Brick party walls separating the two areas
- b) Within each area there is a significant amount of electrical appliances such as Electrical ovens/Micro Waves/Water Boilers/Tannoy Systems and Oxygen Bottles
- c) Build up waste can occur through packaging via sales of food and snacks

3.2 Evaluation of risks to people in general:

- a) The Tea Shop is open at the start of each event where the purchase of Hot/Cold Drinks/food and other snacks is readily available
- b) There is generally a significant queue that forms throughout the start and beyond half time during Matches
- c) Current procedures indicate no significant risk from the Tea Shop or Medical room

3.3 Evaluation of risks to spectators;

Spectators are briefed prior to each Match/Event on Emergency Procedures and Stewards are briefed on their actions on a regular basis

MTFC/004/ (cont.)

3.4 Evaluation of surrounding buildings/general public

3.5 Removal/Reduction of Hazards

- a) The TSM is a No Smoking Area
- b) Designated Smoking Areas have been identified by signage and Yellow lines
- c) The TSM is cleared of all Waste at the end of each match/Event
- d) Electrical Wiring is tested and Inspected
- e) Stewards are positioned within/close to the TSM via the Main Stand area for emergencies
- f) Fire Extinguishers/Blankets are available and checked annually

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by Stewards and the Club Safety Officer
- c) Continual monitoring of the TSM before during and after each Match/Event

4 RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

- a) Stewards will carry out the actions required in serials 3.5 and 3.6 and report to the Club Safety Officer that all is correct and satisfactory
- b) The briefing prior to each Match/Event will continually make Emergency Procedures a priority

4.2 Information, Instruction and Training

- a) All Stewards are briefed and trained prior to the start of each season and major event by the Club Safety Officer
- b) Spectators are briefed prior to the start of each Match/Event
- c) Ground Regulations are displayed at various areas of the Ground

5 ASSESSMENTS COMPLETED BY:

DATE

01 August 2013

NAME

Jim Higham

SIGN

Assessment review date

See ongoing review sheet

Completed by

Jim Higham

Signature



MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/005

Location: Club Shop

Date: 01 August 2013

Address: Causeway Lane Matlock

Completed by: Jim Higham

1 IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition
Oxygen

Sources of Fuel

Sources of

Smoking
Electrical Supply/Wires
Portable Electrical Appliances

Waste material
Stationary/Paper/Packaging
Furniture/Merchandise

Open Windows

2 PEOPLE AT RISK

- 1 Shop Staff
- 2 Visitors/Customers/Supporters

3 EVALUATIONS OF RISKS (Remove/Reduce/Protect)

3.1 Evaluation of Fire Occurring:

- a) The Club Shop has a Ground and First Floor. The Ground floor is the administrative and merchandise area and first is a meeting room and small kitchen area.
- b) Currently both these areas are cluttered with Stationary/Packaging collections of old Football Programmes
- c) Electric Wall heaters are too close to sources of fuel
- d) Wires under the desk require boxing in around the mains switch and the desk area has a maze of wires along the rear area
- e) Upstairs similar concerns are noted
- f) Electrical appliances that include kettles/photocopiers/printers/servers etc all require PAT testing

3.2 Evaluation of risks to office staff/ people in general:

- a) The Club Shop is open some five days a week and Saturdays during the Football Season. There is one access point/door to the Shop.
- b) Supporters visit the shop on a regular basis
- c) The GF and FF are both very small so a Fire could easily be spotted during normal opening hours
- d) Current procedures indicate no significant risk from the Club Shop if Removal/Reduction of risks are applied

MTFC/005 (cont.)

3.4 Evaluation of surrounding buildings

There are no significant risks identified

3.5 Removal/Reduction of Hazards

- a) The Club Shop area is a No Smoking Area
- b) Ensure Fire Extinguishers are tested annually
- c) Ensure all Electrical appliances are PAT Tested
- d) Keep all packaging and materials away from electrical heaters
- e) Check all electrical wiring around the desk area
- f) Ensure Fire Exit signs are displayed
- g) Clear away all unwanted paper/clothing/stores./materials that are no longer required but are fuel for fires
- h) Fit and regularly test Smoke Alarms both Upstairs and in Main Office

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by The Club Safety Officer will be required to maintain a Low risk environment
- c) The Admin staff should check daily at the close of each day that all electrical appliances are turned off and free from packaging etc

4 RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

There is normally only one Admin staff within the Club Shop who is to be made aware of the risk of Fire (Plus any Part time workers) and the need to keep the Club Shop clean and tidy, uncluttered and to keep all electrical appliances free from packaging and materials

4.2 Information, Instruction and Training

The Office staffs are to be briefed on the need to carry out open and close out checks on a daily basis and record them in the office diary. The Office is to be made aware of the need to maintain a high standard of 'housekeeping' within the confines of the small Club Shop by the Club Safety Officer

5 ASSESSMENTS COMPLETED BY:

DATE

01 August 2013

NAME

Jim Higham

SIGN

Assessment review date

See ongoing review sheet

Completed by

Jim Higham

Signature



MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/006

Location: Social Club (Various Names)

Date: 01 September 2016

Address: Causeway Lane Matlock

Completed by: Jim Higham

1 IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition

Smoking
Electrical Supply/Wires
Portable Electrical Appliances

Sources of Fuel

Waste material
Stationary/Paper/Packaging
Furniture/Merchandise
Gas Cylinders
Ballons

Sources of Oxygen

Open Windows
Open Doors

2 PEOPLE AT RISK

- 1 Staff and Volunteers working in the social club
- 2 Visitors/Customers/Supporters
- 3 Social evening gatherings
- 4 Entertainment and various groups/clubs and MTFC Academy

3 EVALUATIONS OF RISKS (Remove/Reduce/Protect)

3.3 Evaluation of Fire Occurring:

- a) The Social Club is single storey building with a ground floor area comprising bar seating area snooker table and MTFC committee meeting room.
- b) The social club is used for social events and entertainment purpose and various groups such a bridge clubs weddings.
- c) Groups hiring the Social Club are to be made aware of the risk of fire regarding the use of Pyrotechnics (Pop Groups) and specially filled Balloon's at weddings/party's etc.

3.4 Evaluation of risks to of volunteer staff/ visitors/guest/supporters and people in general:

- e) The Social Club is open on match days regular entertainment evenings and groups that hire the venue all the year round. Visiting Supporters visit the Club on home fixture dates on a regular basis

3.4 Evaluation of surrounding buildings

There are no significant risks identified

MTFC/006 (Cont.)

3.5 Removal/Reduction of Hazards

- i) The Social Club area is a No Smoking Area
- j) Ensure Fire Extinguishers are tested annually
- k) Ensure all Electrical appliances are PAT Tested
- l) Keep all packaging and materials away from electrical heaters
- m) Ensure Fire Exit signs are displayed
- n) Clear away all unwanted paper/stores./materials that are no longer required but are fuel for fires
- o) Fit and regularly test Smoke Alarms both in the committee room and entrance area
- p) Check and record all alarms and fire doors are accessible prior to and after each event.
- q) Carryout and record weekly inspections of Fire Equipment and emergency access/egress
- r) In case of emergency remove all staff and occupants' of the social club area to **the Assembly Point located at the Cricket Pavilion area**

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by The Club Safety Officer will be required to maintain a Low risk environment
- c) The Club Steward/Staff/Designated person staff should check daily at the close of each day/event that all electrical appliances are turned off and free from packaging etc

4 RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

There is normally several staff on event days the Social Club who should be made aware of the risk of Fire (Plus any Part time workers) and the need to keep the Social Club clean and tidy, uncluttered and to keep all electrical appliances free from packaging and materials

4.2 Information, Instruction and Training (See also separate procedure in H&S Policy)

The Social Club staffs are to be briefed on the need to carry out open and close out checks on a daily basis when the Club is in use and record them in the inspection sheets provided. The Staff are to be made aware of the need to maintain a high standard of 'housekeeping' within the confines of the Social Club in all areas by the Club Safety Officer

5 ASSESSMENTS COMPLETED BY:

DATE	NAME	SIGN
01 September 2016	Jim Higham	
Assessment review date	Completed by	Signature
See ongoing review sheet	Jim Higham	

MATLOCK TOWN FOOTBALL CLUB

FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Fire Risk Assessment No: MTFC/007

Location: Players/Official Changing Rooms
Lauderette and Board Room

Date: 03 November 2016

(Located under the Main Stand and all areas are known as Changing Rooms))

Address: Causeway Lane Matlock

Completed by: Jim Higham

STEP 1- IDENTIFICATION OF FIRE HAZARDS

Sources of Ignition

Sources of Fuel

Sources of Oxygen

Smoking

Waste material

Electrical Supply

Hazardous Substances

STEP 2- PEOPLE AT RISK

- 4 Spectators/Players/Officials
- 5 General public
- 6 Volunteers

STEP 3 –EVALUATION OF RISKS (Remove/Reduce/Protect)

3.1 Evaluation of Fire Occurring:

With good control measures in place the Risk of Fires occurring can be reduced

3.2 Evaluation of risks to people in general:

Players/Officials/Volunteers are made aware of the need to ensure the areas identified remain clean and tidy

3.3 Evaluation of risks to spectators;

Spectators are briefed prior to each Match/Event on Emergency Procedures and Stewards are briefed on there are actions on a regular basis

3.4 Evaluation of surrounding buildings

The ***Changing Rooms*** are located under and adjacent to the Main Stand are to be checked for waste materials on completion of each use. A member of the committee is to check the board room is clear and tidy and all electrical power is turned off where practicable.

MTFC/007 (cont.)

3.5 Removal/Reduction of Hazards

- g) The Changing Rooms are a No Smoking Area
- h) Designated Smoking Areas have been identified by signage and Yellow lines
- i) The Changing Rooms are cleared of all Waste at the end of each match/Event
- j) Electrical Wiring is tested and Inspected in particular the laundry facilities and all Portable Appliances
- k) Stewards are positioned within/close to the Stand area for emergencies
- l) Fire Alarms are tested on a regular basis

3.6 Removal/Reduction of Risk from fire

- a) The Current Fire RA has been assessed in accordance with current findings
- b) Regular Checks by Stewards and the Club Safety Officer
- c) Continual monitoring of the Changing Rooms before during and after each Match/Event

STEP 4 – RECORDING, PLANNING, INSTRUCTING, INFORMING AND TRAINING

4.1 General:

- d) A designated Steward/Volunteer will carry out the actions required in serials 3.5 and 3.6 and report to the Club Safety Officer that all is correct and satisfactory
- e) The briefing prior to each Match/Event will continually make Emergency Procedures a priority

4.2 Information, Instruction and Training

- d) All Stewards are briefed and trained prior to the start of each season and major event by the Club Safety Officer
- e) Spectators are briefed prior to the start of each Match/Event
- f) Ground Regulations are displayed at various areas of the Ground
- g) Specific briefings are to be carried out to designated stewards/volunteers regarding the laundry room in particular
- h) Any hazardous substances used for cleaning are where required to have CoSHH assessments

STEP 5 ASSESSMENT COMPLETED BY:

DATE

03 November 2016

NAME

Jim Higham

SIGN

Assessment review date

See ongoing review sheet

Completed by

Jim Higham

Signature

