



Policy Owner: Hon Sec
Policy Review Date: October 2025

Fire Policy

WRUFC including licensed bar, rugby activity, private hire function venue

What does this policy cover?

This policy describes how Wilmslow Rugby Union Football Club (also referred to as “the Club”, “we” or “us”) operates primarily as a rugby venue for junior (up to age 18) and senior competitive and social rugby. Additionally the club grounds & premises are available on a private hire basis to members and non-members.

Club / venue:	WRUFC
Responsible Person:	Head of Grounds & Facilities
Competent fire-safety adviser:	Cheshire East Fire Safety Officer
Approved by:	WRUFC Committee as part of overall risk management framework
Effective date:	October 2025
Review date:	October 2026 or any applicable major change

This policy is to be applied in conjunction with other applicable club policies and practices, and in line with its operational oversight as documented on the Club website. Additionally this is supplemented by the Fire Risk Assessment & Supporting Information. See club policy binder.

1. Policy Statement

The Club will protect players, members, employees, volunteers, contractors, spectators, private-hire clients and other visitors from fire so far as reasonably practicable. It will prevent fire, maintain effective warning and escape arrangements, provide information and training, and coordinate with hirers and neighbouring occupiers. Life safety takes priority over property or business continuity.

2. Scope

This documentation applies to the clubhouse incorporating licensed bar & kitchen, changing rooms, offices, plant and storage areas, spectator areas and adjacent changing facilities & medical facility.

It applies during rugby activity, routine club use, maintenance, deliveries, private functions and events.

The Club will comply with the Regulatory Reform (Fire Safety) Order 2005, applicable licensing conditions, health and safety law and relevant official guidance. Dangerous substances and compressed gases will be assessed under applicable workplace safety requirements.

This policy does not incorporate the obligations of Fitism, leaseholder to the adjacent premises, whose obligations are set out in its lease terms with WRUFC as its landlord.

3. Responsibilities

- **Responsible Person:** ensures a current written fire risk assessment, adequate precautions, maintenance, records and resources (Head of Grounds & Facilities)
- **Club Committee:** monitor compliance, approve corrective actions and review this policy.
- **Event Manager:** completes pre-opening checks, controls capacity and layout, briefs staff and hirers, coordinates evacuation, calls 999 and meets the Fire and Rescue Service (Event Manager)
- **Designated Premises Supervisor:** maintains safe licensed-bar operations and ensures impairment by alcohol does not compromise staff response or customer evacuation. (Bar Manager)
- **Venue Hirer:** follows the booking conditions, provide event details, maintain agreed layouts and capacity, nominate an event contact and brief guests.
- **All workers and volunteers:** prevent hazards, keep routes clear, report defects, raise the alarm and never put themselves at risk.

4. Fire Risk Assessment

The fire risk assessment will identify ignition sources, fuel, oxygen-enriched hazards, people at risk and suitable controls.

It will be reviewed at least annually and after a fire or near miss, enforcement advice, significant building or layout change, altered occupancy, new equipment, new business purpose.

The Club records maximum safe occupancy for each approved layout in this document. Private-hire events involving additional furniture, catering, marquees, generators, candles, special effects, unusual entertainment or vulnerable guests require prior written approval and, where necessary, an event-specific assessment.

5. Fire Prevention and Housekeeping

- Keep escape routes, fire doors, final exits, alarm points, extinguishers and emergency lighting unobstructed.
- Do not wedge fire doors open unless held by an approved automatic release device; report damaged doors, seals or closers. **Fire door to snug exit.**
- Control smoking and vaping; provide safe external disposal points away from entrances, combustibles and cylinder stores. Notify with suitable signage.
- Prohibit unauthorised naked flames, fireworks, pyrotechnics, smoke effects, indoor sparklers and flame effects. Any proposed exception requires competent assessment, written approval and licensing review.

- Use flame-retardant decorations where required and keep all decorations away from heat sources, lights and exits.
- Maintain electrical installations and portable equipment; avoid overloaded sockets and unauthorised appliances.
- Manage cooking oils, extraction systems and combustible waste; clean grease deposits and never leave cooking unattended.
- Store waste, cardboard, alcohol stock and cleaning chemicals safely and away from ignition sources.
- Secure refuse and external combustibles away from buildings to reduce arson risk.

6. Licensed Bar and Private-Hire Controls

- The approved occupancy must never be exceeded; ticketing or door control will be used where needed.
- Tables, chairs, dance floors, equipment, bars and buffet lines must follow an approved plan and preserve exit and circulation widths.
- At least one competent Duty Officer and enough trained marshals for the risk, occupancy and layout must be present while the public is admitted.
- Staff with emergency duties must remain fit to perform them and must not consume alcohol while on duty.
- Hirers and caterers must receive the fire rules, alarm method, exits, assembly point, prohibited activities, incident-reporting route and emergency contacts before the event.
- External caterers and contractors must provide suitable risk information and evidence of competent equipment maintenance where requested.
- Last orders, closing and security routines must include checks for smouldering materials, isolated appliances, cleared escape routes and all persons accounted for.

7. Compressed Gas Controls

7.1 General Cylinder Requirements

- Maintain an up-to-date inventory showing gas type, cylinder size, quantity, status and storage location; keep quantities to the operational minimum.
 - Cellar: Bar Manager
 - Catering: Event Manager
 - Entonox: Medic
- Cylinders must be supplied, inspected and handled through approved arrangements; labels must remain legible.
- Store cylinders upright, secured against falling, with valves protected, in a locked and signed location protected from heat, fire, impact, vehicles, unauthorised access and tampering.
- Provide effective ventilation appropriate to the gas. Keep the store free of combustible material, ignition sources, oils, greases and incompatible substances.
- Segregate full and empty cylinders and segregate gases as required by the site-specific assessment and supplier guidance.
- Only trained and authorised persons may receive, move, connect, disconnect or check cylinders. Use suitable trolleys; never drag, roll, drop or lift by the valve.

- Do not attempt repairs or decant gas. Isolate and report leaks only if this can be done safely; otherwise evacuate, call 999, keep people away and contact the supplier.
- Give the Fire and Rescue Service the cylinder inventory and exact locations on arrival. Cylinders exposed to heat or fire must not be approached or moved.

7.2 Entonox in the Adjacent Building

Entonox contains nitrous oxide and oxygen and can intensify combustion. It must be stored in the designated adjacent building only, unless a competent assessment authorises otherwise. The building must be secured, adequately ventilated and provided with hazard signage. Cylinders must be separated from flammable materials, fuel stores, waste, oils and grease, protected from heat and impact, and kept away from public and vehicle routes. Medical-use cylinders and equipment must be controlled by trained personnel. After use, valves must be closed and equipment returned promptly; contamination by oil or grease is prohibited.

7.3 Carbon Dioxide Storage and Bar Systems

Cylinders must be secured in the designated ventilated storage area and protected from heat and impact. The Club will assess whether fixed carbon-dioxide detection or alarms are required, taking account of room volume, cylinder quantity, ventilation and connected dispensing equipment. Beer-gas lines, regulators and connectors must be installed and maintained by competent persons and checked for leakage. If an alarm operates, a leak is suspected, or a person becomes unwell, no one may enter the affected area: evacuate, call 999, ventilate only from a safe position and await competent assistance.

8. Detection, Warning and Firefighting Equipment

The fire alarm must be audible and recognisable throughout occupied areas, including during loud music or sporting events; visual warning or other measures will be provided where the assessment identifies a need. Manual call points, automatic detection, emergency lighting, signs, extinguishers, fire blankets and other systems will be selected, tested and maintained by competent persons. Only trained persons may use firefighting equipment, and only on a small fire when there is a clear escape route. No one is expected to fight a fire.

9. Emergency and Evacuation Procedure

1. On discovering fire, smoke or a suspected gas release, activate the alarm immediately & call 999.
2. Despatch suitable person to raise the gate access barrier; if sufficient personnel available, ask to remain at the gate to guide in the engine
3. Stop service and entertainment, switch off equipment only if safe, and direct everyone to the nearest safe exit. Do not delay to collect belongings.
4. Do not use lifts, if present, unless specifically designated for evacuation.
5. Fire marshals sweep allocated areas only when safe, without entering smoke or a suspected oxygen-deficient area; toilets and changing rooms require particular attention.
6. Proceed to the designated assembly point: upper car park to rear of main stand
7. Keep emergency access routes and the Entonox/CO₂ storage approaches clear.
8. The Duty Manager generally coordinates roll calls using staff lists, booking information and team registers, and reports missing persons, cylinder locations and relevant hazards to the Fire and Rescue Service. This Duty Manager may be the Event or Bar Manager, or Rugby Duty Officer.
9. No one may re-enter until authorised by the Fire and Rescue Service.

10. Record the incident, preserve relevant evidence and review the risk assessment and controls before normal operation resumes.
11. Re-lower & re-lock gate barrier

10. People Requiring Assistance

The Club will provide suitable arrangements for disabled people, children, older people, injured players, visitors unfamiliar with the premises and anyone affected by alcohol, noise or reduced visibility. Personal or generic emergency evacuation plans will be prepared where appropriate. Assistance must be planned in advance and must not rely solely on the Fire and Rescue Service.

11. Training, Drills and Information

- Drills to be at least annual
- All staff and regular volunteers receive induction and periodic refresher training covering alarm raising, exits, assembly, assisting others and reporting hazards.
- Duty Managers receive role-specific training, including crowd management and the hazards and emergency information associated with Entonox and carbon dioxide.
- Relevant bar staff receive training on safe cylinder systems, leak indicators and alarm response.
- Fire drills are held at suitable intervals and reflect different operating conditions, including a busy private function where practicable.
- Hirers, contractors, coaches and team managers receive proportionate fire information before use.

12. Inspection, Testing and Maintenance

Control	Minimum management check	Record / owner
Open routes, exits, fire doors and signage	Before opening and private events	Event Manager
Fire alarm user test	Weekly, rotating call points	Caretaker
Emergency lighting function check	Monthly; full-duration test at the prescribed interval by a competent person	Caretaker
Extinguishers inc. fire blankets	Visual check monthly; competent service at required intervals	Caretaker
Fire doors	Routine visual checks; competent inspection at risk-based intervals	Caretaker
Entonox and CO₂ stores	Before use and at least monthly: security, ventilation, restraint, labels, damage, quantities and housekeeping	Medic
Bar gas installation and ventilation / detection	Checks and servicing at manufacturer- and risk-assessment-defined intervals	Bar Manager
Drills and training	At planned intervals and after relevant change	Head of Grounds & Facilities

13. Records and Review

The Club will retain the current fire risk assessment, this policy, premises and emergency plans, occupancy calculations, alarm and lighting tests, maintenance certificates, fire-door and extinguisher records, training and drill records, event checks, cylinder inventories, contractor information, defects, near misses and incidents. Urgent life-safety defects require closure of the affected area or premises until adequate interim or permanent controls are confirmed by a competent person.