

1	<p>Action Members & Staff should take if they discover a fire:-</p> <p>Operate the nearest alarm call-point</p> <p>Tackle the fire if possible, with available extinguishers only if trained to do so without putting yourself at risk.</p>
2	<p>How will people be warned if there is a fire?</p> <p>The fire alarm system will sound automatically by activation of the manual call-point or smoke detectors.</p> <p>Those with hearing or visual impairment will be informed by a member of staff and the fire evacuation procedure is followed.</p>
3	<p>How will the evacuation of the building be carried out?</p> <p>Everyone should leave the building by the nearest safe exit and report to the designated assembly point, which is located at the left hand side of the main Car Park. Fire marshals will sweep the Clubhouse to ensure that people have been evacuated. A roll call of staff will be undertaken by the Hospitality Manager or her Deputy.</p>
4	<p>Identification of escape routes:-</p> <p>All exit doors can be used as escape routes. These are signed.</p>
5	<p>Fire-fighting equipment provided:-</p> <p>Fire extinguishers are located in various common areas around the building – as well as the Kitchen area. See floor plan for details.</p>
6	<p>Duties of employees in the events of fire:-</p> <p>On hearing the alarm:- All Staff will escort visitors from the building and proceed directly to the assembly point.</p> <p>Fire Marshals will ensure that:-</p> <ul style="list-style-type: none"> • Their areas are clear, machinery is switched off/isolated, and windows are closed. • The fire Brigade is contacted • A roll call of staff is taken by the Hospitality manager or her Deputy.

7	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as lone workers, young persons, contractors, those with disabilities, members of the public and visitors:-</p> <ul style="list-style-type: none"> • Visitors: - The Host/employee must take responsibility for any visitor they may have and ensure that they leave the building by the nearest safe exit. Information on any visitors with either mobility, visual, or hearing impairments should be noted on their arrival. • Contractors: - Should be given information about fire procedures and leave the building via the nearest safe exit in the event of an evacuation. • People with Disabilities: - Employees or accompanying Members will escort people with disabilities from the Clubhouse to the Assembly Point. People who have difficulty with stairs will be escorted via those exits which have ramped exit from the buildings. • Lone Workers: - On hearing the fire alarm, or where a fire is detected, lone workers will Dial 999 and ask for the Fire Brigade or other Emergency Service as appropriate and evacuate the building. Lone workers should not attempt to tackle the fire. • Young People: - Supervisors will ensure that young persons under their control evacuate the premises.
8	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?</p> <ul style="list-style-type: none"> • On hearing the alarm, the Hospitality Manager or their deputy, will Dial 999 and ask for the Fire Brigade or other emergency services as appropriate.
9	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials: -</p> <ul style="list-style-type: none"> • The Hospitality Manager or their Deputy will liaise with the Fire Brigade on their arrival as appropriate.
10	<p>The following arrangements and training is given to staff at Northampton Golf Club: -</p> <ul style="list-style-type: none"> • All Staff – Fire drill annually • All Staff – Fire briefing annually • Fire Marshall Training – for designated personnel. • Record of training to be maintained.