



**Leicester Football Club plc  
("Leicester Tigers")**

**Fire Safety Policy**

Issue 4  
September 2022

## Review

This document is subject to review every three years or when there has been significant change

## Control

Issue	Date of change or review	Summary changes	Name of person
1		Original creation of the document	
2			
3	03/10/2020	TBC	TBC
4	03/09/2022	Basic review and reissue. Removal of copies of FRA from the document.	Gary Harrison

Introduction .....	4
Aims and objectives .....	4
Responsibilities .....	5
Fire Prevention Measures.....	10
Records to be kept .....	10
Disabled persons.....	11
Fire Safety Risk Assessments .....	11
Fire Evacuation Drills.....	11
Fire Alarms .....	12
Unwanted fire alarm activations .....	12
Training .....	12
Visitors and Contractors .....	13
Temporary mobile retail and catering vehicles .....	14
Other Premises .....	14
Fire Events.....	14
Applicable Legislation and Guidance .....	15
Match Day Arrangements.....	16
Non- Match Day Arrangements.....	18
Fire Risk Assessments .....	<b>Error! Bookmark not defined.</b>
Welford Road Stadium – North Stand .....	<b>Error! Bookmark not defined.</b>
Welford Road Stadium – East Stand .....	<b>Error! Bookmark not defined.</b>
Welford Road Stadium - South Stand .....	<b>Error! Bookmark not defined.</b>
Welford Road Stadium - West Stand .....	<b>Error! Bookmark not defined.</b>

## **Introduction**

Leicester Football Club PLC (the Club) acknowledges its moral and legal obligations towards fire safety in all areas under its control. The Club is committed to meeting and where possible exceeding fire safety requirements laid down in UK legislation and associated Approved Codes of Practice.

This policy applies to the management of fire safety in all premises under the control of the Club, and associated premises where Club employees may be based or operate, either in a permanent or temporary capacity. The policy encompasses non-match day and match day/event fire safety arrangements.

This policy will be reviewed and updated by a competent person at appropriate intervals, and will be made available to all employees, contractors, visitors, the Safety Advisory Group (SAG) and other parties as deemed necessary.

The Club accepts the management of fire safety is a critical function and will provide all necessary resources to meet required standards.

## **Aims and objectives**

- Compliance with UK Fire Safety legislation and Approved Codes of Practice, and ongoing Safety Advisory Group (SAG) requirements as the fire safety enforcement authority.
- The appointment of a competent person to assist in the completion and review of fire risk assessments.
- Further, to identify and implement necessary control measures to reduce or eliminate the risk of fire.
- Development and maintenance of systems to inspect, test, and service as required all fire safety precautions.
- The training of staff in fire safety at a level appropriate to their role within the Club.
- Effective communication with contractors, visitors and other third parties with respect to fire safety in areas under Club control.
- Completion of fire drills at appropriate intervals to test the efficacy of fire safety controls.
- Regular completion of fire safety inspections and audits.
- The maintenance of suitable fire safety records to demonstrate effective management of precautions.

## **Responsibilities**

### **Chief Executive – Andrea Pinchen**

Overall responsibility for the management of health and safety rests with the Chief Executive. This responsibility is conferred by the Club Management Committee.

It is the Chief Executive's duty, so far as is reasonably practicable, to ensure the Club complies with all relevant fire safety legislation and standards.

The Chief Executive delegates executive responsibility for this to the Head of Stadium Operations and commits to providing the necessary financial and other resources to meet fire safety requirements.

### **Head of Stadium Operations – Mike Groves**

The Head of Stadium Operations is responsible for the day-to-day application of this policy on behalf of the Chief Executive, including the maintenance of any records required by this policy.

He will ensure that fire safety is considered in the planning of any change of use of existing buildings or the development of any new buildings on Club premises.

Further to this he will ensure:

- A competent person is appointed to provide advice and support to the Club with respect to health and safety and fire safety.
- That all staff have a level of training/awareness of fire safety matters relevant to their role, obtaining or providing expert advice on the application and interpretation of fire legislation and fire safety guidance including the maintenance of any documentation required under this policy.
- That Fire Risk Assessments and corrective actions are completed in accordance with the requirements of those risk assessments.
- That the Club complies with a relevant fire safety legislation and guidance and bring any areas of non-compliance to the attention of the Chief Executive.
- That this policy continues to remain relevant in the light of any future legislative changes or amendments to existing guidance, bringing such necessary changes to the attention of the Chief Executive.
- That all appropriate fire safety training is provided to all personnel working at the Club.
- That all departments of the Club engage in fire evacuation drills, and that records are maintained to demonstrate staff compliance with such exercise.
- That the requirements for disabled staff and visitors to the Club's premises are considered in relation to fire safety.
- That the Club maintains effective liaison with enforcing authorities.

- That all fire related incidents are properly recorded and investigated, and records kept. Further, that all such incidents are considered against existing fire risk assessments.
- That all fire safety systems and equipment are maintained and inspected on a consistent pattern of testing and inspection with records maintained to demonstrate that process.

With respect to works undertaken by external contractors, ensure:

- Submission by contractors of relevant risk assessments, method statements, employers and public liability insurance, and other supporting information pertaining to fire safety prior to commence of works.
- Review of contractor submissions and approval in liaison with the Safety Consultant as required.
- The safety induction of contractor personnel new to the Club facilities in line with current procedures.
- Permits to Work (PTWs) are issued as necessary.
- Contractor operations on site are monitored and amended or halted as required in the interests of fire safety or health and safety.

## **Match Day Safety Officer – David Clarke**

The Match day Safety Officer is responsible for ensuring that match day fire and emergency arrangements are in place and approved as required by the Safety Advisory Group. He will assume overall control of safety arrangements immediately prior to and during events and liaise as necessary with the enforcing authorities and emergency services.

Match day fire contingency plans are prepared and reviewed periodically.

A suitable major incident plan is prepared, reviewed and updated as required, thereby ensuring the Club's responsibilities would be fulfilled in the event of activation of the plan.

Liaison with the Head of Stadium Operations is maintained to ensure that facilities management arrangements are in place with respect to match day fire safety.

Match day fire marshals are appointed according to their qualifications and experience. Most are former or existing fire services personnel. Sufficient fire marshals are recruited to ensure adequate cover during matches and events; precise numbers are based on the size and nature of each event.

Fire marshals are responsible for tackling small fires in the first instance using portable appliances, if deemed safe.

Arrangements are in place for fire marshals to conduct structured pre-event checks of fire safety arrangements on the ground and reporting significant issues for attention.

The Safety Officer is also responsible for the recruitment and training of Safety Stewards in fire and emergency arrangements.

## **Departmental Managers**

Departmental Managers are responsible for the fire safety training/awareness of those staff for whom they have direct line management responsibility. They must also report any operational changes which could affect fire safety to the Head of Stadium Operations.

Each line manager is responsible to the Head of Stadium Operations for ensuring that:

This policy is brought to the attention of all their staff and that it is understood.

Fire safety instructions are brought to the attention of their staff and all staff participate in appropriate fire safety training on induction and any subsequent refresher training that might be required.

All new staff on induction are given basic familiarisation training to include fire procedures, means of escape from any building they have access to in the course of their work, location of assembly points within relation to that place of work.

A record is maintained of staff attendance at any training (including induction, refresher or other fire safety training)

Any changes to the structure or use of any building they occupy are brought to the attention of the Head of Stadium Operations so that any revised fire safety measures can be considered.

Any un-safe practices are discontinued (e.g. fire doors wedged open, fire call points obstructed, firefighting equipment mis-used or obstructed, designated safe exit routes obstructed, combustible waste allowed to remain in office accommodation or common areas of the building etc)

### **Employees**

Employees have a responsibility to comply with ground fire safety requirements. These are detailed in safety induction on appointment and subsequent induction training sessions.

They are familiarised with departmental fire safety signage, location of extinguishers and fire escape routes on induction, and are expected to supervise all visitors whilst on site and in the event of emergency.

Employees are expected to participate in fire safety drills and not to interfere with any fire safety measures.

They are requested to report any fire safety concerns immediately to their line manager and/or the Head of Stadium Operations.

### **Safety Advisor – Nigel Harley**

The Club have appointed a qualified and competent external safety advisor to advise on fire safety requirements.

The safety advisor is responsible for advising the Club in statutory duties and best practice with respect to fire safety, and support in the preparation and review of the fire safety policy and procedures.



Ground fire risk assessments and reviews are prepared by the safety advisor in liaison with the Head of Stadium Operations, and periodic inspection of the ground and other areas under Club control are undertaken. Identified shortfalls are reported to the Head of Stadium Operations and departmental heads.

Induction and refresher fire safety training is delivered as required for club employees according to the Club training policy.

### **Health & Safety Consultative Group**

The Club Health & Safety Consultative Group meets on a regular basis. All line managers and other designated staff are required to attend.

The group provides an opportunity for arising fire safety matters to be discussed, thereby ensuring the Club's obligations to fire safety are being met.

## **Fire Prevention Measures**

The Head of Stadium Operations will maintain a database of all fire safety related equipment and maintain a record of all tests. This equipment includes:

- Fire detection and fire alarm systems
- Fire call points
- Firefighting equipment
- Suppression systems
- Fire doors and shutters
- Emergency lighting
- Strobe lighting
- Fixed wiring installations
- Portable electrical equipment
- Smoke Ventilation Systems
- Dry Risers
- Lightning Conductors

While the Club accepts that there is a requirement under the Ground Safety Certificate for the maintenance, testing and certification of the some of the above areas, nevertheless, there will be in place a record of regular testing by sampling of the following areas of fire safety:

Fire call points

Emergency lighting

Automatically closing fire doors

Fire extinguishers

The testing will be managed by the Head of Stadium Operations and accountable records kept by him/her for examination on demand by the Chief Executive and any authorised body or any person conducting a fire risk assessment of any of the Club's premises.

## **Records to be kept**

The Head of Stadium Operations will hold all records of:

- The testing and maintenance of any testing and maintenance of fire safety systems or equipment as outlined above
- All fire safety related incidents including and fires or fire alarm activations (including any false alarm activations)
- All fire safety evacuation drills
- All staff fire safety training

## **Disabled persons**

Line managers must ensure that specific and suitable arrangements are in place for all staff for whom they are responsible and who have restricted mobility or sensory disabilities or who are temporarily incapacitated.

They must ensure that safe egress from their area of working to a place of safety in case of fire or other emergency evacuation is given full consideration.

Disabled persons have a duty to notify their line manager of any condition that they may have which might impede their evacuation in any emergency.

A specific personal evacuation plan (PEEP) will be prepared for each disabled person employed by the Club as required. The Club safety consultant should be contacted for guidance and advice in this area. Fire safety risk assessments must consider specific precautions to be taken to safeguard disabled employees in the event of fire.

Written personal emergency evacuation plans (PEEPs) are prepared for, and agreed with visiting disabled persons as appropriate, to improve evacuation response in emergency. These plans are held at reception throughout the visit period for reference in the event of emergency. They are destroyed after the function/event.

Evacuation chairs are provided to permit the evacuation of persons in stairwells as required. These are checked periodically, and key staff are trained in the use of this equipment, which is refreshed periodically.

## **Fire Safety Risk Assessments**

The Club pursues a fire risk assessment-based approach to fire safety as required by legislation and will appoint a suitably qualified and experienced person for this role. Such risk assessments are conducted annually or more frequently if evidence of control lapse is noted.

Following completion of the fire risk assessments the Head of Stadium Operations will as required bring any remedial actions to the attention of the Chief Executive. A prioritised action plan will be formulated and agreed for implementation.

Current fire risk assessments are attached to this report. Assessments are completed for each structure within the Ground for convenience, although fire safety management principles are common to all areas.

## **Fire Evacuation Drills**

Fire evacuation drills will be undertaken on a planned basis at minimum 6-monthly intervals for all routinely occupied Club Premises.

Records will be kept of those attending (and those absent) together with any comments in relation to the exercise and held by the Head of Stadium Operations.

Details of the fire evacuation plans for each of the Club's premises are shown at Appendix B. These relate to non-match day situations only.

Fire Evacuation Assembly points, marked with appropriate signage, have been determined on the basis that they ensure that staff are moved to a place of safety and at a suitable distance from the place of fire so as not to compromise or obstruct in any way the attendance of the fire service. The details of their locations are included in the evacuation plan at Appendix B.

## **Fire Alarms**

The Club pursues a policy of limiting the immediate attendance of the Fire Brigade to fire alarm activations as follows:

Monday to Friday 9am to 5pm. Fire Brigade do not attend an automatic fire alarm activation unless supported by a verbal request from the Club to attend

At all other times, the Fire Brigade will automatically respond to an activation.

Fire alarms, where appropriate, are monitored by a central monitoring station who alert the Club to any activation by telephoning the designated mobile phone held at the Club

Details of the fire alarms protecting individual premises of the Club are shown at Appendix C

## **Unwanted fire alarm activations**

An unwanted fire signal is one where the Fire Brigade is alerted that a fire alarm has been activated, but where the activation is a "false alarm". This could be caused by a deliberate but reckless activation of the alarm, a faulty alarm, and inappropriate procedures being carried out in proximity to a smoke or heat detector such as cooking or the generation of dust by contractors.

The Head of Stadium Operations will actively monitor record and report such incidents to the Chief Executive and the Health & Safety Consultative Group. Where an unacceptable number of such incidents are recorded, the Head of Stadium Operations should implement measures to address the issues giving rise to the unwanted fire signals so that they cease.

## **Training**

All new employees will receive a basic health & safety, security, personal safety and fire safety information together with any specific initial job-related training required to absorb them into the workplace.

All employees will receive information, instruction and training regarding all hazards in their workplace or which they are likely to encounter on Club's premises as part of their role together with the control measures and safe systems of work that exist to minimise risk.

The purpose of fire safety training in this context is to help employees to discharge their roles and duties efficiently, safely and effectively.

Line managers will maintain and retain records of the training provided to their staff in relation to fire evacuation, fire equipment usage or any other fire safety matters and provide copies of those training records to the Head of Stadium Operations so that they are readily available if required by any person authorised to request them.

## **Visitors and Contractors**

Visitors to Club premises will be provided with fire safety information as required. Departmental Heads are responsible for ensuring all persons are accompanied during their visit, and assist in their evacuation in the event of emergency. They must verify that all visitors are accounted for at the assembly point in the event of any live fire or drill events.

Contractors are provided with adequate fire safety information on entry to Club premises. A suitable documented safety induction is completed for all approved contractor personnel and when new or unfamiliar personnel are visiting Club premises. This includes basic fire safety precautions, action to be taken on discovering fire, and assembly point locations. It is delivered by the Facilities Manager or their deputy as necessary.

The Club operates a contractor approval scheme. Contractors are required to show evidence that fire and associated safety risks arising from operations on Club premises are effectively managed. The Head of Stadium Operations may check adherence to agreed control measures at any time and terminate any activity deemed to be unsafe. Approval evidence is regularly reviewed and updated.

A hot work permit system has been introduced by the Club to manage higher risk activities undertaken by contractors. Records are maintained.

Meeting and conference organisers are provided with appropriate fire safety information on arrival. The Club makes suitable enquires before events to determine any specific requirements, i.e., some persons having disabilities may require additional support.

The Club and appointed Service contractor ensure that sufficient trained staff are available to co-ordinate the evacuation of all areas in the event of fire. Pre-event staff briefings re-enforce fire safety precautions and any specific requirements.

## **Temporary mobile retail and catering vehicles**

Mobile retail and vehicles wishing to station at Club premises must apply for permission and submit required general fire and safety arrangements with their application. These are reviewed by the Club Safety Advisor.

The Club publish specific fire safety requirements for vehicles based on risk, and permission is based on adherence to these requirements.

Inspections are undertaken as required to verify that said measures are in place and are being suitably maintained. Non-compliant operators will be asked to cease activities until improvements are made, or will be removed from site.

## **Other Premises**

Other premises routinely and occasionally used by the Club may include:

- Sports grounds and facilities
- Schools, sports halls and similar premises
- Hired offices or premises
- Residential property let as required
- Other premises as deemed necessary

In general, fire safety responsibilities lie with facility providers in these instances. The Club Safety Advisor will assess the suitability of fire safety precautions. Any shortfalls will be discussed with providers and resolved. Only facilities meeting satisfactory fire safety standards will be used by the Club. Standards are periodically reviewed.

Activities directed by Club employees within such premises are also subject to necessary risk assessment, and pre-event checks are undertaken and recorded as required.

## **Fire Events**

The Fire and Rescue Service routinely investigate all fires to which they have been summoned to identify causation factors. They may demand or recommend measures to prevent similar occurrences and report these to the Safety Advisory Group.

All fires, however minor, will also be fully investigated by the Head of Stadium Operations and Safety Advisor as necessary to determine causation factors.

Required remedial measures will be implemented to prevent future occurrences, and all fire events will be considered within fire risk assessment reviews.

## Applicable Legislation and Guidance

- The Regulatory Reform (Fire Safety) Order 2005
- Management of Health & Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003
- The Fire and Rescue Services Act 2004
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- BS EN 12845:2004+A2:2009. Automatic Sprinkler Systems.
- Fire Safety Risk Assessment: Large Places of Assembly.  
[www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly](http://www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly)

## Match Day Arrangements

Most generic fire safety controls relate equally to non-match day and match day arrangements. These include:

- Ground Safety Certificate requirements;
- Premises fire risk assessments;
- Inspection and testing of the fire detection and alarm systems within the ground by competent persons;
- Testing of emergency lighting systems;
- Fire door and means of escape inspection procedures;
- Fire extinguisher service arrangements;
- Electrical installation and portable appliance safety arrangements;
- Lightning conductor inspection and testing arrangements;
- Gas equipment servicing arrangements;
- Catering equipment inspection and serving arrangements;
- Duct/ventilation system cleaning procedures;
- Training of staff in fire safety.

Match days present an enhanced risk of fire arising from the following factors:

- Volume of spectators within the ground and associated evacuation issues;
- Increased number of staff and contracted support staff within the ground;
- Intense use of catering and hospitality areas;
- Presence of mobile retail and catering vehicles on site with associated risk
- Broadcasting facilities present on site;
- Associated attractions i.e. pyrotechnics and similar posing increased risk;

The Safety Officer conducts pre-match risk assessments to determine the appropriate number and location of trained safety stewards and fire marshals. These are detailed within a stewarding plan. All attend pre-event briefings in which fire safety arrangements are discussed.

Fire marshals conduct planned pre-match inspections of the ground and are present throughout the event to respond in the event of fire.

Service providers are required to submit relevant risk assessments, method statements and associated safety certification prior to the event. These are subject to approval by the Safety Officer and/or Safety Advisor as required.

An enhanced level of ground security is maintained prior to and throughout all events.

Arrangements are in place for the controlled evacuation of the ground in the event of fire. Fire escape routes and concourses are kept clear to permit free movement of spectators.



Fire alarm systems are in pre-alarm mode to avoid unnecessary panic and confusion in the event of the false activation. In the event of activation, the alarm will sound at addressable fire panels within the Control Room. Match Control will direct fire marshals to the likely source of the fire and monitor the affected areas on CCTV if possible.

If fire is located, it may be extinguished by the fire marshal if deemed safe to tackle. This will be reported to Match Control who may order a precautionary evacuation of the immediate area.

If the fire cannot be safely extinguished by the attending fire marshals, the Duty Safety Officer will direct Safety Stewards to implement evacuation procedures and direct all persons away from the source of the fire and out of the ground to a place of safety. The Police Commander will be consulted at this point and an emergency evacuation message will be broadcast over the PA system. Specific evacuation arrangements are flexible and dependent on the location and nature of the fire, its development and spread, and advice from senior attending fire officers.

The Fire and Rescue Service will simultaneously be contacted with full details and gate stewards briefed to make relevant areas clear for arrival of fire crews.

On arrival at the agreed rendezvous point, the Senior Fire Officer will take control of the emergency from the Duty Safety Officer.

The ground will be re-occupied only when approval is given from the senior attending fire officer with agreement from the Duty Safety Officer and Police Commander as appropriate.

# Non- Match Day Arrangements

Leicester Football Club Plc



## EVACUATION PROCEDURE

### NON MATCH DAY EVENTS/PARTIES

November 2018

The purpose of this procedure is to alert all staff as to their duties in relation to the fire alarm being activated during an event, who takes such responsibilities and who needs to be contacted in such an emergency.

This is designed to be used for parties and events outside of normal office hours (9-5pm Monday – Friday) at Welford Road.

#### **The Event Security Supervisor:**

Prior to the event the supervisor must check all fire exits are clear, disabled refuge areas are clear and evacuation chairs are in good working order, and all staff are briefed with the emergency procedures (including catering and conference staff), and allocate emergency positions

NB – The supervisor will, on emergency evacuation consider communications with the contract catering staff on channel 2.

#### **Should there be a fire evacuation you will hear over the PA:**

*“Attention, attention, please leave the building immediately using the nearest exit. Do not use the lift”*

*Activation of the alarm will automatically go to the fire brigade who will attend*

On hearing this message the following actions should be completed immediately.

They must immediately call for radio silence and go straight to the fire panel (located in the north stand reception). They are to accompanied by stadium ops duty if they are on site, or the site security person as an alternative.