



PITSTONE PAVILION

Marsworth Road (Lower Icknield Way), Pitstone, Beds, LU7 9AP

Emergency Plan

(The Regulatory Reform (Fire Safety) Order 2005 & Management of Health & Safety at Work Regulations (Reg:8))

Location and Communication

The pavilion is located at one end of Pitstone, on the Marsworth Road (sometimes referred to as the Lower Icknield Way). From the Pitstone roundabout it is quarter of a mile in the direction of Marsworth, almost opposite the junction with Westfield Road and Marsworth Road.

There is no telephone on the site, so all Team Managers/hirers/employees should ensure they bring a mobile phone to the premises. The facility is owned and managed by Pitstone Parish Council on behalf of the local community. The best contact number would be the clerk for the parish council on 01296 767261.

Nominate the person in charge in the event of an Emergency

For each hire period, there should be at least one designated person responsible for the team safety.

The Hirer(s) is deemed under the Fire Regulations of 2006 to be the Responsible Person and as such you have a Duty of Care for all persons assisting and all guests on site during your hire period. In most instances at the pavilion this will be the Team Manager. We recommend you also nominate A N Other, especially if there are children on site. It is imperative that at least these designated people familiarise themselves with all aspects of site safety, especially the details contained within the Emergency Plan and the other contents of the Pavilion Manual which includes the Health and Safety Information, First Aid posts and Assembly Points etc. You are responsible for ensuring your guests are fully briefed. Failure to comply could lead to prosecution. Please utilise the checklists at the rear of this policy to ensure you have considered every necessary aspect.

On Entering the Premises

1. Familiarise yourself with the location and use of the fire fighting and first aid equipment:

- Fire extinguishers in the main corridor and the kitchen
- Fire blanket in the kitchen
- Call point for the fire alarm in the main corridor
- First aid boxes in the kitchen and in the referee/first aid room
- Thermal blanket located in the kitchen

and the Fire Assembly Point, situated by the pedestrian entrance off Marsworth Road, at the far end of the front car park.

2. Unlock the central and kitchen security grills and doors, as these are your emergency escape routes. Secure the central door (as it opens inwards) in the open position throughout the hire period, utilising the latch and combination padlock provided. Ensure the passage to each exit remains clear throughout the hire period.

3. Unlock both pedestrian gates, one on either side of the pavilion building, to allow quick exit from the pavilion and pitches to the fire assembly point by the front pedestrian gate and unlock the double emergency access gates in case access is required by a fire engine or ambulance.
4. Ensure that the area of car park marked with yellow hatching in front of the double emergency access gates remains clear, and a route from the main gate off Marsworth Road around to these access gates.
5. Ensure the door to each room (each is a fire door) remains closed to prevent any fire spreading.

To Warn of a Fire

Smash the call point for the fire alarm in the main corridor. The audible alarm will sound. The premises are also compact, so a loud shout should be made on route to the call point to warn anyone inside the building of the location of the fire.

To Evacuate the Building

- Do **NOT** stop to collect personal belongings.
- Do **NOT** re-enter the building.
- Swiftly proceed to the nearest Fire Exit and then onto the Fire Assembly Point.

Depending on the location of the emergency, the evacuation plan will need to be tailored.

- Check each room in turn. Direct any occupants to the nearest emergency exit. Move on to the next room, only when you know that the previous room is now empty. Close each fire door behind you.
- Begin at the far end of the corridor in the referee's room / first aid post. Remember to check the shower and toilet.
- Changing room 1, on your right. Remember to check the shower area.
- Gentleman's toilet on your left. Remember to check each cubicle.
- Changing room 2, on your right. Remember to check the shower area.
- Disabled toilet, on your left, just up the escape route corridor.
- Ladies toilet, on your left. Remember to check the cubicle.
- Kitchen, at the end of the corridor.

The building should now be completely clear and you can exit via the kitchen emergency exit.

If the fire started in the kitchen, evacuate that room first, close the fire door to prevent the fire spreading to the remainder of the building and then evacuate the rest of the pavilion via the central door.

Have a second responsible person outside the building on the pitch to direct all players off the pitch and everyone evacuated from the building to the Fire Assembly Point.

Register/Roll Call

If a register of attendance has been taken, a roll call should be made once at the Fire Assembly Point to ensure that everyone is accounted for. Nominate one responsible person to ensure everyone remains near the pedestrian gate and does not block the main vehicular access.

Emergency Services

Call the emergency services on 999 using your mobile phone, giving the address and location details provided at the top of this document. In the event of a fire, if any casualties are suspected/known, also request an ambulance.

Ensure the main gate is clear for the fire engine/ambulance to enter, that the double emergency access gates are open and that the yellow hatched area remains clear.

Post a responsible person at the entrance to flag down the emergency services as they arrive, brief the fire brigade/ambulance of the situation and direct them to any facilities they may require. It may be helpful to provide them with a copy of the attached layout and indicate where the fire/casualty is located.

Fire Fighting

Only tackle the blaze if it is safe for you to do so and you are trained and competent in the use of the equipment. Do **NOT** put your personal safety, or that of others, at risk.

Ensure you select the right fire extinguisher. There is an identification panel next to each piece of equipment.

- Water filled fire extinguishers are safe to use on wood, paper and fabric fires. Do **NOT** use on electrical fires.
- CO2 fire extinguishers are suitable for use on electrical equipment or flammable liquid fires such as solvents.

Follow the instructions given on the fire extinguisher, aiming the discharge at the base of the fire.

If an individual is on fire, wrap in the fire blanket to completely smother the flames.

Utilities

In the event of a Gas Emergency or a Gas Leak, contact National Grid Emergency Service on **0800 111 999**.

The pavilion electricity supply is controlled by Opus Energy, customer id 925391, account number 719251 meter point administration number 02/811/43 10/2353/1190/526. Telephone number: 0843 227 2377

The pavilion gas supply is controlled by Contract Natural Gas Ltd, meter point reference number 9217680010, serial number A016A0393007A, customer reference BAS034117/001012.

In the event of a water leak/burst, contact Anglian Water on **0800 771 881**. The account number is 131634248.

Emergency Defibrillator

Installed on the front wall in June 2018. Should the need arise, call 999 and the emergency operator will provide you with the release code for the mechanism. The operator will talk you through use of the equipment and/or the equipment also provides voiced commands. The defibrillator is checked and maintained on a weekly and monthly basis. Training was offered to all clubs, managers, players and their families in July 2018.

Notification to the Parish Council

As soon as is practically possible, contact either the Chairman of the Parish Council Sports & Leisure Committee and/or the clerk to the Parish Council to notify them of the emergency. Contact details are provided at the foot of this document.

Fire Drill

All regular hirers of the pavilion are required to confirm that they have implemented a fire drill with emergency evacuation procedures and are encouraged to check this on a regular basis, at least quarterly.

Emergency Equipment Maintenance

For your safety:

Checks are made every week to test the smoke alarm, check that the emergency escape routes are clear and safe, that the emergency lighting is all operational and that the fire extinguishers, fire blanket and thermal blanket are all in place and in good condition. Every month an inventory is completed on the first aid kits, and any items reported as used prior to this are replaced immediately. In addition, a 15 minute mains failure test is conducted every month and a 1 hour mains failure test is conducted every 6 months on the emergency lighting.

The fire fighting equipment and emergency lighting system are serviced annually. The fire alarm system is serviced every six months.

The defibrillator is checked weekly and maintained as necessary. South-central ambulance service receive monthly updates from the council on the operational status of the equipment.

Full Fire Risk and Health & Safety Risk Assessments are conducted by the Committee on at least an annual basis.

Access and Key Holders

A complete set of keys for the pavilion and grounds are held by the following:

Mr R Saintey, Chairman of the Parish Council. Address: 2 Albion Road, Pitstone, LU7 9AY.
Telephone: 01296 668633.

Mrs L Eagling, Clerk to the Parish Council. Address: 9 Warwick Road, Pitstone, LU7 9FE.
Telephone: 01296 767261.

Mr J Groom, Groundsman. Address: 6 Queen Street, Pitstone, LU7 9AU. Telephone: 01296 662062.

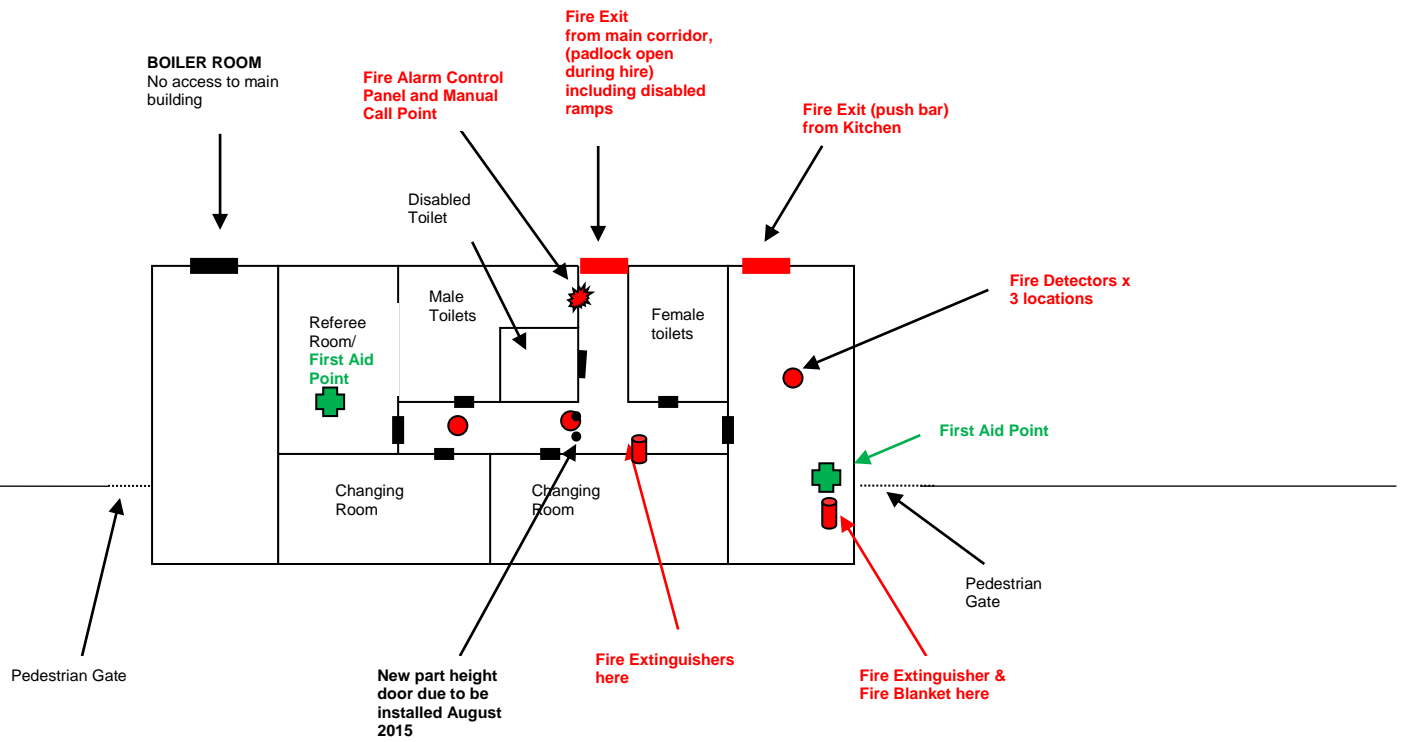
Signed on behalf of Pitstone Parish Council on

Minute reference

Chairman

Contact details for Parish Council or Committee:
Laurie Eagling, Clerk to the Parish Council, 9 Warwick Road, Pitstone, Beds, LU7 9FE.
Tel: 01296 767261. Email: parishclerk@pitstone.co.uk

Pavilion Fire Safety Information



MAIN VEHICLE ACCESS

FIRE ASSEMBLY POINT, BY PEDESTRIAN GATE

NB All internal doors are self-closing fire doors, with exception of new part-height corridor door indicated. Please keep all internal doors closed to prevent the spread of fire.

Emergency Plan for the Temporary Responsible Person eg Team Manager/Hirer

As the responsible person for the event you have legal duties with regards to the safety of those persons assisting or attending the event. Before the event or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;
- any chains and padlocks which need removing from fire exits, etc;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

Before the event you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks; and
- your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of assembly points; and
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- your smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm; and
- if necessary, the number of persons in your premises is limited or controlled