

# PITSTONE PARISH COUNCIL

## Pavilion Fire Safety Policy

### 1. General Policy

In managing the Pitstone Pavilion site, and in compliance with the Regulatory Reform (Fire Safety) Order 2005, our general policy on Fire Safety is:

- To provide means of safe evacuation of people from the premises in the event of fire
- To safeguard occupants of the building
- To provide or limit any outbreak of fire
- To provide sufficient, suitable, and specific fire-fighting equipment
- To install and maintain suitable systems for fire detection, fire alarm, call panels, emergency lighting etc.

### 2. Fire Risk Assessment

Council commissioned an independent fire risk assessment from Combat Fire in October 2020 following construction of the extended and redeveloped facility. Please refer to this separate risk assessment.

Overall, the site carries a Medium Risk, to reflect the high standard of fire precautions installed (particularly automatic fire detection and emergency lighting), a high standard of housekeeping and a relatively short travel distance forming the escape routes.

The risk assessment for the site will be reviewed at least annually.

Overall and final responsibility for fire safety rests with the full Parish Council. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Parish Council Sports and Leisure Committee. This committee is made up of councillors and representatives from the main hirers and ground keeping staff.

Any employee, or hirer, must:

- Co-operate with Pitstone Parish Council and the Pavilion Committee on fire safety matters
- Not interfere with anything provided to safeguard fire safety
- Take reasonable care whilst on site to prevent fire
- Report all fire safety concerns directly to the Parish Council or Sports & Leisure Committee

### 3. Emergency Plan and Evacuation

Please refer to the separate Emergency Plan and Evacuation document, which forms part of your Terms and Conditions of Hire. All hirers must familiarise themselves with this document and their obligations in relation to protection of themselves, the premises and their guests during their hire period. A further copy of this document is provided on the noticeboard in the corridor of the main building.

Posters displaying the location of fire fighting equipment, emergency exits, fire call points, fire panel and first aid assistance is provided in both corridors.

Please note that there is wi-fi but no landline telephone facilities at the pavilion. Hirers must always have a mobile phone with them, to summon assistance in the case of an emergency.

All regular hirers should regularly practice fire evacuation, at least annually. When agreeing to the Terms and Conditions of Hire you confirm that you carry out these fire drills.

#### **4. Training**

The parish council has an office on site (manned part time) and will ensure that some members of staff are trained in Fire Safety, and could act as a Fire Warden to evacuate that area of the building if they are on site during your hire period.

The council recommends that all regular hirers also have a nominated Fire Warden trained in Fire Safety to ensure safe evacuation of the building in the event of an emergency during your hire period.

#### **5. Testing**

- Hirers should check all exit routes are clear at the start of their hire period and remain clear.
- The fire alarm system is tested weekly.
- We have installed an automatic fire detection and alarm system, which is monitored externally 24/7 and will call out the fire brigade in the event of a fire. It is serviced weekly, six monthly and annually.
- The emergency lighting system is tested monthly and annually.
- Portable firefighting equipment is serviced annually.
- Electrical installations are tested every five years in accordance with BS 7671.
- Portable Appliance Testing is carried out for smaller electrical items annually.

#### **6. Provision for vulnerable users**

The pavilion is a single storey building with disabled/pushchair access to all entrances/exits both front and rear via ramps. All rooms are accessible by wheelchair/pushchair. Hirers should however be mindful of any disabled guests and ensure that your appointed fire warden provides these guests with additional assistance in the event of an emergency.

It is possible that lone workers will be present on site eg council office or cleaning staff. All staff to receive training in Fire Safety and evacuation routes.

No use should be made of the community building without first opening the rear roller shutter and unlocking the exit, as this provides the secondary means of escape.

#### **7. Information for fire-fighters**

Vehicle access for the fire service is available via Marsworth Road and the front car park. The fire alarm panel and fire box with logbook is located immediately inside the front door. A floor plan is displayed on the adjoining noticeboard.

The fire box will contain the fire logbook and information to enable fire-fighters to perform a dynamic risk assessment prior to committing crews into the building.

Gas and electricity emergency cut offs can be found in the plant room.

#### **8. Risk of Ignition**

CCTV and alarm systems have been fitted to reduce the risk of arson. Wheelie bin stores have been located away from the building frontage and fencing. External areas must be kept clear of combustible materials.

Electrical appliances are PAT tested and in good condition.

No permission will be granted for the storage of flammable or hazardous materials (such as bbq fluids) on site by hirers. Any such materials owned by the groundkeeper must only be kept in the external groundkeepers' store and stored securely. Any such materials owned by the parish council eg paint must be kept in the external store/container.

A strict no smoking policy is in place throughout the building and grounds.

Furniture was newly installed in 2020. Most is not soft furnishing (except 15 chairs). No curtains or blinds are on site.

Plant room is newly installed in 2020 and kept tidy. Hirers do not have access to plant room and no permission will be granted for materials/items/equipment to be stored here.

The pavilion is a single storey detached building located away from other premises in the locality, with parking to the front.

## **9. Safeguards in Place**

A single stage automatic fire detection and alarm system is installed along with manual call points by the exits. Systems are tested weekly, six monthly and annually.

Emergency lighting is provided throughout. Systems are tested annually.

Structural compartmentation between areas of the building. Fire resisting self-closing doors to community room and kitchen.

Portable fire fighting equipment including extinguishers and fire blanket provided in accordance with BS5306. Serviced annually.

Fire action notices, equipment labels and fire door notices erected. Electrical hazard notice erected to plant room. Premises plan showing location of fire fighting equipment, emergency exits, fire panel etc displayed in both corridors.

Travel distances for escape routes satisfactory. Visual access via door vision panels acceptable throughout the premises.

Disabled ramp access provided to front and rear.

Please read this policy in conjunction with the associated Fire Risk Assessment.

This policy was adopted by Pitstone Parish Council on .....12-11-20... Minute Ref:

...230/20.2..... and will be reviewed at least annually.

    *R Saintey*    

Chairman