

## Pavilion Fire Safety Policy

### General Policy

In managing the Cottenham Sports 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.

### Fire risk assessment

Overall, the site carries a medium risk, to reflect the high standard of fire cautions installed, 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 practise is dedicated to the parish council CALF 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 Cottenham Parish Council and CALF 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 Clerk or Caretaker

### 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 are must familiarise themselves with this document and their obligations in relation to protection of themselves, the premises and their guests during the hire. A further copy of this document is provided on the notice board in the corridor of the pavilion.

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

Please note that there is 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.

Regular hirers should regularly practise fire at valuation at least annually. When agreeing to the terms and conditions of hire you confirm that you carry out these fire drills.

### **Training**

The Parish Council has an office on site (manned part time) it 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.

### **Testing**

- Hirers should check all exit routes are clear at the start of their hire and remain clear
- the fire alarm system is tested weekly
- we have installed an automatic fire detection and alarm system
- the emergency lighting system is tested monthly and annually
- portable fire-fighting 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.

### **Provision for vulnerable users**

The pavilion is a single storey building with disabled access to all entrances and exits at both front and side of the building. All rooms are accessible by wheelchair. Hirers should however be mindful of any disabled guests and will 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 e.g. council office or the caretaker. All staff to receive training in fire safety and evacuation routes.

No use should be made of the building without first opening the either the side (tunnel) or community room roller shutters and unlocking the exits as this provides the secondary means of escape.

### **Information for fire-fighters**

Vehicle access for the fire service is available via Lambs Lane. NB: The gate to the emergency access road is padlocked. The fire alarm panel (Hochiki model HFP-AP-ASC) is located opposite the men's toilets (front entrance).

Gas emergency cut off can be found to the rear of the building (caged) and electricity emergency cut off can be found to the the side of the building facing the cricket pitches. There is a further shut off in the plant room.

### **Risk of ignition**

CCTV and alarm systems have been fitted to reduce the risk of arson. External areas must be kept clear of combustible materials.

Electrical items 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 groundskeeper are kept in the separate groundskeepers' store and stored securely. Any such materials owned by the parish council e.g. paint must be kept in the external store/container.

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

Furniture was newly installed when the building was completed. All comply to BS standards. No curtains or blinds are on site.

Plant room is new and kept tidy. Hirers do not have access to the 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.

### **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 resting 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 fore escape routes satisfactory. Visual access via door panels acceptable throughout the premises.