



Yatton Parish Council

Hangstones Pavilion,
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Yatton
Bristol
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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Fire Safety Policy **Adopted February 10th 2025** **Next review April 2026.**

Yatton Parish Council regards its duty of fire safety for all members, facility users and employees as a serious matter and this policy is part of the compliance with the Regulatory Reform (Fire Safety) Order 2005.

It is the Parish Council's aim that this policy stipulates the measures to provide a safe place of work and safe facility for all users of Hangstones Pavilion.

This policy works in conjunction with the Parish Council's Health & Safety Policy and the Fire Risk Assessment.

The Parish Council accepts the following responsibilities:

- To instruct designated staff to be responsible for ensuring the maintenance and testing of fire safety equipment, fire alarms and emergency lighting, safe use and storage of flammables and PAT testing. These staff are, the Clerk, Aleana Baird and Jeff Shipway, Head Groundsman. In their absence this will be covered by a trained office/grounds staff member.
- The servicing will be carried out using qualified external service providers i.e. annual fire extinguisher servicing and PAT Testing and six monthly emergency lighting and fire alarms.
- The weekly testing and test record keeping of the fire alarms and emergency lighting will be carried out by Jeff Shipway. The Clerk organises all servicing above and administration of record keeping i.e. retention/filing
- The Clerk will organise fire safety training in fire extinguisher use for all staff and any other fire safety training as required.
- All new staff members will receive induction training in fire safety.
- An annual fire drill will be carried out and recorded in the Fire Drill Log Book.
- The Clerk will ensure all escape routes are clearly signed in accordance with Health & Safety (signs and signals) Regulations 1996.
- Hangstones Pavilion is a 'No Smoking' building at all times.
- Fire safety information including evacuation procedures will be issued to all hirers at the time of booking the building.
- The alarm system will have instructions on what parts of the building the alarm system zones apply to. This will assist the fire service and users to locate the fire should the alarm be triggered if it is not immediately obvious.
- The Parish Council will inform all parties of any changes to fire safety procedures.

- Ensure that any PEEP's (Personal Emergency Evacuation Plans) are in place for staff members requiring assistance. Hall hirers and contractors are responsible for their attendees in this regard.

The Parish Council's employees have the following responsibilities in addition to the roles mentioned above:

- To work safely and be mindful of fire safety at all times.
- To follow the Parish Council's working procedures outlined above.
- Defective equipment and any potential fire hazards identified must be reported immediately to the Clerk.
- All fire exits and escape routes must be kept clear at all times.
- Non-compliance with the stipulated roles and responsibilities of fire safety maybe treated as a disciplinary matter.

Procedures in the Event of a fire.

Person discovering the fire.

- On discovering a fire raise the alarm immediately.
- Ensure the emergency services are called and if you are not the designated fire safety staff let them know immediately.
- If you are trained in the use of a fire extinguisher and it is safe to do so extinguish the fire.
- If in any doubt, ensure everyone has evacuated the area, close all doors and windows if possible and go the assembly point.
- Report to the responsible staff member and do not enter the building until the Fire Service or responsible member of staff has given permission it is safe to do so.

On hearing the Fire Alarm.

- Shutdown essential devices and equipment if no fire in your area of the building.
- Immediately leave the premises by the nearest exit with all other people in your area of the building, closing doors and windows if safe to do so.
- Report to the allocated assembly point.

Fire Safety Staff duties in the event of a fire.

- Call the Emergency Services.
- Check all staff and hall users are accounted for at the assembly point.
- Assist the Fire Service with information on arrival.

In the event of no obvious signs of fire but alarm is triggered.

- If it is safe to do so and there is no obvious signs of a fire in the vicinity, check the alarm to ascertain the area of the building that has triggered the fire alarm. If it is safe to do so, carefully do an external check of that part of the building for signs of fire. If signs are found:
- Call the Emergency Services.

If no signs are found carefully check the area of the building and if no fire found disable the alarm and call out the alarm service company to investigate the fault.