

Little Chalfont Parish Council

Westwood Park Pavilion

Fire Safety Policy and Notes

1. The pavilion is a single floor building with one main room and four changing rooms.
2. A number of methods are in place to prevent and contain fires. All groups and individuals booking the pavilion receive information on action to be taken in case of fire.
3. There are both water and CO2 fire extinguishers throughout the premises at appropriate locations which are regularly checked. There are signs on all fire exit doors and on internal doors leading to the fire exit door
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5. If keyholders are alerted of a problem in the building, the first key holder will visit the pavilion, prior to entering the pavilion, call the fire brigade as appropriate and call either another key holder or councillor for additional support.
6. Each pavilion user group or ad hoc booking will have a 'responsible person' who is in charge in the event of an emergency.
7. If a fire starts, the warning method is to shout and use the air horn provided. The airhorn can be found in the kitchen. There is one escape route from each room. The assembly point is in the car park.
8. A fire risk assessment takes place on an annual basis and reviewed if any changes take place.
9. Regular checks are made of all doors, and escape routes, and ensure fire extinguishers have not been tampered with. A log book has been started to record tests and maintenance.
10. A fire alarm system was installed in February 2020 and is fully operational. Smoke alarms and carbon monoxide alarms have been fitted in each changing room and also in the main room / kitchen. There is also an air horn that can be used if a fire happens to alert people on the premises.
11. Emergency plans are in place for dealing with a fire situation and are given to all members of staff, building hirers and contractors.
12. Fire drills will be conducted on a regular basis. The 'responsible person' for user groups should also carry out fire drills with their specific attendees.

13. A fire safety training course took place for staff, village hall regular users and contractors in October 2018. This training included practice in the use of fire extinguishers.

In the event of suspecting or discovering a fire a person should:

- Raise the alarm shouting or by sounding air horn.
- Dial 999 – ask for Fire Brigade. A public telephone is available in Elizabeth Avenue.
- Leave the building using the nearest available exit route.
- Go directly to the open air.
- Close the door on the way out.
- Do not stop to collect personal belongings.

In the event of hearing a fire alarm a person should:

- Leave the building by the nearest available route.
- Go to the assembly point in the car park.
- The 'responsible person' should ensure that all persons have left the building
- Never re-enter unless instructed by a fire officer.
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Evacuation procedures for disabled and wheelchair users

- On hearing the alarm, the 'responsible person' will ensure that anyone physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuate the building by the nearest available exit and is assisted, if necessary, to the assembly point.
- Visual signs are situated throughout the building. Deaf or hearing impaired persons should be encouraged to advise other users likely to be in an isolated / quiet area in order that they may be notified in the event of a fire alarm being raised.