Parish Council

Facilities Fire Safety and Evacuation Plan

Updated April 2026

1. Hirer's Responsibilities

The Hirer or Tenant is responsible for ensuring the maximum numbers on the application for hire agreement are not exceeded.

Fire or appliances with naked flames are not permitted in or on any property subject to the Hire or Lease Agreement without the prior written consent of the Parish Council. **The Hirer or Tenant** will comply with all conditions attached to such consent.

No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Council. **The Hirer or Tenant** will comply with all conditions attached to such consent.

The Hirer or Tenant is responsible for ensuring that no exits or fire exits from or within the facilities are blocked inside or outside and that no chairs or obstacles are placed in the corridors, walkways or access areas leading to emergency exits and that fire appliances are not removed or tampered with.

All Hirers or Tenants are required to be familiar with the emergency evacuation procedure for the building (see below and Fire Action Notices) - and provide evidence of regular drills when requested.

All Hirers or Tenants are required to have their own up to date risk assessments covering their group and its activities, these to be produced on request.

All Groups and Tenants must have a responsible person appointed in charge of evacuation and the health and safety of its activities whilst on site.

In the event of a fire alarm being raised the **Hirer or Tenant** is responsible for ensuring safe and immediate evacuation of their group or activity.

Furniture and Furnishings

No furniture or furnishings may be brought into the facility either temporarily or permanent without prior written permission by the **Hirer or Tenant**. Permission will only be considered where current Fire Regulations can be met.

Electrical Appliances:

Must not be brought into the facility by the **Hirer or the Tenant** or any person on the **Hirers or Tenants** behalf either temporarily or permanently without prior written permission and all appliances must have a current portable appliance certificate.(PAT) Any items with a naked flame are prohibited.

Hirers and Tenants must comply with all current Health & Safety legislation.

2. Safety Instructions

At all times these premises are occupied, all access and egress doors must be available for use in an emergency and any doors locked with key must be unlocked (the use of padlock etc. is prohibited).
Doors marked **Fire Doors Keep Shut** must not be propped open unless an automatic fire alarm door release is fitted such as Door guard

If the kitchen is used to cook food, all doors and hatches leading to the kitchen must be **kept closed** during cooking times, unless fitted with automatic fire alarm door closers (such as Door guards).

The person in charge (**Hirer, Tenant or appointed Responsible Person**) must make themselves familiar with the fire instruction on the site, and they must ensure that any volunteers, paid workers or activity or service user are made aware of the instructions.

In the event of a **fire or similar emergency situation**, the person in charge and their staff must ensure that the building is immediately and safely evacuated and that the **emergency services** have been called.

All persons who are unfamiliar with the building should look around to check the whereabouts of **exits** from the building, where the fire **extinguishers** and fire alarm **call points** are.

When tables etc., are laid out in rooms consideration must be given to the provision of **gangways** between the rows which must be of sufficient width to allow access to disabled persons and wheelchairs, and especially egress in an emergency.

All **fire exits** must be kept clear at all times during the hiring.

Fire Extinguishers **must not** be used to prop open doors.

Please contact us immediately, **on the emergency numbers below,** when due to circumstances outside the control of the hirer:

- any fire door is unable to be opened in an emergency.
- any fire exits / or escape routes are not clear.

Upon Discovering a Fire - Raise the Alarm

This is normally done by breaking the glass on a fire alarm call point. Otherwise use any means available (this should be agreed at the commencement of any event)

Call the Fire Brigade - Dial 999 using a callbox or mobile or ask a local resident.

On Hearing the Alarm:

When you hear the alarm, leave the building as quickly as possible, using the nearest fire exit route. **Do not run or use any lift. Do not use mobile phones while evacuating.**

Please ensure you note Fire Assembly Point for each site:

- PTCC – Rear Carpark
- JMH – Front of building
- MCC – Carpark
- TRR – Public carpark

Note: Take personal belongings **only** if they are immediately available

Fire extinguishers are situated at each exit and should be used to maintain and / or clear the escape route if required.

Where there are controlled access doors if for any reason the door interlocks fail you must use the green break glass panels next to the doors to release the lock.

Disabled and Less Able-Bodied People

Should be given every assistance during the evacuation procedure to exit the building to the fire assembly point or to the designated safe refuge point. On the first floor of Pinetrees there is a Refuge Point at the top of each staircase with a Fire Telephone linked to similar ones downstairs so that communications can be made between those using the Refuge Point and Fire Officers.

Safety Is Everyone's Responsibility

It is essential that all individuals familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.

Contractors

On hearing the alarm, contractors working on site must immediately stop work and follow the Fire Evacuation Procedures.

Remember

Leave the building by the nearest exit:
Do not run, do not use mobile phones and do not use the lift. Keep calm

Take personal belongings only if they are immediately available.

Assemble at the Fire Assembly Point- and remain in your group.

Do not re-enter the building until authorised by a CSNPC staff member or a Fire Officer.

3. Fire Marshals

The site may not always be staffed full time and there will be periods when staff will not be on site, however if staff trained as Fire Marshals are on site they will act as fire marshals and will be identified by a florescent yellow jacket with Fire Marshal printed on back.

4. First aid

First aid kits are not provided for general use as highlighted in the **Community Hall Hire Booklet. Hirers and Tenants** should ensure that they have their own available and that it's use forms part of their risk assessment in line with the conditions of hire or lease.

First aid kits are situated in the main office and in the downstairs cleaner's cupboard, a **First Aid Eye Wash Kit** is situated in the upstairs cleaner's cupboard. These are provided for the use of staff or in emergency.

5. Smoking

All sites are designated smoking-free facilities.

6. Staff with designated responsibilities

Louise Whatley / Karen Stanners: Routine change of cooker hood filters

Louise Whatley / Karen Stanners
Monthly check of fire doors fitted with automatic closers.
Weekly check of fire detection and alarm system, including call points.
Monthly emergency lighting tests.

Louise Whatley / Karen Stanners
Monthly Fire extinguisher/blanket check.
Monthly check of external escape doors.
Monthly check of internal fire doors.
Overall responsibility as Centre Manager to ensure checks are carried out.

First staff member on duty: Carry out **visual health and safety check** of Centre and grounds using the appropriate tick sheet and agreed procedure including Lone Working Safe System of Work.

7. Emergency contact numbers - Call Out 01793 466499

8. Contacting/liaising with the emergency services:

The on-duty member of staff has the responsibility of contacting and liaising with the emergency services when they are on duty. If they are unable or feel that a more senior member of staff needs to be present, then they should contact the Centre Manager on 01793 466499.

A note **must** be written in the daybook provided with relevant bullet points until an Incident Form is completed.

9. Out of hours activations

The Fire Alarm is not monitored signs in the Centre's windows indicates that in an emergency 01793 466499 should be called out of hours.

10. Fire drills

Fire drills will be carried out every six months and recorded in the **Fire Safety Testing and Maintenance Logbook** situated in main entrance hall.

11. Designated persons for fire safety

All on-duty staff are responsible for ensuring that fire safety is maintained in line with this **Fire Safety and Evacuation Plan.**

The Centre Manager has overall responsibility to ensure compliance of this plan and that it is reviewed and kept fit for purpose.

12. Communication of fire safety information to visitors

As well as the Fire Action notices throughout the building information on fire safety is placed on the Centre's health and safety noticeboard in the café. Information is also provided to hirers in the Community Hire Halls Handbook that includes conditions of hire information and guidance and safety instructions.

13. How fire safety is communicated to staff/training

This fire and evacuation plan is to provide to all staff who must sign that they have received and understood its contents and how to implement it. Other information, policies and guidelines are posted in the main office on the Health and Safety noticeboard.

It is the responsibility of individual staff members and their line manager to ensure that they have undergone sufficient training in fire safety procedures to carry out their duties effectively and safely. This should be recorded in the Fire Safety Testing and Maintenance Logbook.

14. Evacuation assembly points

The Centre's evacuation point is to the west side of the rear car park, identified by large green Evacuation Point sign. **The Responsible Person** for each group/tenant/activity should ensure that they are aware of its position and make this known to users of their activity. Fire Action notices are also positioned throughout the building detailing the position of the Evacuation Assembly Point.

On arrival at the Evacuation Assembly Point, keep together and identify any missing persons attending your event and report immediately to the fire brigade.

15. Inspection, maintenance and testing of fire equipment

See above **Staff with designated responsibilities**

Fire extinguishers

The fire extinguishers are annually checked and maintained by Walker Fire.

Walker Fire carry out quarterly testing of emergency lighting and fire/smoke alarm reporting any defects so that maintenance can be carried.

Emergency repairs are dealt with by the Parish Council.

Cooker extraction, air conditioning are serviced annually.

Lift Servicing through Stannah.

16. Use of electrical appliances

See Electrical Appliances above

17. Sources of heat/ignition

No unauthorised sources of heat or ignition must be brought onto site without the express permission of the Council.

See under Hire's Responsibilities and Safety Instructions above for further information.

18. Any other information on fire safety

The Fire Zone Chart is located next to the Fire Alarm Panel just inside main entrance.

Keys to the Fire Alarm panel are kept in the key cupboard in the Main Office.

A fire blanket is provided in each of the two downstairs kitchens.

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