



Parish Council Office- The Pavilion- New Barn Close – Prestbury – Cheltenham – GL52 3LP

Prestbury Parish Council Fire Risk Assessment Policy

Date of policy: December 2023

Approving committee: Full Council

Reviewed every year

Review date: December 2024

Pavilion/Yard Emergency Procedures

The pavilion is used as an office with a maximum of 2 employees. There is a small meeting room behind the main office which is occasionally used for meetings for no more than seven people. There is a low-level risk of a fire starting in either the pavilion or the meeting room. There are smoke alarms fitted throughout the entire building and correct escape routes identified which are always kept clear. All staff are aware of the evacuation procedure and an action plan is located next to the exit door. Fire doors are not necessary in such small premises.

It is noted that the recycling box filled mainly with paper must be emptied weekly to reduce risk of fire.

The yard is used by the groundsman. The main garage door is to be kept open when the groundsman is in the yard as a means of escape in the event of a fire. Smoke alarms are not required in the yard as the groundsman is alert and familiar with the layout.

Little Explorers, who hire the main hall of the pavilion, have their own fire risk assessment policy. A copy is kept in the main office and is updated by the manager of Little Explorers annually.

Actions in the Event of a Fire

The fire and rescue team visited the pavilion on 17th November 2023 and completed a risk assessment in conjunction with the clerk and a fire certificate was issued. Procedure in the event of a fire:

- On hearing the call of an alarm all persons in the pavilion must immediately evacuate the building by the available signed exit route and assemble on or near to the tennis courts.
- The responsible person, the clerk if present, will encourage all to leave the building.
- If safe to do so, the responsible person shall shut all the windows and investigate the cause of the alarm.
- If a fire is confirmed the responsible person shall immediately call the fire brigade and account, at the assembly point, for all persons originally in the building.

Fire Fighting Equipment

The fire extinguishers are tested and maintained annually by a specialist contractor. Any fire-fighting materials that have been used will be replaced immediately.

Fire extinguishers are located by the main door and under the CCTV monitor in the main office and in the yard.

The foam fire extinguisher for use on wood, paper and textiles and flammable liquid fires.

The CO2 extinguisher for use on live electrical equipment and flammable metal fires.

All staff are trained in the use of fire extinguishers.

Assessment of Fire Risks and Control Measures

- Electrical equipment presents a very low risk. There is a separate policy and schedule on the maintenance of portable electrical appliances.
- Passageways, through-routes and exit points will be kept free of all combustible materials e.g. photocopier paper supplies, files etc.
- Flammable and hazardous chemicals are not permitted to be stored in the pavilion building.