

FIRE SAFETY POLICY

Last reviewed 20/06/2026

Policy Statement

1. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.
2. If a fire is discovered, the alarm will be raised immediately. This should be the first action taken upon discovery of any fire, however small.
3. All users of the pavilion are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. The pavilion management committee will always support users of the pavilion who raise the alarm in good faith, regardless of whether or not it is ultimately determined that a fire existed.
4. Responsibility for summoning the fire brigade is outlined in the fire procedures. The person responsible is the person who is in charge of the event taking place in the premises at the time.
5. The pavilion does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.
6. Immediate evacuation of the building must take place as soon as the alarm is raised. All occupants, upon evacuation, should report to the pre-determined assembly point, namely at the Frys Lane entrance to Everton Pavilion car park to the front of the building.
7. The person in charge of the event taking place should remain as calm as possible and help any event participants, visitors, disabled persons or contractors on the premises to evacuate.
8. Where possible and safe to do so, check all rooms (in particular toilets) to ensure nobody remains in them or are trapped.
9. Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the smoke/heat detector alarms should never be taken as an indication that it is safe to re-enter the building.
10. Event organisers should report any concerns regarding fire procedures, so the pavilion management committee can investigate and take remedial action if necessary.

Preventive measures

In order to control fire safety risks, Everton pavilion will carry out an annual review of its fire risk assessment.

We can only ensure the success of our fire safety policy with the full co-operation of all our users/hirers.

The aims of the fire risk assessment will be to:

- identify any fire hazards
- reduce the risk of those hazards causing harm to as low a level as reasonably practicable
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start.

The person responsible for carrying out fire risk assessment reviews is the chairperson of the pavilion management committee, namely Toby Sears.

The fire safety equipment will be serviced on an annual basis.

The company contracted to service the fire extinguishers is Fireguard Services tel: 01425 616139.

Protective measures

The pavilion will, in consultation with users and their representatives:

- a. ensure any deaf or hearing impaired persons on the premises are aware of the alarm being raised, and that disabled persons are given assistance to evacuate the building
- b. ensure hirers of the pavilion are aware of their responsibilities, in the event of fire, including:
 - i. summoning the fire brigade
 - ii. nominating people to supervise the evacuation assembly point
 - iii. liaising with the fire brigade upon arrival
 - iv. contacting the chairperson of the pavilion management committee, namely Toby Sears, tel: 01590 644269, to alert them to the situation.
- c. regularly inspect the means of escape
- d. arrange an annual test and inspection of fire-fighting equipment and fire warning systems

Procedures in the Event of Fire

1. Shout a fire alarm warning to other users of the pavilion upon discovery of any fire, however small.
2. Summon the fire brigade without delay.
3. Only attempt to extinguish a fire if it is safe to do so.
4. Evacuate the building as soon as the alarm is raised. Do not wait to conclude events or classes or to collect belongings.
5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
6. As you make your escape, close doors, particularly those designated as fire-resisting doors.
7. Report to the pre-determined assembly point. Do not re-enter the building until the fire brigade officer in charge declares it is safe to.
8. The lead hirer must check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly point.
9. The lead hirer needs to liaise with the fire brigade on attendance and arrange such assistance from the pavilion as the fire brigade may require.

Administrative Guidelines

Full records of fire precautions should be kept in the fire log. This information should be entered by the "responsible person" and should include:

- for smoke/heat alarm tests: the times and dates of tests
- for fire-fighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing

Training

All new management committee members and regular hirers should be encouraged to read the policy on fire safety. All management committee members and hirers should be aware of the procedures in case of a fire. Contractors must be informed of the fire arrangements on arrival at the premises.

The person responsible for organising and co-ordinating fire training is Toby Sears.

All new and existing management committee members and hirers should know:

- who is responsible for ensuring the correct fire procedure is carried out
- the location and usage of all fire extinguishers and where special extinguishers (eg those suitable for use on electrical equipment) are located
- the location of "break glass" key points
- the emergency fire evacuation procedures.

Monitoring and Review

The fire policy will be reviewed annually or after any fire-related incident or change in guidelines. All fire-related incidents, including false alarms and "near misses", should be investigated thoroughly by the pavilion management committee and the fire risk assessment amended as necessary. Professional fire safety advice should be obtained for this review where required.

Changes arising from the results of any review should be communicated to management committee members and all persons concerned.

Summary Policy Statement

In the event of fire, the three most important actions are the following.

1. To raise the alarm.
2. To summon the fire brigade.
3. To evacuate the building — attempts to extinguish the fire should only be made if it is safe to do so.