



FIRE SAFETY PLAN

This emergency plan has been developed following a fire risk assessment of Stimpson's Piece on 18th December 2013.

The purpose of the plan is;

- To ensure the safety of all persons in the event of a fire
- To ensure compliance with the Regulatory Reform (Fire Safety) order 2005
- To ensure adherence to official guidance and related standards

Copies of this plan will be made available to any person on request. Copies are kept by the Clerk to the Trustees and are available for inspection.

Address of premises to which this emergency plan relates	Stimpson's Piece Pavilion Bartle Court Reepham NR10 4LL
Occupiers of the premises	All users of the Pavilion. A list of all regular user groups and occasional hirers is kept by the Responsible Person at the Town Council Office, Church Street, Reepham, NR10 4JW, (01603) 873355.
Uses of the premises	Recreational.
Responsible Person	The Clerk (on behalf of the Trustees) has primary responsibility for building management, and is therefore the Responsible Person within the meaning of the regulatory reform (fire safety) order 2005. Telephone number (01603) 873355
Other responsibilities for fire safety	All user groups or individuals using the building at any time. The person in charge of the function or event is responsible for fire safety at the time of use and should nominate a responsible person for fire safety responsibility. The Person in charge will have received a copy of this Fire Safety Plan and will be familiar with the procedures. They will also have received a plan showing the location of fire extinguishers and emergency exits.
Fire warning arrangements	A fire alarm system with manual call points at all exits and heat and smoke detectors in all main and circulatory areas is provided. The system and installation conforms to the recommendations BS5839 Part 1 2002 and associated guidance. The general alarm signal is clearly audible throughout the premises.
Action to be taken by the Person in charge prior to the start of the event/ hire	The person in charge must check the following items <ul style="list-style-type: none"> • That all fire exits are unlocked • All escape routes are free from obstruction and can be safely used • That any fire doors are not wedged open • That exit signs are illuminated • That there are no obvious fire hazards on the premises
Action in the event of a fire	On discovering a fire, persons should immediately retreat from the fire, raise the alarm and evacuate. If they cannot reach an alarm call point then they should shout to raise the alarm and telephone 999 from a safe place. There is NO landline at Stimpson's Piece. Individuals and User

	<p>groups should be aware that mobile signal coverage is poor at the Pavilion and provision should be made for a working mobile phone to be available for use at all times. The nearest land line would be from a nearby house on Bartle Court.</p> <p>On hearing the alarm, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, and proceed to the assembly point as displayed on the fire action notices.</p> <p>Persons evacuating must</p> <ul style="list-style-type: none"> • Obey the Person in charge's instructions • Ensure others in the vicinity also evacuate • Assist any person who needs help, if it is safe to do so • Not stop to collect any personal belongings • Proceed directly to the assembly point and remain there until instructed otherwise <p>The Assembly point is at the far side of the car park opposite the pavilion. The person in charge needs to make people aware of any emergency vehicles that may be entering the site.</p> <p>The Person in charge will telephone the Fire and Rescue Service</p>
Emergency escape route	<p>Emergency escape routes are clearly signed. All users must keep safety and fire exits free from obstructions at all times.</p> <p>All users of the building should ensure that they are fully aware of both obvious/ familiar escape routes and alternative escape routes.</p>
Arrangements for fighting fires	<p>Firefighting equipment is provided as determined by fire risk assessment and maintained.</p> <p>Persons with no specific training are NOT expected to fight a fire, but all hall users should familiarise themselves with the location and basic operating principles of the equipment in case they need to use it (i.e. in order to effect their escape, if cut off by fire)</p>
Procedures for coordinating evacuation and for liaising with the Fire Brigade	<p>The Person in charge will control the evacuation and give the following information to the officer-in-charge of the first fire appliance to arrive</p> <ul style="list-style-type: none"> • Whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked • If there are any dangerous substances in the building that have been brought in temporarily • Where the seat of the fire is thought to be located; and the best route to get to trapped persons or the seat of the fire (a map of the building can be found in the entrance lobby)
Other key responsibilities in the event of a fire	<p>Persons leading or facilitating events have responsibility for ensuring that all persons present evacuate safely to the final assembly point and for reporting that the area is clear (or otherwise) to the officer-in-charge of the Fire Service</p>
Persons who are especially at risk	<p>At certain times young persons may be present, in the care of others. Sufficient relevant information must be communicated to young persons by the person in charge.</p> <p>The person in charge is responsible for the evacuation of any disabled people whom are likely to be present and nominate a person to assist if necessary.</p> <p>For regular hall users - Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating need to be considered and a personal emergency evacuation plan formulated.</p>
Presence of visitors, contractors, service providers etc.	<p>Building contractors, cleaners, staff and other visitors may be present from time to time.</p> <p>The Responsible Person will ensure that all contractors formally agree to all fire safety arrangements and are adequately informed and instructed, that safe systems of work are adhered to throughout and that all dangerous substances present and their exact locations are declared and made known to appropriate persons</p>
Specific arrangements, if necessary, for high fire risk area of the workplace and dangerous substances	<p>No areas of the building are considered high fire risk</p> <p>Small quantities of various cleaning products may be present in relevant areas and alcohol may be present in the bar store. No other significantly dangerous substances are normally present</p> <p>If any dangerous substances are brought into the building (e.g. by contractors) the following details must be given to the Responsible</p>

	<p>Person for each substance: Chemical identity and/or trade name, quantity, location, brief details of use and storage, Material safety data sheet, and name of person. These details will be held by the Responsible person. The person concerned must report when the substance has been removed</p>
<p>Arrangements for an emergency plan to be used by a hirer</p>	<p>The Responsible Person ensures that</p> <ul style="list-style-type: none"> • Procedures are in place to ensure that this plan, together with appropriate information and instruction, will be made available to any individual or organisation hiring, using or occupying these premises • Any occupancy or activity not adequately addressed by the current Fire Risk Assessment and arrangements will be suitably assessed, controlled and planned for, in advance of the event.
<p>Plans for when the fire alarm system or parts of, are out of order</p>	<p>The Responsible person is responsible for ensuring that planned temporary disablements (e.g. for building work) are risk assessed, authorised in advance, suitably monitored and minimised in extent and duration</p> <p>If any part of the fire safety system is identified as not working, the Responsible Person will make arrangements for repairs to be carried out and alternative arrangements to be put in place as necessary.</p>
<p>Fire information and instructions for Hall users</p>	<p>Information and instruction is conveyed to all hall users by the following means</p> <ul style="list-style-type: none"> • Fire Action Notices • Full fire emergency plan to be given to all Hall hirers <p>Persons leading or facilitating events must brief visitors on</p> <ul style="list-style-type: none"> • Action in the event of a fire and • Local fire safety features <p>At least at the start of each session or event</p> <p>A copy of this Fire Safety Plan document is available from the Responsible Person 01603 873355, in both electronic and hard copies.</p>
<p>Fire safety arrangements, drawings and plans</p>	<p>Locations of the following fire safety features are indicated on drawings and plans held by the Responsible Person</p> <ul style="list-style-type: none"> • Essential structural features, layout, escape routes, doorways, walls, partitions and corridors • Location of fire extinguishers & fire blankets • Manually operated fire alarm call point and heat and smoke detectors • The electrical supply intake, the main water shut-off valve and the oil supply valve <p>A copy of these fire safety features and their locations are held and displayed with the fire safety records in the main hall at Stimpson's Piece.</p>