

Ilmington Parish Council

Fire Safety Policy

Policy Statement

Ilmington Parish Council ("the Council") recognises the importance of fire safety in the workplace. Good fire safety practices prevent and reduce the risk of harm to employees, councillors, contractors, and members of the public who may be affected by Council operations or activities.

The Council has formulated this Fire Policy to comply with the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974 and other relevant legislation which outlines the responsibilities and duties of all people in the organisation.

Legislation

The Regulatory Reform (Fire Safety) Order 2005 applies to England and Wales and covers general fire precautions and other fire safety duties in non-domestic property.

The Order places duties on the 'responsible person(s)' to ensure so far as it reasonably practicable, the safety of employees and non-employees by putting into place general fire precautions, and conducting a fire safety risk assessment, to ensure that the measures are effective and adequate.

Responsibilities

The Council as the employer is the "Responsible Person" for purposes of the Fire Safety Order 2005 and is accountable for fire safety management of the facilities under its control.

The Council is committed to maintaining high standards of fire safety. We will do this by:

- (a) **Protecting people** – keeping employees, members of the public, contractors, and volunteers safe from the risk of fire on Council property or during Council activities.
- (b) **Maintaining a clear policy** – ensuring this Fire Safety Policy is comprehensive, regularly reviewed, and updated after any significant change that could affect its effectiveness.
- (c) **Providing resources** – allocating sufficient funding, staffing, training, and equipment to meet all legal requirements and our responsibilities.
- (d) **Working together** – co-operating with other organisations and duty holders to promote a consistent and effective approach to fire safety.

The Clerk is responsible for:

- (a) Preparation and upkeep of this Fire Safety Policy.
- (b) Provision of reports and recommendations which enables the Council to consider the removal or reduction of identified risks to an acceptable level.
- (c) Day to day oversight of the implementation of correct fire safety procedures.
- (d) Ensuring comprehensive induction training is given to new starters, and adequate supervision provided thereafter, on fire policy and procedures.
- (e) Reporting of fire-related incidents to appropriate organisations.

Note: Serious, wilful or persistent disregard of fire safety measures, legislation, regulations or policy will be treated as a disciplinary matter.

[Where appointed] the Caretaker is responsible for:

- (a) Familiarising themselves with and ensuring adherence to the Fire Safety Policy, fire legislation and organisational procedures.
- (b) Carrying out routine tests on the fire alarm system and precautions.
- (c) Checking equipment thoroughly to ensure it is safe to use and in good condition. This may include cleaning, maintaining and servicing the equipment if it is within the employee's job role, or arranging for it to be done by another party.
- (d) Completing the logbook and keeping it stored safely on the premises to which it relates (see [logbook](#)).
- (e) Reporting any faults found and concerns to the Clerk.

Everyone using Council premises are expected to:

- (a) Maintain good housekeeping – keep work areas tidy, dispose of waste properly, and make sure exits and escape routes are clear at all times.
- (b) Report problems – report any faults, defects, hazards or concerns about fire safety or fire equipment immediately.
- (c) Act safely – take reasonable care to avoid putting themselves or others at risk through their actions or inaction.
- (d) Follow procedures – co-operate with all fire safety measures and procedures put in place by the Council.
- (e) Know what to do – be familiar with the evacuation procedure, escape routes, and fire assembly point for the building they are in.
- (f) Assist others – help anyone who may need assistance, such as disabled persons, during an evacuation.

Note: Hirers will receive fire safety information with their booking confirmation.

Fire Risk Assessments

The Government's fire guidance confirms: "a fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises".

Fire Risk Assessments will be carried out by a competent and qualified external company. The initial risk assessment will be reviewed annually by the Council or appropriate Committee and revised on every fifth anniversary, or following any major changes on the premises which may include but is not limited to:

- (a) A change of work activities and any activities that take place within the premises.
- (b) Alterations to the building, both internal and external, including building layout.
- (c) A change to or addition of any hazardous substances used or stored on the premises.
- (d) Changes to the use, area, type or contents of any storage spaces or facilities.
- (e) Changes to the occupancy of the building, especially where this includes visitors with mobility or sensory impairments, or who may be vulnerable.
- (f) Changes to the management of the premises or organisation.

Recommendations given in the fire risk assessment must be completed within the given timescales, with higher risks given the highest priority to rectify.

Fire Action Plan

A Fire Action Plan sets out the action that must be taken by employees and volunteers in the event of a fire, and to ensure the safe evacuation of the building. The plan should be communicated to all employees and visitors.

The Fire Action Plan for Ilmington Pavilion is given at Appendix A.

Fire drills

Fire drills should be conducted in line with the requirements of the fire risk assessment.

At Ilmington Pavilion, due to the transient occupancy of the buildings, drills are not assessed as necessary as long as other fire risk assessment recommendations regarding procedures and information sharing are implemented.

Personal Emergency Evacuation Plans

All persons who require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP), which details special arrangements for them in the event of an emergency. PEEPs are particularly relevant for some people with mobility and/or sensory impairments (visual/hearing).

Any visitors to the Pavilion who may need a PEEP should make their needs known to the organiser / lead hirer of the activity. They are responsible for creating a PEEP, and storing it safely in line with data protection laws. The PEEP will need to be shared with relevant people who may need to assist that individual in an emergency.

Servicing and Maintenance

Fire safety equipment and critical equipment connected to the fire alarm must be serviced and maintained regularly by competent persons.

The Council will appoint a competent contractor to carry out the following duties:

- (a) Carry out Fire Risk Assessments
- (b) Service and maintain fire detection and prevention equipment (see table)
- (c) Maintain and test emergency lighting (see table)
- (d) Service and gas safety inspection of the LPG boiler
- (e) Fixed wiring tests every 5 years
- (f) PAT testing on electrical equipment at appropriate intervals.

The appointed contractor must record all tests, services, faults and corrective actions in the fire safety logbook or provide written records to the Council for inclusion.

Contractor duties are shown in bold in the service and maintenance summary below.

Other routine tests will be carried out by Council staff or volunteers.

System	Frequency	Method of Test
Fire alarm	Weekly	Test operation of different call points each week in rotation
Emergency lighting – function test	Monthly	‘Flick’ operation of test switch or circuit breaker
Emergency lighting – discharge test	6-monthly	Switched on and left for duration of battery (1 hour)
Fire extinguishers	Weekly	Check equipment is present and seals are intact
Fire extinguishers	Annual (5-yearly)	Service (extended service)
Fire doors	Annual	Check that door closers are working, seals are intact and doors undamaged.

Regular informal checks will be made while the building is in use, e.g. checking that the fire extinguishers are present, escape routes are clear, and doors are closed when leaving. Any concerns must be reported to the Clerk.

Record Keeping

The Fire and Rescue Authority is responsible for enforcing legal compliance and may inspect premises and undertake audits. They will expect to see various documents including:

- (a) the fire risk assessment,
- (b) the fire safety action plan,
- (c) a completed logbook (see [logbook](#) below), and
- (d) a record of any dangerous substances (see section on [COSHH](#))

Logbook

A logbook will be kept and stored safely on the premises to which it relates and will contain details (where applicable) of:

- (a) Fire alarm model details, testing, servicing, false alarm and evacuation events.
- (b) An up to date plan/drawing of the premises showing locations of call points, detectors and other fire safety components, e.g. a colour coded floor plan.
- (c) Emergency lighting testing and servicing.
- (d) Fire extinguisher inspection and servicing.
- (e) Emergency contact details for responsible people and key holders.
- (f) Fire maintenance company details and contacts.

COSHH

Substances potentially hazardous to health should be secured in a high level cupboard at all times when not in use .

The COSHH book must be kept up to date and reviewed annually, or when substances in use change, whichever happens sooner.

Note: Do not attempt to fight any fires in or around where COSHH is stored, or where the substances are in use.

Smoking Regulations

In line with the Health Act 2006 and Smoke-free Regulations, the Council ensures that the sports pavilion and all enclosed areas are smoke-free. The Council will:

- (a) Display no-smoking signs in the pavilion.
- (b) Take reasonable steps to make sure all everyone knows that smoking is not permitted inside the premises.
- (c) Ensure that no one smokes within the building.
- (d) Extend this policy to include e-cigarettes and vaping, which are not permitted inside the pavilion.

Monitoring

Monitoring of the policy and adherence to it, effectiveness of training and budget spent will be undertaken by the appropriate Committee, who may report their actions to full Council. The Clerk will be responsible for ensuring that monitoring of fire safety is part of the agenda.

The Clerk is responsible for overseeing the monitoring of day to day adherence to the policy and procedures, and should liaise with section managers to address any concerns.

Appropriate and realistic timescales must be put in place to address any shortcomings. The appropriate Committee must ensure that any remedial actions are carried out.

All serious fire safety incidents will be subject to investigation, with a report and findings presented to full Council.

Review

This policy will be reviewed annually by the Pavilion Committee, or sooner following:

- (a) Significant changes to the organisation, buildings, staffing or operations
- (b) An updated fire risk assessment
- (c) Changes of legislation
- (d) Serious failings of fire safety

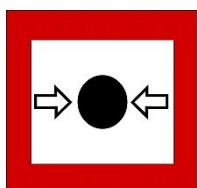
Following review, the revised policy will be issued to all staff.

This policy was adopted on 10 October 2025.

Annex A: Fire Action Plan



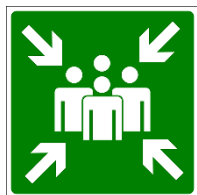
If you discover a fire:



Shut the door to the room and activate the nearest alarm point



Leave by the nearest available exit



Report to the assembly point which is

In the car park in front of the building.



dial 999

DO NOT panic, do not run.

DO NOT attempt to fight the fire unless you have been trained in the use of extinguishers and are confident the fire can be dealt with safely.

DO NOT return for any reason unless informed it is safe to do so.

DO report missing persons to a responsible person at the assembly point.

Our address:

Ilmington Pavilion
Mickleton Road
Ilmington
Shipston CV36 4JQ

W3W: celebrate.blanket.dozen

Annex B: Test Procedures

Testing the fire alarm

The alarm must be tested weekly, with each call point tested on rotation.

Make staff and visitors to the building aware that you are testing the alarm, so that they do not commence evacuation procedure.

Ensure that the alarm sounds promptly when the call point is tested.

Record details of the test and any findings in the log book.

If the test was not satisfactory, alert immediately the responsible person. Agree what the course of action will be, who is responsible for it and write this in the log book.

Testing the emergency lighting

Emergency lights must be tested monthly. Turn off lighting circuits one and two at the circuit board under the hob in the kitchen.

Make visitors to the building aware that you are testing the emergency lighting, so they do not panic when lights go out.

Ensure that the emergency lights have come on when activated.

Record details of the test and any findings in the log book.

If the test was not satisfactory, alert immediately the responsible person. Agree what the course of action will be, who is responsible for it and write this in the logbook.

Checking the fire extinguishers

All fire extinguishers (including blankets) must be checked weekly to ensure they are still in their correct location and have not been discharged or tampered with. Check that they are still within date and that any pressure gauges are within safe limits. Luminescent signage should be in place at each extinguisher location.

Record details of the inspection and any findings in the log book.

If the inspection was not satisfactory, alert immediately the responsible person. Agree what the course of action will be, who is responsible for it and write this in the logbook.

Final exit doors

All final exit doors should be checked weekly to ensure they are unobstructed and easy to operate in the event of an emergency. They should be in a serviceable condition and not require a key, code or specialist knowledge to operate.

Record details of the inspection and any findings in the log book.

If the inspection was not satisfactory, alert immediately the responsible person. Agree what the course of action will be, who is responsible for it and write this in the log book.