Culmstock Parish Council

Pavilion and Barbecue Area

Fire Safety Policy and Procedures

1. **Policy Statement**
   The Parish Council are committed to providing amenities for the residents of Culmstock and their guests that are safe to use and are assessed regularly to ensure they comply with current fire safety guidelines.

   Responsible Person
   The Chairman of the Parish Council is the Responsible Person as defined in the Regulatory Reform (Fire Safety) Order 2005.

   Part of their duty is to arrange for a regular review of the fire precautions for the Pavilion and Barbecue Area.

2. **Action in case of fire**
   Because the buildings are simple open structures there is not any fire detection equipment installed.

   If a fire breaks out all persons are to evacuate the building immediately and retire to a safe distance; a simple roll call should be undertaken to ensure everyone is accounted for. Ensure someone has dialled 999 for the fire service and if necessary, an ambulance.

   There is not any firefighting equipment provided and no-one should attempt to fight the fire before the arrival of the fire service.

3. **Users of the Pavilion and Barbecue Area**
   It is the responsibility of the user of the facilities to ensure that they are aware of the procedures in case of fire.

   No person under the age of 16 is allowed to use the barbecues.

   The use of a barbecue, including disposable barbecues, is not permitted in the Pavilion and its environs. The disposal of ashes from barbecues must only be put into the metal bins provided, all other waste must be removed from site.

4. **Fire Risk Assessment**
   The Parish Council will arrange for a suitably qualified fire risk assessor to carry out a formal review of the Fire Risk Assessment every three years; annually, a management review will be undertaken which can be carried out internally or by a suitably quailed person. Any significant findings will be acted upon within the relevant time period stated in the document.

   The annual management review should include a health and safety review of the area particularly the means of escape from the Pavilion.

   The fire risk assessment document will be held by the Clerk of the Parish Council and a copy will be made available to any relevant person.

5. **Testing and maintenance**
   There is not any equipment related to fire safety that requires regular testing and maintenance.

   The electrical wiring is to be tested by a competent electrician every five years or whatever period of time is dictated by regulation; any defects are to be rectified within the stated time period and the certificate held by the Clerk to the Parish Council.

6. **Responsibilities of Council Members**
   It is the responsibility of individual Council members to make themselves aware of the contents of this Policy document in order that they can advise villagers of the safe use of the area.

7. **Fire Training**
   There is not any need for formal fire training. Any changes to this policy should be promulgated to Council members.

8. **Contractors**
   Any contractor working on the buildings should be made aware of this document.

9. **Review Date**
   This policy should be reviewed annually alongside the annual management review of the fire risk assessment.

   Reviewed by: Culmstock Parish Council Date: 02/09/2026

   Next review due - September 2027