



Fire Safety Notes – FoHMP Pavilion (Rev May 2025)

The FoHMP Pavilion is a small four room building comprising one main room and separate Male, Female & Disabled toilets.

Smoking is not permitted within the Pavilion or toilet areas.

The Pavilion is not provided with a fire alarm; however, the main room is covered by two smoke detectors. Occupants of the Pavilion will be alerted by a shout of '**FIRE**' in an emergency.

Whenever the Pavilion is occupied, the vestibule gates (two in number) must be unlocked and secured in the open position. The double doors to the main room must be unlocked and remain in the open position.

It may often be convenient for the double doors to the main room to be closed to give a dark space when the room is being used for projecting images, or during cold weather.

The Shutters on the two windows can be raised by removing the padlocks on the shutters to allow natural light into the space. Keys are located in the key press which is under the control of the nominated person.

All groups using the Pavilion must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the Pavilion, the nominated person must have a mobile phone in case a call to the emergency services is required. The nominated person should make themselves familiar with the location of the exits from the Pavilion, the position of the fire extinguisher, and the position of the main electrical switch located in the plantroom (Keys are located in the key press). The designated assembly point for the Pavilion is The Picnic Area which is located at the far side of the Children's Playground

The vestibule gates (two in number) and exit doors, must be kept clear at all times so that everyone can escape unimpeded in the event of an emergency.

In the event of fire, the nominated person should shout to make everyone in the Pavilion aware. Everyone should leave the building by the nearest available exit. Under almost all circumstances the nominated person should be the last to leave the Pavilion. If there is

someone in the toilet the nominated person should bang on the door to alert them. Depending on the severity of the fire (bearing in mind that fires can accelerate rapidly) and the age and competence of the group using the Pavilion, the nominated person may decide to open the toilet door and accompany the other person out through the vestibule gates.

Only attempt to extinguish the fire using the fire extinguisher provided if it is considered safe to do so without taking any personal risks. (Extinguishers should only be operated by a trained person) If electrical equipment is burning the electricity supply to that equipment should be, if feasible, turned off locally by pulling the plug out of the wall. In many cases this will stop the fire with no further action being required. If the fire continues to burn, the fire extinguisher can be used.

Unless the fire has been fully extinguished, the nominated person should call the fire service by dialling 999, giving the address as Headstone Manor Park, Pinner View Harrow. HA2 6PX. If possible, a second competent person should be asked to stand by the entrance gate to the main car park to flag the fire service when they arrive. If it is feasible, this second person should be asked to open the height barrier and drop post to the main entrance to the park from Pinner View to allow the fire engine access to the Park. The nominated person should remain with the main group to ensure that none try to re-enter the building.

Any event requiring use of the fire extinguisher or calling of the emergency services should be reported to the Friends of Headstone Manor Park, Chairman Stephen Mills ([Email fohmrg@gmail.com](mailto:fohmrg@gmail.com)) Mobile 07944 413 494

Other safety notes

A first aid box is kept in the main room (located on the side of the cupboard above the sink unit). This must remain in the pavilion. If any item, however minor, in the first aid box is used the Friends of Headstone Manor Park, Chairman Stephen Mills ([Email fohmrg@gmail.com](mailto:fohmrg@gmail.com)) Mobile 07944 413 494 must be informed so that the kit can be topped up again.

When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilets. Only then should the window shutters be closed and locked ensuring the keys are returned to the key press. The double doors to the main room should be secured with the two padlocks and the vestibule gates secured with the two padlocks.

This document was updated and approved following a review on the 01st May 2025

Signed on behalf of The Friends of Headstone Manor Park

Stephen Mills – Chairman