



FIRE SAFETY POLICY

Aim

It is the policy of Bradwell Parish Council to protect the welfare of its staff, councillors, visitors and contractors against the incidence of fire by complying with Fire Safety Legislation.

This document provides a framework for the Management of Fire Safety. To plan, organise, control, monitor and review the protective and preventative measures in relation to Fire Safety.

The Fire Safety policy will be subject to review on an annual basis.

Procedures will be established for the safe evacuation from buildings and sufficient staff will be trained to implement these procedures.

Scope

1. Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005 The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006.

These Regulations replace all existing Fire Safety Legislation with a risk-based regime.

The responsibility for the safety of the occupants and those who might be affected by a fire rests with a defined 'Responsible Person'.

2. Duties of the Responsible Person

The Bradwell Parish Council Caretaker is to take such general fire precautions that are necessary to ensure the safety of employees, visitors and other relevant persons within and in close proximity to these premises.

3. Fire Precautions

- 1) It is the duty of Bradwell Parish Council to implement policies and procedures to:
- 2) Reduce the risk of and spread of fire.
- 3) Provide a secure and safe means of escape from the building at all times.
- 4) Provide efficient means of fighting fires.
- 5) Provide means for detecting and giving warning of fire, implement measure and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire,
- 6) Provide a suitable system of maintenance of all general fire precautionary arrangements
- 7) Manage the responsibilities of the Parish Clerk who administers and oversees the management of Fire Safety.



4. Employee's Responsibility Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee.

These responsibilities are: -

- 1) To make themselves aware of the location of the extinguishers and the information on the signs above them.
- 2) To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work.
- 3) To co-operate with Bradwell Parish Council in complying with Fire Safety Legislative requirements.
- 4) Inform Bradwell Parish Council of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the Parish Council's protection arrangements for safety.

5. Fire Risk Assessment

The Fire Risk Assessment has been conducted at these premises on behalf of the Responsible Person, by experienced and professional fire risk assessors and the following guidelines apply:

- 1) The Fire Risk Assessment will be reviewed six-monthly or following significant changes to the size, layout and use of the building.
- 2) Any temporary structure on site which carries a potential fire risk must be subject to a Fire Risk Assessment prior to its use.
- 3) The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.
- 4) Reducing the Risk and Spread of Fire Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated.
- 5) Taking account of the control measures in place, where applicable, the Fire Safety Manager, the Parish Clerk will maintain all reasonably practical measures to eliminate or control those fire hazards.
- 6) The risk of fire is to be reduced by the education of employees in Fire Prevention and the Fire Risk Assessment process through training or refresher updates.

6. Providing a Safe Means of Escape

A safe and secure means of escape from all premises will be maintained at all times and the following will apply:

- 1) During normal working hours the Fire Safety Manager and staff are to ensure that Fire Exit doors are always secured by quick release mechanisms and safely available for use when the premises are occupied.
- 2) These doors and the routes to them should be free from obstruction at all times.
- 3) In addition, the doors must be able to be easily opened without the use of a key regularly inspected and maintained in a good state of repair.



- 4) Any defects are to be reported to the Fire Safety Manager for action to be taken.
- 5) When the fire alarm has actuated, staff, Councillors and visitors are to be evacuated to the designated Assembly Point, which is currently by the first bench on Green Lane playing field and outside Leo Coles building.

7. Maintenance Procedures

- 1) It is important that the following maintenance procedures are identified and reviewed as dictated by the Policy.
- 2) Emergency Lighting Emergency lighting is provided in the premises and tested periodically by competent persons in accordance with BS 5266.
- 3) The results of the tests should be recorded in the Log Book kept by the Parish Clerk.
- 4) Fire Safety Signs Fire Safety signs are provided in buildings to indicate the Emergency Routes and Exits and clearly visible to all users of the building.
- 5) The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 :2002.
- 6) All emergency exit routes are to be identified with appropriate Fire Exit signs.
- 7) All Fire Exit doors display the appropriate Fire Exit sign above them.
- 8) Signs that show indications of wear are to be reported to the Fire Safety Manager.
- 9) Relevant fire extinguishers are provided and strategically sited throughout the buildings.
- 10) The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands.
- 11) All equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on.

8. Equipment Maintenance

- 1) Fire extinguishers are subject to a routine Maintenance Contracts.
- 2) The Maintenance Contractor must put a label on each extinguisher indicating their company name and telephone number.
- 3) Certificates of maintenance must be provided to the Parish Clerk.
- 4) In addition, all tests, defects and replacements are to be recorded in the Fire Safety Log Book.
- 5) The main purpose of this equipment is to assist in the means of escape of a person/s from the building and not to hinder any escape procedure.

9. Fire Detection and Warning System

- 1) This building is provided with an electrically operated fire alarm and detection system.
- 2) The system is subject to periodic testing and maintenance in accordance with BS 5389.
- 3) The results of the tests must be recorded in the Log Book.
- 4) Special instructions are issued for meetings of external parties such as all fire safety procedures and familiarity with the building.



- 5) The specific actions to be taken in the event of a Fire Incident are detailed in the brief within Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit.
- 6) The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.
- 7) No Councillor or member of staff must put themselves at risk.
- 8) If any of the occupants are unwilling to comply with the Fire Procedures, they will be asked to leave the site as this endangers other users of the premises.

10. Fire Safety Training and Review Procedures

- 1) Fire Safety Training of Employees Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations.
- 2) All new members of staff will receive basic training on commencement of employment and all members of staff will receive refresher subject to changes in Fire Safety Legislation and updates in the usage of equipment.
- 3) Practice fire drills should take place every six months with full Council and all staff in attendance.
- 4) The Fire Safety Manager should ensure that all staff are made familiar with the Fire Evacuation Procedures.

11. Review of Policy

This policy is to be reviewed on an annual basis by the Policies and Procedures Working Group to ensure the Policy and Procedures are up-to-date and effective.

Date Adopted _____ Signed Bradwell Parish Council Chairman

Date of Next Review _____