

## **FIRE SAFETY POLICY**

### **1 Elmstead Parish Council (EPC) Policy**

EPC is committed to providing a safe working environment for its staff, Members and visitors/customers. For this reason EPC has formulated this policy to facilitate compliance with EPC's legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order). The Health and Safety at Work etc Act 1974 and other relevant statutory provisions.

### **2 Policy Objectives**

- 2.1 To provide a safe and healthy working environment for all staff, Members and visitors/customers
- 2.2 To minimise the risks to EPC premises from fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order
- 2.4 To comply with the requirements of the Health and Safety at Work Act etc. 1974 the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations under the Fire Safety Order that requires EPC to:
  - 2.5.1 Develop a policy to minimise the risks associated with fire.
  - 2.5.2 Reduce the risk of an outbreak and subsequent spread of fire.
  - 2.5.3 Provide means of escape
  - 2.5.4 Demonstrate preventative action
  - 2.5.5 Maintain documentation and records in respect of fire safety management.

### **3. Responsible Persons**

EPC has appointed the Clerk and a Councillor as the responsible persons, duties are to ensure the safety of staff, Councillors and visitors/customers by:

3.1 Carrying out a Fire Risk Assessment.

The Fire Safety Risk Assessments will take into consideration everyone who may come into EPC premises, whether they are employees, Councillors, visitors or members of the general public. Particular attention will be paid to people who may have a disability or anyone with special needs.

3.2 Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.

3.3 Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations around the premises.

3.4 Preparing Personal Evacuation Plans for disabled persons (if relevant).

### **4. Fire Marshalls**

EPC will appoint competent persons to act as Fire Marshalls.

The Fire Marshalls' duties will include

4.1 Making contact with the emergency services

4.2 Assisting in evacuations/fire drills

4.3 Carrying out regular checks on all fire safety equipment including emergency lights and alarms

4.4 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable

4.5 The names and duties of all competent persons will be displayed on the safety notice board.

## **5. Communication**

- 5.1 EPC will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The Management of EPC will consult with employees on all relevant matters of fire safety policy and arrangements, and will ensure staff are kept informed of any changes that are made to fire safety procedures
- 5.2 EPC will also ensure that the evacuation procedures and assembly points are clearly on display about the premises.

## **6. Training**

- 6.1 Upon commencement of employment all employees will be given training on fire safety and will receive refresher training as appropriate.
- 6.2 All employees will be instructed to report any defective or missing equipment to the Clerk
- 6.3 All employees will receive instruction on their role in the case of an emergency.
- 6.4 It shall be EPC policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- 6.5 Further training may be required if there are any changes that may effect fire safety. All training will be provided during normal working hours, or by mutual agreement.

## **7. Equipment/Testing**

- 7.1 The fire evacuation procedures will be practiced every 3 months.
- 7.2 Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets may be made where deemed appropriate by the findings of the risk assessment.
- 7.3 All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturer's instructions.

- 7.4 An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the finding of the risk assessment. Alarm systems will be tested regularly. Staff and visitors will be told when tests are scheduled.
- 7.5 Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the risk assessment.
- 7.6 Operation of fire exit doors including any automatic closers will be tested and recorded in the fire log on a weekly basis.
- 7.7 Any other safety systems provided, such as emergency lighting and fire doors, will be checked regularly to ensure correct operation.

## **8. Procedures**

EPC has introduced the following procedures in order to maintain high standards of fire safety:

- 8.1 Emergency escape routes will be established and kept free from obstruction at all times, and fire exit doors kept in good working order with easy exit available at the times when the premises are occupied.
- 8.2 The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors.
- 8.3 Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire.
- 8.4 Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and emergency exit routes.
- 8.5 All machinery/plant will be tested in accordance with industry standards.
- 8.6 Flammable materials will be stored in accordance with the manufacturer's instructions and away from sources of ignition.
- 8.7 Waste material will be stored away from any sources of ignition.

## **9. Records**

EPC will record its staff training including fire drills, and the finds of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments.

EPC will keep the following records:

- 9.1 Records of weekly tests of fire alarms, fire exits.
- 9.2 Records of biannual inspections and tests of all fire fighting equipment.
- 9.3 Records of biannual tests of emergency lighting
- 9.4 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- 9.5 Records of inspection, risk assessment and maintenance of workplace and electrical equipment including PAT testing, storage of hazardous substances and other hazards identified with fire safety.

The Policy will be reviewed periodically and updated as necessary.

EPC endorses this policy and is fully committed to its implementation.

This policy was adopted by the Council at its meeting held on: 21st March 2019.

Minute Ref: 10/054iii).

For review: March 2020.