

FIRE SAFETY POLICY

Policy Statement

This Policy document is to be signed by the responsible person, of Stoke Golding Parish Council

Signed: S Beale

This Policy applies to all employees and volunteers of:

It is the Policy of the Stoke Golding Parish Council to protect the welfare of its employees, visitors, and contractors against the incidence of fire by complying with the Fire Legislation.

This document provides a framework for the Management and employees to plan, organise, control, and review the proactive measures in relation to Fire Safety. The fire safety policy will be subject to review on annual basis.

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

The Responsible Person Stoke Golding Parish Council will; ensure that all staff and visitors are aware of the arrangements for emergency evacuation through provision of information, instruction, and training as appropriate.

Fire Safety Legislation – The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2005. These regulations replaced 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 rests with a defined responsible person.

The Responsible Person is: Stoke Golding Parish Council

Duties of the Responsible Person

The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of the employees, visitors, and other relevant persons within and near these premise(s). The general fire precautions are as follows:

- Reduce the risk of and spread of fire,
- Provide and secure a safe means of escape from the building at all times,

Date November 2022

- Provide means of fighting fires,
- Provide means for detecting and giving warning of fire (if required)
- Implement measures and actions to be taken in the event of a fire by providing instructions and training of employees/staff and measures to mitigate the effects of fire,
- Provide a suitable system of maintenance of all general fire safety arrangements.

It is the policy of Stoke Golding Parish Council to carry out their responsibilities under the Regulatory Reform (Fire Safety) Order.

Management Responsibilities

The person(s) having responsibility for managing Fire Safety for this Pavilion is: **Sarah Beale**

It is the Policy of Stoke Golding Parish Council to appoint other persons who is in at least an administrative sense are responsible for localised Fire Safety Management. The Fire Safety Manager for this premise is Sarah Beale , the Deputy FSM is TBA.

Specific staff may or will be nominated to carry out particular tasks e.g. Fire Wardens/Marshalls (if required)

Employees Responsibilities

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions ay work,
- To co-operate with their employer in complying with Fire Safety Legislative requirements,
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire, and any shortcoming in the employer's protection arrangements for safety.

Fire Risk Assessment

A Fire Risk Assessment is carried out on the premise by experienced and qualified fire risk assessors and reviewed.

The Fire Risk Assessment will be reviewed on an annual basis or following significant changes to the size, layout, and use of the building.

Any temporary structure erected must be subject to a Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards/risks the means of escape are satisfactory for the numbers of persons likely to use it.

Reducing the Risk and Spread of Fire

Through the Fire Risk Assessment process, all fire hazards in the workplace are identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Fire Safety Manager will maintain all reasonably practical measures to eliminate or control those fire hazards/risks.

The risk of fire is to be reduced by the education in Fire Prevention and the Fire Risk Assessment process.

Providing a safe Means of Escape

A safe and secure means of escape from the premises will be maintained at all times. During normal working hours the Fire Safety Manager and staff are to ensure that Fire Exit Doors are unlocked, and available for use at all times the premises are occupied. The doors and the routes to them should be free from obstruction at all times. In addition, the doors must be easily opened without the requirement for use of a key, regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Fire Safety Manager for action to be taken.

When the fire alarm or notification of a fire is actuated, staff, visitors, other occupants are to be evacuated to the designated Assembly Point which is the car park

Emergency Lighting

Emergency lighting where installed was found necessary to provide sufficient illumination for persons to see their way out of the building in an emergency. The systems are to be tested monthly, six monthly and 3 yearly in accordance with the schedules set out in British Standard 5266. The results of the test are to be recorded in the Fire Folder.

Fire Safety Signs

Fire Safety signs are provided in buildings to indicate the Emergency Routes and Exits. The signs comply with Health and Safety (Safety Signs and Signals) Regulations 1996 And BS5499. All emergency routes are identified with appropriate directional Fire Exit Signs. All Fire Exit doors are displayed with appropriate Fire Exit signage. Signs that show signs of wear and tear are to be reported to the Fire Safety Manager.

Fire Fighting Equipment

Portable Fire Fighting equipment is provided and strategically sited throughout the premise. The types, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signage displaying the type of extinguisher and the category of fire they can be used on, Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire extinguishers are subject to a routine Maintenance Contract. The maintenance contractor will have a label on each extinguishing unit indicating s their name and telephone number and should be detailed in fire logbook, located in the Fire File. In addition, all defects, all test and replacements should also be recorded in the logbook.

Fire extinguishers are only to be used by persons who have received specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person or persons from the building. If a fire is discovered the main focus should be on the operation of the Fire Alarm (or if the building is not fitted with an alarm, alerting other occupants) calling the Emergency Services and initiating the Fire Evacuation Procedure.

Fire Alarm and Detection

If the building is installed with a Fire Alarm and Detection system. It is tested on a weekly basis by activating a different pre-selected Manual Call Point on a rotational basis. The results must be recorded in the Fire Logbook.

Emergency Plan

An emergency plan is provided for the building. The purpose of the Emergency Plan, is to ensure all members of staff are made aware of what to do in the event of a fire occurring and to ensure the safe evacuation of all persons from the premises. In the event of a fire, the building emergency plan is to be put into operation. All staff members have specific tasks to perform; these tasks are detailed within the buildings Fire Evacuation Procedure. The emergency plan will be subject to an annual/regular review.

Fire Procedures

The specific actions to be taken in the event of a fire incident are detailed in brief within the Fire Action Notices sited adjacent to every manual call point and emergency exit. The notices provide brief information to the occupants of the building on actions to take in the event of a fire and location of the Assembly Point.

Specific provisions are provided on how to evacuate persons who may be disabled from the building in the event of Fire Incident.

No member of staff must put themselves at risk. If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the building.

Fire Safety Training of Employees

Fire safety training will be arranged and conducted to comply with current Fire Regulations. All new members of staff to the company will receive fire safety training/instruction on commencement of employment. All members of staff will receive training on annual basis.

Fire Drills

The process of Fire Drills and Evacuation should be taken seriously by all personnel and the Fire Safety Manager should ensure that all staff are made familiar with the Fire Evacuations procedures.

To ensure staff are capable of dealing with full evacuation of the premise(s). The Fire Safety Manager will ensure a Fire Drill is carried out at least twice a year. All records of the Fire Drills should be recorded in the Logbook and kept in the fire file.

The date, time, names of staff in attendance and how long the evacuation took to complete must be recorded. If any issues occurred during the evacuation these will also be recorded.

Smoking

Under no circumstances are staff, visitors or any other person permitted to smoke in the premise(s). Smoking must be conducted away from the premise(s) or within the appropriate designated smoking area if provided.

No smoking signs must be visible in specific locations sited throughout the premise(s).

Policy Review

This fire safety policy is to be reviewed on an annual basis by the Responsible Person to ensure the Policy and Procedures are up-to-date and effective.

Adopted November 2022

Date November 2022