

YAXLEY PARISH COUNCIL

FIRE ACTION PLAN

Date September 2020

Approved Personnel Committee November 2020

INTRODUCTION

The need to manage fire risk and ensure the safety of employees whilst at work and the safety of other relevant persons in the premises or in the vicinity of the premises is a legal requirement.

EMPLOYEES' DUTIES

All employees have a duty to take steps to ensure that they do not place themselves or other at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices. They are also expected to co-operate fully with the Parish Council in complying with any procedures that may be introduced as a measure to protect the safety and well being of staff, hirers and visitors.

The Clerk is the "responsible person" for the Amenity Centre (excluding the Workshop/restroom), Pavilion and Queens Park Hall. The Clerk is also the Warden for the Amenity Centre with the Office Administrator as Deputy. The Grounds Maintenance Supervisor is the "responsible person" and Warden for the Workshop and restroom.

All hirers are provided with instructions with regard to the position of emergency switches, the method of entry and exit by normal and emergency exits. Assembly points are displayed in the halls.

All fire related equipment is regularly serviced and maintained. If any employee/regular hirer notices that fire safety equipment is defective or missing, they should report it to the Clerk immediately. A Fire Risk Assessment of the facilities was carried out in June 2017 and this will be reviewed every three years or more frequently if there are any changes that will impact on its effectiveness.

PROCEDURE

1 RAISING THE ALARM

It is imperative that all staff/hirers recognise the importance of raising the fire alarm in all instances of fire or suspected fire. The Amenity Centre/Queens Park Hall and Workshop have automatic fire detection systems but if there is a smell of smoke or burning within the premises and a fire is not apparent or the fire alarms have not been activated then an initial short search of the area, if safe to do so, should be carried out. This search should last no longer than 3-4 minutes. However, if the smell cannot be explained then proceed with raising the alarm.

2 BREAK GLASS OF NEAREST BREAK-GLASS POINT

The fire alarms have fronts manufactured to break at the slightest pressure using a thumb or an object.

3 ATTACK THE FIRE WITH AN EXTINGUISHER ONLY IF SAFE TO DO SO AND YOU HAVE BEEN TRAINED APPROPRIATELY

As a reminder the hydrospray extinguishers are general purpose – for burning liquids but are not suitable for electrical fires. Carbon Dioxide cylinders are for burning liquids or electrical fires. All fire extinguishers are labelled to clearly show how to use them and what materials they can be used on.

4 LEAVE THE BUILDING AND REPORT TO THE ASSEMBLY POINT IN THE CAR PARK NEXT TO THE ENTRANCE TO THE RECREATION GROUND

On hearing the Fire Alarm, leave the building using the nearest available fire exit **closing all doors on the way out** and report to the **Assembly Point** where your Warden will **register you as being present**. Only open doors that you need to open when leaving the building.

Ensure that provision is made for the safe evacuation of physically or sensory impaired personnel (including pregnant women) from the building.

If there is smoke, the air is clearer nearest the floor so if there is smoke keep as low as you can. Remember that smoke is poisonous and can kill you.

If your escape route is blocked you may have to react in a different way, you may be able to escape through a window if you are on the ground floor.

If you have to break the window use a heavy object to hit the glass at the bottom corner and make safe the jagged edges with a coat.

If your escape route is blocked and you cannot use a window you need to keep as safe as you can in the building. Gather together in one room and choose a room with a window and a telephone if possible. Close the door. Put coats around the bottom of the door to block smoke.

As a last resort open the window and call for help. It is important to let people know you are there. Stay by the window and lean out to breathe if you need to. Keep drawing attention to yourself.

The Responsible Person will take note of any absentees from each of the Wardens and will establish whether it is a genuine fire or a false alarm.

5 CALL 999

When you have reached the Assembly Point, ensure that the Designated Person has called the fire and rescue service. Speak slowly and clearly, give the whole address of the premise, if possible explain what is on fire and whether there is anyone known to be in the building. **DO NOT GO BACK INTO THE BUILDING FOR ANYTHING.**

6 RE-ENTRY OF THE BUILDING

Do not re-enter the building until you have been instructed to do so.

7 TESTING

The fire alarms are tested on a Thursday afternoon. It is not necessary to follow the fire action plan when this happens unless the alarm persists beyond 30 seconds.

8 LOG BOOK

A record of the dates of all tests, checks and servicing activities is maintained in the Council's offices.