

YAXLEY PARISH COUNCIL

FIRE SAFETY POLICY

Date Nov 2016

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Dec 2018 (no change)

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POLICY STATEMENT

The issue of Fire Safety is taken extremely seriously and we will strive to ensure that Parish Council and its employees comply with the Regulatory reform (Fire Safety) Order 2005.

The Parish Council will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects. These include staff, visitors and contractors but exclude fire fighters in the pursuance of firefighting.

Staff should be aware it is a criminal offence not to consider theirs and others fire safety whilst at work and breaches will be dealt with in a robust manner by management.

RESPONSIBILITIES

THE RESPONSIBLE PERSON

The responsible person retains overall responsibility for policy and management of fire and under the Regulatory Reform (Fire Safety) Order 2005 designated as the "Responsible Person".

The Responsible Person has delegated the following roles:

Item	Task	Position or name
1	Ensuring all exits are available and useable during time people are in the premises (recommended daily)	Caretaker
2	Firefighting equipment is in place and undamaged (recommended weekly)	Caretaker
3	Staff have received induction training	Clerk/Grounds Supervisor
4	The daily check of the fire alarm	Caretaker
5	The weekly test of the fire alarm	Office Administrator/ Supervisor
6	The monthly test of the emergency lighting	Grounds Supervisor
7	Completion of the Fire Risk Assessment	Clerk
8	Ensuring the fire alarm, emergency lighting and firefighting equipment (and other safety measures if found) is serviced by a competent person	Clerk
9	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	Caretaker
10	Ensuring portable electrical appliances are maintains as required (PAT)	Clerk
11	Ensuring fixed electrics are inspected at least once every five years	Clerk
12	Completion of refresher training	Clerk

13	Completion of an annual fire evacuation drill	Clerk
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ALL STAFF

All staff members have a responsibility for their own and others fire safety. They should report any possible dangerous issues to the Clerk for action.

Staff are forbidden from carrying out actions that could compromise their or others fire safety and where staff are found to carry out such actions they may be subject to disciplinary proceedings.

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.

FIRE STRATEGY

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety.

The evacuation procedure is for all persons to evacuate immediately.

The type, number and level of fire safety measures will be decided by the Fire Risk Assessment (FRA) and shall be carried out by a competent person.

Whilst management accepts there is a legal duty to ensure there is some persons trained in the use of firefighting equipment they do not encourage the fighting of fires by staff and actively discourages the fighting of fires by any guests unless they have received training. Staff will receive fire safety training but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

The Council's fire strategy concentrates on life safety and not property protection.

FIRE RISK ASSESSMENT (FRA)

Management will employ a competent person to assist them with their duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment will be completed for each facility.

A hard copy of the FRA will be held on site in a safe place.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects. The assessment considers life safety and not property protection.

The assessment will provide a list of Significant Findings These are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be investigate.

Any Significant Finding will be prioritised within the FRA Action plan.

The Responsible Person is responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

TESTING AND MAINTENANCE

FIRE ALARM AND DETECTION

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1:2013) by a competent person.

The alarm will be inspected daily by staff to ensure it is showing a healthy supply (green light on panel).

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

EMERGENCY LIGHTING

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested monthly by the Grounds Maintenance Supervisor using a suitable test key or by isolating (using the local light circuit breaker) the lights.

The system will be serviced annually by a competent firm of engineers in accordance with BS 5266 Pt 1:2005.

Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

PORTABLE ELECTRICAL EQUIPMENT

The portable electrical equipment within the building work areas will be checked to ensure it is fit for purpose and in a safe condition. The equipment shall be tested in accordance with HSE guidance.

PORTABLE FIREFIGHTING EQUIPMENT

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by a firm of competent engineers in accordance with the manufacturers instructions and the BS 5305 Pt 3.

MEANS OF ESCAPE

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

RECORDS OF TESTING & MAINTENANCE

Management to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills.

Records must be kept on site with the following information:

Date of test
Item tested
Result of test
Action taken
Person completing test

In the case of staff training records they should be retained on site for a period of 5 years. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.

STAFF TRAINING

All staff will be given induction training when employed: this will take place on their first day of employment and will encompass:

- Action to take on discovering a fire or hearing the alarm
- Knowledge of firefighting equipment
- Location of exits
- Assembly points
- Where necessary, nominated key staff will receive additional training providing detailed knowledge on the installed fire safety measures and use of firefighting equipment.

Continuation training should be completed as appropriate.

EVACUATION DRILLS

It is anticipated this will take place without visitors. The drill should take place at least annually and will be recorded and documented.

POLICY ON FIREFIGHTING

Staff members who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however they must not do where they would put themselves or others at risk of harm from the fire or its effects.

Visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out at their own risk.

Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP'S)

All staff known to have a disability will have a PEEP completed on them.

The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability or illness.

The PEEP should not disadvantage the employee in their job role but ultimately the purpose of the PEEP is to ensure the safety of the employee and if no reasonable solution can be found to ensuring the safety of the person a restriction in their location within or on the premises may have to be considered.

When completing a PEEP the Manager should speak to the person involved to discuss:

- What fire safety issues present problems
- How serious are the problems
- How can they be overcome

Where it is recognized an employee has a disability that may affect their escape from the building the Responsible Person should consider discussing with them how they can be assisted

CONTRACTORS ON SITE

Any contractors invited on site to carry out authorised repairs must provide onsite management with a method statement stating how the work is to be safely completed. This must include a section on fire safety

Any contractor invited on site to complete “hot work” (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire

All such contractors must bring their own firefighting equipment on site suitable for the hazard they are introducing as specified in their risk assessment

All such firefighting equipment must be in service (within one year). When the contractors have set up to work, on site management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement

On site management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff and/or visitors

RELEVANT LEGISLATION

Regulatory Reform (Fire Safety) Order 2005