

## Fire Safety Policy

1. It is the Council's policy to prevent the outbreak of fire on our premises, so far as reasonably practicable and to put in place measures to protect our staff, customers, the public and visitors in the unlikely event of a fire.
2. The Town Clerk has overall responsibility for putting this policy into effect, although all managers and employees have responsibilities for assisting the Council in its aims.
3. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that we may introduce to protect the safety and well-being of our staff and visitors.
4. The Council will achieve its policy by:
  - a) arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review. Fire Risk assessments will be reviewed every two years and will be redone every four years.
  - b) implementing the recommended fire safety measures arising from the assessment
  - c) ensuring that all exits and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors
  - d) ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms and emergency lighting
  - e) instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate
  - f) arranging for the testing and maintenance of fire safety, electrical and gas installations and equipment
  - g) ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection
  - h) training staff on fire safety procedures
  - i) keeping staff informed of any changes that are made to our fire safety procedures
  - j) ensuring that all visitors to our premises have signed in
  - k) undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented.
5. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits, and evacuation routes are always clear and that no combustible or flammable materials are stored in corridors or on stairs.
6. Failure to comply with this policy will be treated as a disciplinary matter and dealt with under the Council's disciplinary procedure.

## 7. Fire safety arrangements

This section of the policy sets out the way in which we will comply with our duties under the **Regulatory Reform (Fire Safety) Order 2005**.

	<b>FIRESAFETY ISSUE</b>	<b>TASK</b>	<b>PERSON/S RESPONSIBLE</b>
A)	Fire procedure	An up-to-date evacuation procedure is documented in the office and available for staff	Maintenance Manager
		Ensuring that there is a means of checking visitors have left the building (e.g. register, visitor badges)	Maintenance Manager
		Co-ordinating with other organisations which share the premises	Maintenance Manager
		Ensuring that a special evacuation risk assessment is completed for any member of staff needing assistance or special arrangements to aid evacuation	Maintenance Manager
		Annual review of this fire safety policy	Deputy Town Clerk
B)	Emergency contacts list	Keeping an up-to-date emergency contacts list and ensuring it is readily available	Town Clerk
C)	Out of hours response to alarm	Ensuring that the out of hours emergency procedure is kept up to date with appropriate persons allocated to respond to out of hours call outs, e.g. in event of an alarm	Town Clerk
D)	Smoking	Ensuring compliance with smoke-free legislation, i.e. signage and no smoking rules	Maintenance Manager
E)	Fire officer visit	Completing details of any visit by the fire authority using the fire safety officer inspection document	Maintenance Manager
F)	Fire Alarm	-Arranging servicing of alarm by competent contractor  -Weekly test by operating a different call point each time, pre-warning staff of the test, checking alarm audibility and completing the fire alarm system check	Maintenance Manager

		sheet.	
G)	Electrical systems and equipment	Arranging inspection and test of the electrical installation every five years (offices) or three years (industrial)) and completing the electrical equipment check sheet	Maintenance Manager
H)	Lightning protection	Arranging annual inspection of lightning protection	Maintenance Manager
I)	Gas/Boiler equipment	Arranging annual service of gas-fired equipment	Maintenance Manager
J)	Fire Extinguishers	Arranging for annual servicing of extinguishers	Maintenance Manager
K)	Monitoring	Undertaking checks of escape routes and completing the escape route check sheet	Maintenance Manager
L)	Staff training and drills	-Conducting six monthly fire drill and recording details on the fire drill observation sheet  -Ensuring that all new starters receive fire safety instruction, all staff receive annual refresher training and completing the fire training and instruction record sheet.	Maintenance Manager
M)	Contractors	Ensuring that contractors working on gas and electrical systems are suitably qualified	Maintenance Manager
		Completing construction/refurbishment fire safety checklist when such works are taking place	Maintenance Manager