



Fire Safety Policy

1. Purpose

The purpose of this Fire Safety Policy is to ensure the safety of all staff, members, visitors, and contractors within Aylesham Parish Council's offices. This policy sets out the responsibilities and procedures to reduce the risk of fire, and to provide a safe and effective response in the event of a fire.

2. Scope

This policy applies to all individuals who work in, visit, or use the facilities of Aylesham Parish Council offices located at Aylesham House, Dorman Avenue South, Aylesham, Kent CT3 3AD.

3. Policy Statement

Aylesham Parish Council is committed to maintaining a safe environment by taking all reasonable steps to prevent fire and ensure appropriate fire safety arrangements are in place. Compliance with the Regulatory Reform (Fire Safety) Order 2005 is a legal requirement and a priority.

4. Responsibilities

4.1 Fire Warden/Responsible Officers

- Ensure a Fire Risk Assessment is carried out and reviewed annually or when significant changes occur.
- Maintain all fire safety equipment, alarms, emergency lighting, and signage.
- Conduct weekly fire alarm tests.
- Organise regular fire drills (at least bi-annually).
- Ensure staff receive appropriate fire safety training.

- Liaise with the Fire Service when necessary.

4.2 All Staff & Councillors

- Know the fire evacuation procedure and location of fire exits.
- Report any fire hazards immediately to the Chief Executive Officer or Deputy Officer.
- Do not obstruct fire exits or fire-fighting equipment.
- Participate in fire drills and training sessions.

5. Fire Prevention Measures

- Electrical equipment is checked and PAT tested annually.
- Flammable materials are stored safely and in line with fire regulations.
- Smoking is permitted within the outside designated area only.
- Heaters and cooking appliances are used responsibly and never left unattended.

6. Evacuation Procedure

- On hearing the fire alarm, all occupants must evacuate immediately via the nearest fire exit.
- Do not stop to collect personal belongings.
- Assemble at the designated fire assembly point: Outside the front entrance gate.
- Do not re-enter the building until told it is safe by the Fire Service or the Responsible Person.

7. Fire Fighting Equipment

- Fire extinguishers are available in key locations and should only be used if it is safe to do so.

- Fire alarms are tested weekly, and a log is kept.

8. Training

- All staff, including new starters, will receive fire safety awareness training.
- Fire drills will be carried out at least bi-annually and recorded.

9. Review and Monitoring

This policy will be reviewed annually or following any significant change to operations, layout, or legislation.

-End of Policy-

Date of policy adoption	May 2025
Review Date	May 2026
Next Review Date	May 2027