

BOURTON ON THE WATER PARISH COUNCIL

FIRE SAFETY POLICY

**THE GEORGE MOORE COMMUNITY CENTRE
MOORE ROAD
BOURTON ON THE WATER
GLOS GL54 2AZ
("the Premises")**

Policy Statement

Bourton-on-the-Water Parish Council takes the issue of fire safety extremely seriously and this policy has been formulated to assist the organisation in compliance with its legal obligations to staff, tenants, visitors and contractors under the Regulatory Reform (Fire Safety) Order 2005 ("the Order") and any other relevant fire safety legislation.

The Responsible Person

Bourton on the Water Parish Council has appointed a 'Responsible Person' who is charged with the responsibility of ensuring the safety of the staff and any person who may come onto the Premises and of anyone not on the Premises, but who may be affected.

The Responsible Person is the Clerk to the Parish Council. The Clerk reports to the George Moore Community Centre Committee in matters relating to fire and building safety. The Assistant Clerk and Caretaker are responsible for the day-to-day running of the Centre and the regular in-house statutory checks and testing such as weekly fire alarm testing.

Fire Risk Assessment

The Responsible Person must ensure that competent persons carry out a Fire Safety Risk Assessment. The Fire Safety Risk Assessment will be completed by a competent contractor at reasonable intervals (eg every 3 years) or if there is a reason to believe that it is no longer valid. For example, following changes to the building or a fire. The Fire Safety Risk Assessment must take into consideration everyone who may come onto the Premises, whether they are staff, tenants, visitors, members of the public or contractors. Particular attention will be paid to people who may have a disability or anyone with special needs.

Any recommendations made in the assessment will be reviewed and acted upon by the Clerk and George Moore Centre Committee.

The Fire Risk Assessment produced by the competent contractor will be reviewed annually by the Clerk and George Moore Community Centre Committee to ensure any changes have been considered and recorded.

Fire Wardens

Bourton on the Water Parish Council's Fire Wardens are the Clerk, Assistant Clerk and Caretaker. The Wardens, in the event of a fire, must:

- Follow the Emergency Plan procedure
- Dial 999
- Assist in evacuations

The Fire Wardens will complete a sweep of the ground floor of the building to ensure that all persons have evacuated. The routes will depend on which staff are available as follows:

One member of staff: To sweep Windrush Room, Salmonsbury Room, kitchen, café, toilets and disabled toilets.

Two members of staff: One to sweep the main toilets and exit the building at the library end. The second to sweep the Windrush Room, Café, Kitchen, Salmonsbury Room and toilets and exit via the side door.

Three members of staff: One to sweep the main toilets, the second to sweep the Café, Kitchen and Windrush Room and exit via that fire door. The third to sweep the disabled toilet and Salmonsbury Room and exit via the side door.

The above arrangements may need to be adjusted according to the location of the fire or suspected fire.

The Fire Wardens are based on the ground floor and are not expected to go upstairs to the first floor to sweep for safety reasons. First floor tenants are requested to knock on the door of the other flat as a reminder for the occupants to evacuate.

Training

A fire safety briefing for the GMCC will form part of the induction training for new members of staff. Fire Awareness training will be provided for all staff and Fire Warden training will be provided for all relevant staff. Practical Fire Extinguisher training will be made available to staff, councillors and tenants periodically. Refresher training will be provided at reasonable intervals.

Competent Person

Bourton on the Water Parish Council will appoint a competent contractor to carry out the following duties:

- Carry out Fire Risk Assessments
- Service and maintain fire detection and prevention equipment
- Maintenance and testing of emergency lighting
- Fixed Wiring Tests every 5 years
- Annual PAT testing on electrical equipment
- Annual Landlord's Gas Safety Certificates
- Periodic inspection and testing of the Lightning Conductor

A contractor will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. In addition, they will need to hold suitable Public Liability Insurance.

The above tests and checks will normally be arranged by the Assistant Clerk in collaboration with the Clerk. Certificates and recommendations for further work will be reviewed and further actions recommended by the Clerk for approval by the GMCC Committee. Large projects to be by the agreement of full Council.

Documentation & Records

Bourton on the Water Parish Council keeps records to prove that it has acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time in the office.

The Fire Safety Policy, accompanying documentation:

- Fire Emergency Plan including evacuation procedures.
- Copies of risk assessments.
- Records of fire training.
- A record of fire drills (at least two per year).
- Records of weekly tests and checks of fire alarms, call points, fire doors and signage.
- Record of annual inspection and testing of all fire fighting equipment.
- Records of periodic tests of emergency lighting.
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified on the Fire Risk Assessment.
- Records of any unwanted alarm activations and action taken.
- Plans of Bourton on the Water Parish Council's building.
- Records of Tenant H&S and Fire Safety Procedure.
- Parish Council signing-in and out book for office staff, councillors, parish council visitors and contractors.

Duties of Staff and Tenants

All staff and tenants 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 in complying with any procedures that Bourton on the Water Parish Council may introduce as a measure to protect the safety and well-being of all staff, tenants, contractors and visitors to the Premises. It is the responsibility of all tenants to ensure all members of their staff and visitors are familiar with the Evacuation Procedure and Fire Assembly Point location displayed within all accommodation areas.

Communication

Bourton on the Water Parish Council will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety. It will also ensure that all tenants, contractors and visitors to the premises are briefed in the evacuation procedures and are made aware of, and familiar with, all available escape routes.

It is the responsibility of all commercial tenants to ensure that their staff and visitors are made aware of the building's fire evacuation arrangements and that individual tenants appoint their own Fire Warden to assist with evacuation from their individual premises. As part of this, tenants are required to maintain their own signing-in record for staff, volunteers, visitors and contractors for use by their representative Fire Warden at the Fire Assembly Point in the event of an evacuation.

Room Hirers are issued with information and instruction on Fire Safety within their hiring documentation and will be expected to make arrangements to comply with evacuation procedures during the working day and outside of Parish Office opening hours when no staff are present.

The Council's staff will be required to be familiar with the Fire Emergency Plan and will receive appropriate training in order to implement the Plan in the event of an emergency. Outside of office hours the Chairman or Vice Chairman will be expected to attend the

George Moore Community Centre to respond to fire alarm activations if contacted by a tenant or hirer present using the number provided. Alternative arrangements will need to be in place during holidays and illness.

Procedures

Bourton on the Water Parish Council has introduced the following procedures in order to maintain high standards of fire safety:

- The fire evacuation procedures will be practiced twice per year, with advance notification to all tenants.
- All common escape routes will be kept in good working order and free from obstruction and combustible materials at all times. To be continually monitored by the Assistant Clerk and Caretaker. Escape routes which form part of tenanted areas should be kept clear and regularly checked by the tenant.
- Fire fighting equipment will be provided.
- All fire related equipment will be regularly serviced and maintained by a competent contractor.
- An appropriate fire detection and alarm system has been provided.
- Emergency lighting has been provided for escape routes where applicable.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of the regular maintenance schedule.
- All staff and tenants are required to ensure that any fire door provided remains closed at all times unless a 'Dorgard' retaining device is fitted.
- Appropriate signs and notices will be displayed in common areas, giving clear instructions to staff, tenants and others in the event of a fire.

This Fire Safety Policy will be reviewed annually and updated as necessary.

Date of Council approval: 8th June 2022

Date of next Review: 7th June 2023