

# **Farnsfield Parish Council Fire Safety Policy**

## **Purpose of this document**

This document explains Farnsfield Parish Council's policies and its approach to its responsibilities for fire safety as defined under the Regulatory Reform (Fire safety) Order 2005. These regulations replace all existing fire safety legislation with a risk-based regime.

Staff, councillors and hirers should understand and apply this policy and any other documents referenced in it and refer any concerns to the Clerk or to Council.

These policies apply to all premises owned by Farnsfield Parish Council

- Village Centre
- The Acres football pavilion
- The Old Gaol.

## **Policy statement**

Our policy in relation to fire safety is

- to ensuring that premises are compliant with fire safety regulations
- to carry out fire risk assessments of premises and review the risk regularly, usually annually
- tell staff and hirers about the risks identified
- put in place, and maintain, appropriate fire safety measures as identified in our risk assessments
- plan for an emergency by preparing an Emergency Plan and keeping it up-to-date
- provide staff and hirers information, fire safety instruction and training
- reduced the risk of fire by raising the awareness of hirers and staff in fire prevention
- evaluating, removing or reducing risks e.g. safe storage of dangerous substances.

Our risk assessment has identified that the upper floors of the Village Centre are not suitable for non-ambulant (wheelchair bound) persons due to the limitations of the exits and therefore our policy is that wheelchair bound persons are restricted to using our ground floor.

Farnsfield Parish Council has a no smoking policy which applies to the inside and outside areas of our premises and includes e cigarettes. Smoke machines, flares or fireworks are not allowed.

## **Responsibilities**

The responsibility for the safety of the persons using our premises rests with Farnsfield Parish Council as the defined Responsible Person. However the Village Centre is not staffed and does not have fire wardens. Rooms are let, usually to regular groups, and it is the person in charge of the group who is responsible for the safety at their event. The person in charge needs to have read and understood the Emergency Plan provided as part of their hire agreement.

Additionally, the person in charge of a group must make sure that a Personal Emergency Egress Plan (PEEP) is prepared in consultation with the individual and with Farnsfield Parish Council for any-one that needs help in getting out of the premises, bearing in mind that if there is a fire the ramp access at the rear of the building might not be accessible from all parts of the premises.

The Clerk to the Parish Council has day-to-day responsibility for fire safety and is responsible for making sure staff and hirers are suitably trained and understand their responsibilities. Training is provided at induction for new staff and hirers and reminders given annually. Training of staff and hirers is recorded in the Fire Safety Log Book

Staff have responsibilities under the Regulatory Reform (Fire Safety) Order 2005

- to take reasonable care for the safety of themselves and others
- to co-operate with their employer in complying with fire safety legislative requirements
- inform the employer of any situation that would represent a serious and immediate danger to the safety of person's from fire and any shortcoming in the protection arrangements for safety.

## **How we manage fire safety**

### **Detection, warning and fire fighting**

This building is provided with an electrically operated fire alarm and detection system.

Fire extinguishers and fire blankets appropriate to the type of risk are provided and strategically sited. Equipment is provided with signs displaying the type and the category of fire they can be used on. Extinguishers are on wall brackets or stands.

Fire doors must be kept shut and not wedged open as they are important for containment of fires.

Fire extinguishers are only to be used by persons who have specific training. Their main purpose is to assist in the evacuation from the premises. If a fire is discovered the main focus should be on the operation of the fire alarm, calling the emergency services and initiating the Emergency Plan.

### **Exits**

Hirers, staff and contractors must ensure that fire exit doors are unlocked and available for use when the premises are in use so that there is always a safe and secure means of escape. Fire exit doors and the routes to them must be kept free from obstruction. Fire exit doors must be able to be easily opened without a key, regularly inspected and maintained in a good state of repair.

Emergency lighting is provided in all premises.

Fire safety signs are provided to indicate the emergency routes and exits. All fire exit doors display the appropriate fire exit sign above them.

### **Fire Drills**

The Clerk will ensure that a fire drill is carried out at least twice a year. Farnsfield Parish Council's policy is to carry out more frequent fire drills as there are 4 distinct zones to the building used by a number of different groups.

### **Maintenance and checks**

Maintenance contracts are in place for the fire alarm systems and all associated equipment such as detectors, lighting, fire fighting equipment.

The fire alarm and emergency lighting is tested every week.

Maintenance and test results are recorded in the Fire Safety Log Book. Outstanding issues raised during the maintenance or during in-house testing is flagged to Council at the next meeting.

### **Fire Procedures & Emergency Plan**

Emergency Plan's for our premises are provided and made available to all staff, hirers and contractors. The purpose of an Emergency Plan is to ensure all staff, hirers and contractors are made aware of what to do before and during an event, in the event of a fire or emergency incident occurring and to ensure the safe evacuation of everyone from the premises. The Emergency Plan is reviewed periodically.

The specific actions to be taken in the event of a fire or emergency incident and the location of the Assembly Points are detailed in the Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit.