

Asfordby Parish Council Fire Safety Policy

This document explains Asfordby Parish Council's responsibilities for fire safety as set out in the Regulatory Reform (Fire Safety) Order 2005 which put in place a risk-based regime.

It is our policy to take fire safety seriously and to fulfil our responsibilities to our employees, and to those using our buildings by ensuring that premises are compliant with fire safety regulations, are safe to use and that procedures are in place if there is a need to evacuate. Specific responsibilities are detailed below. We have a no smoking policy at all of our premises and smoke machines, flares or fireworks are not allowed. We aim to review our fire risk assessments annually or when there is a significant change if sooner.

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

Responsibilities

Asfordby Parish Council is the "Responsible Person/Duty Holder" for the Village Hall and its environs, and has overall responsibility for fire safety. Our Administration Manager has operational responsibility for health and safety including fire safety.

Council Members

- Asfordby Parish Council is an employer and building owner and council members are responsible for monitoring that fire risk assessments are suitably completed and that they are kept up to date.
- Based on the findings of fire risk assessments, council members need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

The Administration Manager

The Administration Manager is responsible for

- Keeping themselves, the facilities officer and members up to date with changes in legislation or guidance.

The Estate Manager

- Has responsibility for ensuring employees are suitably trained and understand their responsibilities and that training is recorded in a Fire Safety Log Book.
- Ensuring that appropriate fire drills are carried out at our premises and recorded in a Fire Safety Log Book.
- Ensuring that monthly checks on fire safety equipment are completed and recorded in a Fire Safety Log Book.
- Ensuring that fire risk assessments are completed by a competent person and that the reports are presented to Council promptly.
- Ensuring that staff and users of premises are told about the risks identified and about progress against any actions identified.

- Ensuring that suitable Emergency Evacuation Plans are in place agreed by all users so that everyone understands 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 are in place for all buildings and are reviewed periodically. Note that in premises with simple layouts the Emergency Evacuation Plan may be no more than a fire action notice.

Person in charge when our premises are hired:

As our premises are not staffed and do not have fire wardens it is the **person who contracts the hire of the premises who is responsible for their groups safety**. The person in charge needs to have read and understood the Emergency Evacuation Plan and Guide to Fire Safety (provided as part of their hire agreement).

They must make sure that a Personal Emergency Evacuation Plan (PEEP) * is prepared in consultation with the above individual and Asfordby Parish Council for any-one that needs help in getting out of premises in the event of a fire or emergency incident.

Employees

Employees are responsible for

- Undertaking suitable training in fire safety when asked to.
- Taking reasonable care for the safety of themselves and others.
- Complying with fire safety legislative requirements by, for example, keeping exits clear and avoiding the build up of rubbish.
- Informing the caretaker of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the protection arrangements for safety.

How we manage fire safety

Management of fire safety will follow the recommendations in Fire Risk Assessments and will include the following preventative measures implemented by Council.

- Fire safety signs will be provided to indicate emergency routes and exits.
- All fire exit doors will have the appropriate fire exit sign displayed above, will be easily opened without a key, regularly inspected and maintained in a good state.
- Signs displaying the extinguishers will have signs to indicate the type and the category of fire.
- Fire alarm systems and all associated equipment such as detectors, lighting, firefighting equipment will be checked periodically and tests and results will be recorded in the Fire Safety Log Book. This includes periodic tests by independent competent persons and more frequent tests by council staff. **Fire alarms will be tested every week, and emergency lighting will be tested monthly**. Fire drills will be carried out at least twice a year.
- Where fitted Dorguard TM mechanisms will be checked periodically to make sure they are operating correctly, and the batteries are charged.

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