



Sprotbrough and Cusworth Parish Council

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DOCUMENT TITLE

Fire Safety Policy and Procedures

ADOPTION DATE

17th December 2020

DOCUMENT AIM

Sprotbrough and Cusworth Parish Council are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of Individuals.

POLICY

1. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

2. Communication

All employees will be kept informed either directly or via the Clerk to the Council of any relevant changes to fire safety procedures or fire risk assessments.

3. Procedures

The following procedures are in place to ensure high standards of fire safety:

Fire Risk Assessments

Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. This may include alterations to the premises or new work processes.

Staff Training

The fire evacuation procedure will be practised at least every 6 months. A record will be kept of the date and the time taken to evacuate the buildings.

Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes.

Regular staff will be given annual refresher training.

Escape Routes

All escape routes shall be clearly signed and kept free from obstructions at all times.

Escape routes shall be checked weekly by the designated building fire marshal or their 'responsible person'.

The fire evacuation procedure set out in Appendix A below are posted prominently throughout each premise.

Fire Fighting Equipment

All fire extinguishers will be serviced and maintained annually.

If any employee notices defective or missing equipment they must report it to the Clerk/ Deputy Clerk.

Fire Alarm Systems

Alarms are checked every 6 months by a specialist company and tested weekly by the buildings fire marshal or responsible person.

Near miss procedure

The Parish Council maintains a record of any incident that occurs that had the potential to cause a fire. This will be used as part of future risk assessments to ensure measures are put in place to prevent a potential incident of that type occurring in the future.

Emergency Lighting

Emergency lighting is checked every 6 months by a specialist company and monthly by the buildings fire marshal.

Fire Doors

Fire doors are to be kept closed at all times. They are to be inspected every 6 months by a specialist company and monthly by the buildings fire marshal.

Electrical Safety

Sprotbrough and Cusworth Parish Council abides by the Electricity at Work Regulations 1989 by ensuring all electrical equipment within buildings is safe to use.

This is achieved by:

- Use within the manufacturer's instructions
- IT equipment serviced by Mat and Mouse

- Electrical equipment PAT Tested by the senior site supervisor.
All electrical equipment is to be turned off at the mains sockets at the end of each day.

Gas and Electricity testing

The Parish Council undertakes annual testing of the Goldsmith Centre, Anchorage Pavilion and Newlands Pavilion gas equipment by a competent company. Electrical equipment testing is undertaken every three years by a competent company. Records are maintained centrally of the testing schedule.

Cooking

Where kitchen facilities have been provided, cooking should not be left unattended, equipment is to be turned off after use and toasters (where present) should be cleaned of crumbs etc regularly.

Portable Heaters

The use of portable electric heaters must be strictly controlled.

Where temporary heating is provided in the form of portable heaters these should not be positioned under desks or near furniture.

Combustible items or refuse must not be stacked or placed near them.

All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, or visitors.

They must not be positioned on escape routes.

Housekeeping and Storage of Combustibles

Care be taken to ensure that combustible items (paper, card, clothing, wood), are kept away from all ignition sources and that any refuse or recyclable materials are disposed of frequently to secure external bins.

The storage of large quantities of paper records, especially if not filed in proprietary cabinets increases the fuel loading & fire hazard.

The means of escape provision is the most important Fire Safety requirement and should be maintained and protected at all times. Poor housekeeping can impede egress during an emergency.

Items that are a source of fuel, (paper, card, clothing, furniture, wood), or pose an ignition risk, and likely to increase the fuel loading or spread of fire, should not be located on any corridor, stairway or circulation route.

Windows and Doors

Staff should ensure all windows and doors are secured and shut at the end of each day. This helps reduce the risk of fire spreading as well as reducing the risk of arson through any open window.

Assisted Evacuation

The Clerk will specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate

the premises. Where appropriate, a PEEP (Personal Emergency Evacuation Plan) will be developed.

Visitors and Contractors

All visitors must be logged into the Visitors Book (located in the Parish Council office) on arrival on site and will be accompanied by a member of staff at all times throughout the duration of their visit.

Smoking Policy

There is a strict no smoking policy throughout all areas of the building which is to be adhered to by every member of staff.

Smoking is only permitted within designated areas.

E-Cigarettes & Chargers

The use of E-Cigarettes is not permitted in any area of the building including the outside garden.

Event/function fire safety procedure

As part of the conditions of hire for an event/ function taking place within or on Parish Council property fire safety information is provided to the hirer including all relevant information relating to fire evacuation.

Procedure for greeting the fire service

In the event of the fire alarm being raised whilst a member of staff is within the building, they will meet the fire service and provide them with the information contained within the fire safety folder including a basic plan of the building identifying high risk areas, the location of the firefighting equipment and escape routes. Where a member of staff is not within the building the lead hirer will be responsible for providing this information to the fire service and should contact the on-call caretaker as soon as safe to do so.

5. Review

A regular review of this policy will be carried out to ensure all areas are been met and enforced as appropriate with any deficiencies to be addressed appropriately.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role.

Fire Evacuation Procedure

For: Sprotbrough and Cusworth Parish Council
Fire Marshalls: Emma Garner, Tom Hinds, Jim Latham

Sprotbrough and Cusworth Parish Council fire procedures will be made available to all staff and included in the induction of all new starters.

Hirers should ensure that they & their group members are aware of;

- The need to sound the alarm by a 'break glass' alarm point if a fire is discovered;
- The need to evacuate the building immediately if a fire bell sounds;
- The need to assist anyone with a disability;
- The location of the fire exits;
- The need, if safe to do so, for someone to call the fire brigade;
- If or when safe to do so, the hirer should call the on-duty caretaker and advise them of the situation.

Hirers are recommended to keep a register of attendance for each session which can be referred to for roll call purposes if required.

Actions on Discovering a Fire

- Raise the alarm by operating the nearest fire alarm call point or other means.
- Trained personnel (Fire Marshals) to tackle the fire with fire extinguishers only where appropriate.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- Fire Marshal/ lead hirer to ring 999 when safe to do so.
- You must remain at the assembly place and ring the on-duty caretaker if they are not present.
- Return to the building only when authorised to do so.

Actions on Hearing the Fire Alarm

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan. (PEEP)
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

Fire Marshals

In the event of a fire where a designated fire marshals is in the building; they should take charge and lead in the evacuation by:

- Ensuring all staff are ushered quickly and safely from the premises.
- Check store rooms, toilets etc are clear.
- Close windows and doors on the way out if safe to do so.
- Ensure all staff/visitors have made their way to the assembly point.
- Take a roll call.
- Liaise with Fire Service on their arrival providing them with as much information as possible.

Escape Routes

The designated escape route(s) for these premises are; Main Entrance. Committee Room entrance, Kitchen and doors from Main Hall to rear garden.

Fire Extinguisher Points

The fire extinguisher points for these premises can be located in the main hall, kitchen and committee room.

Fire Alarm Call Points

The Fire Alarm call points for these premises can be located in the main hall, kitchen and committee room

Assembly Point

The designated assembly point is in the main car park to the front of the building All staff should make their way to this point upon the alarm been raised. Visitors will be escorted.

IMPLEMENTATION

All staff and Councillors and hirers have a responsibility to ensure the policy is implemented within existing resources.

MONITORING

The Policy will be monitored by the Clerk and reported back to the Parish Council and Performance, Review and Staffing Committee where appropriate under the terms of the policy.

REVISION DATE

Policy reviewed August 2024
Next review date August 2025

RELATED POLICIES AND STRATEGIES

Health and Safety Policy
Risk Management Policy
Risk Assessment

Signed.....

Group.....

Date.....