

Kirkham Town Council Fire Safety Policy

1. Introduction

1.1 The need to manage fire risk and ensure the safety of employees whilst at work and the safety of other relevant persons in the premises or in the vicinity of the premises is a requirement under both fire and safety legislation.

This policy sets out clearly how the Town Council will achieve this and what it expects its employees to do to assist.

2. General Statement

2.1 Kirkham Town Council is a responsible employer and takes its fire safety duties seriously. This policy is implemented to assist the Council, as far as it is reasonably practicable, to comply at all times with The Regulatory Reform (Fire Safety) Order 2005 as well as the Council's other legal obligations towards its staff and visitors. Due to its importance, this fire safety policy also forms part of the Council's overall health and safety policy.

3. Legal Requirements

3.1 The primary legislation applicable to fire safety is the Regulatory Reform (Fire Safety) Order 2005. However, the following legislation is also relevant:

- (a) Health and Safety at Work Act 1974
- (b) Health and Safety (Safety Signs and Signals) Regulations 1996
- (c) Management of Health and Safety at Work Regulations 1999
- (d) The Building Act 1984, Building (Amendment) Regulations 2012: Circular 02/2012

4. Employees' Responsibilities

4.1 Kirkham Town Council as the employer is the "Responsible Person" for purposes of the Fire Safety Order 2005. The Town Clerk, is appointed as the Fire Safety Manager (FSM) for the council and will have overall responsibility for fire safety matters at all the council facilities.

4.2 The Fire Safety Manager will:

- (a) Co-ordinate the implementation of fire safety measures.
- (b) Ensure that staff training is undertaken, in a timely manner, and is formally recorded.
- (c) Ensure the standard of fire precautions is maintained.
- (d) Organise a fire evacuation drill every six months.
- (e) Ensure that fire action notices are suitably sited and kept up to date.
- (f) Ensure all fire safety equipment is being maintained.
- (g) Keep necessary fire safety records maintained and available for inspection by any enforcement authority.
- (h) Provide a written report to Kirkham Town Council on an annual basis.

- 4.3** All employees have a duty to take steps to ensure that they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices. They are also expected to cooperate fully with the Council in complying with any procedures that may be introduced as a measure to protect the safety and wellbeing of staff and visitors.

5. Communication

- 5.1.** Members and Staff will be kept informed by the Town Clerk, of any changes that are made to the Council's fire safety procedures and significant findings from fire risk assessments. The Council will also ensure that all visitors to its premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

6. Procedures

- 6.1** The following procedures have been introduced in order to maintain high standards of fire safety:

- (a)** A fire risk assessment has been undertaken under the Fire Safety Order which will be reviewed annually. However more frequent reviews will be undertaken if there are any changes that will impact on its effectiveness. These may include alterations to the premises or new work procedures.
- (b)** The emergency fire action plan and the fire evacuation procedures will be reviewed and practiced at least annually and a record of fire evacuation drills will be kept.
- (c)** The Fire Safety Management Policy will identify the specific roles and responsibilities of all staff.
- (d)** A Fire Safety Book will be kept containing the following documents which are available for inspection if required:
 - (i)** Fire procedures and guidance
 - (ii)** Fire safety risk assessments
 - (iii)** Examinations, inspections and tests carried out on fire fighting and detection equipment, emergency lighting and alarm systems
 - (iv)** Records of fire evacuation drills
- (e)** Training will be provided as necessary to all staff with additional role-based training being given to any staff with extra fire safety responsibilities, such as fire marshals and fire safety assistants, which may include the use of fire extinguishers.
- (f)** All new members of staff and temporary employees will be provided with fire safety training at induction including how to raise the alarm and the available escape routes.
- (g)** All emergency exits will be clearly signed, unlocked (except when fitted with approved emergency door release mechanisms) and kept free from obstructions at all times.
- (h)** All fire related equipment will be regularly, checked, serviced and maintained, a record will be kept of such checks. If any employee notices fire safety equipment is defective or missing, they must report it to the Fire Safety Manager, otherwise known as the Town Clerk.
- (i)** The fire alarm system will be tested weekly, and a record kept of such tests and note made of any anomaly. A sign will be used to inform staff and users when a test is scheduled.

- (j) Any other fire safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting, fire extinguishers and smoke detection. Records will be kept of all checks.
- (k) When public events take place, that are outside normal day-to-day operations, the Town Council will ensure an equivalent level of fire safety exists during the period in which the event takes place by requiring users to be aware of and comply with the Council fire safety policy and emergency procedures.

This policy forms part of an employee's condition of employment. Failure to comply will be treated as a disciplinary matter.

7. Actions to be taken in the event of a fire:

7.1 On discovering a fire:

- (a) If you discover a fire raise the alarm immediately by operating the fire alarm system.
- (b) If you have been trained and feel that it is safe to do so, attempt to extinguish the fire using the equipment provided.
- (c) If this fails, ensure that no one is left in the room and close the doors and windows behind you. Then evacuate immediately to the Assembly Point.
- (d) Ensure that you or the designated person has called the fire and rescue service.
- (e) Play your part in the roll call so you are safely accounted for.

7.2 If you hear the Fire Alarm:

- (a) Operate any essential shut down devices e.g. machinery.
- (b) Immediately leave using the nearest available fire exit.
- (c) Report to the designated Assembly Point for a roll call.
- (d) If you are with a visitor, ensure they accompany you.

7.3 Fire Marshals/Safety Assistants Duties:

- (a) Ensure all staff and visitors around you evacuate the building and proceed to the Assembly Point.
- (b) Report to the Fire Safety Manager, or deputy, noting any absentees

7.4 Fire Safety Manager

- (a) Gather all information regarding the evacuation.
- (b) Assess if it is a genuine fire or false alarm by checking the fire panel, located in the entrance hall.
- (c) Ensure that in event of any fires that the fire and rescue service has been called.
- (d) Liaise with the fire and rescue service Incident Commander on their arrival, giving full details of the fire, including names of any persons believed to be missing.

8. Fire Safety Log Book

8.1 The Fire Safety Log Book will contain: -

- (a)** The Fire Risk Assessment.
- (b)** The Fire Safety Policy.
- (c)** The Emergency Fire plans.
- (d)** Up to date floor plans of all premises.
- (e)** A record of those persons appointed as Duty Officer, Fire Marshals or Fire Safety Assistants and their respective roles and training.
- (f)** The content, frequency and dates of any training undertaken.
- (g)** The frequency and dates of all tests, checks and servicing activities.
- (h)** A record of any dangerous substances, and where they are stored.

Appendix A

Checklist for First Day Fire Safety Instruction. Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- (a)** Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- (b)** Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building and going to the assembly point.
- (c)** Describe and walk the escape routes and alternative escape routes and show the operation of any push bars or exit fittings.
- (d)** Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Explain how to contact the fire brigade, that an automatic call is not always made and where the nearest telephone point can be found. Give clear instructions of location of the facility.

Appendix B

Checklist for persons hiring the council premises. Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- (a)** Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- (b)** Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- (c)** Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- (d)** Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Explain how to contact the fire brigade, that an automatic call is not always made and where the nearest telephone point can be found. Give clear instructions of location of the facility.

Appendix C

Staff & Hirer Induction Confirmation

I know the location of the fire alarm call points and the way they operate.

I know that my first action on discovering a fire is to raise the alarm even if the fire is small.

I have been told the fire alarm is a repeated bell. When it sounds, I know what action to take, in particular leaving the building with any colleges or members for which I am responsible and going to the assembly point.

I know and have walked the escape routes and alternative escape routes that the member of staff is likely to need to use and shown the operation of any push bars or exit fittings.

I have been shown the location of the fire extinguishers. I know I should only use them if I have been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

All users are to keep a register of persons attending their meetings, for the propose of a roll call at the fire assembly point, in case the premises need to be evacuated.

It is the hirers responsibility to inform persons attending their meetings, the fire evacuation procedure for the building

Regular hires shall carry out a minimum of one fire evacuation drill per year and record these drills, as required under the Fire Risk Assessment 2017 & The regulatory reform (Fire Safety) order 2005 article 21

I have been shown Kirkham Town Councils Fire Safety Policy.

I have received a FIRE INDUCTION and agree to follow Kirkham Town Councils Fire Safety Policy.

Organisation:

Name:

Signed:

Date: