

COUNTESTHORPE PARISH COUNCIL

FIRE SAFETY POLICY

POLICY

This POLICY applies to all employees, visitors, Councillors, hirers, contractors and sub-contractors of Countesthorpe Parish Council, Countesthorpe Village Hall and Library.

PROCEDURES

Applicable to:

- Employees
- Councillors
- Visitors and Hirers
- Contractors carrying out works

HAZARD

Burns, asphyxiation, death.

FIRE DRILL

A fire drill will be carried out twice a year and the results recorded.

FIRE MARSHAL

Fire Marshal responsibilities will be designated to ensure that there is a trained member of staff present at all times.

Cover includes, The Parish Council Manager, The Assistant Parish Council Manager, The Head Groundsman, The Assistant Groundsman, and the Bar Supervisor.

TRAINING

Training will be provided to the designated Fire Marshals every three years.

All other staff will be trained on the Fire Escape procedures, etc on recruitment with a refresher every three years.

FIRE RISK ASSESSMENT

The Parish Council's Health & Safety Advisor will monitor on a bi-annual basis that the Fire Risk Assessment is being adhered to and have implemented any recommendations from the H&S Advisor's inspection.

FIRE SAFETY RECORDS

All Fire Safety Logs including the Fire Risk Assessments, alarm tests, fire fighting equipment checks, etc will be maintained (for a period of 7 years – check disposal record)

ESCAPE ROUTES AND EXITS

All escape routes and exits are clearly signed and will be kept free from obstruction at all times, to ensure the safe evacuation from the building.

An inspection will be carried out each day to ensure that the routes are clear.

EMERGENCY LIGHTING

All emergency lighting will be checked on a monthly basis with a six-monthly service by a recognised contractor and the results recorded.

FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be provided in appropriate places within the premises, according to the fire risk posed. All fire fighting equipment will be checked on a regular basis and will be serviced and maintained on an annual basis by a recognised contractor and the results recorded.

ELECTRICAL SYSTEM AND APPLIANCES

The electrical wiring installation will be inspected every 5 years by a recognised contractor and the results recorded.

All portable electrical appliances owned by the Parish Council will be PAT tested on an annual basis.

The Village Hall and Library boilers and heating systems are serviced on an annual basis and the results recorded.

FIRE AND EMERGENCY EVACUATION

All users of the premises will be required to familiarise themselves with the Fire Safety Evacuation procedures. These are provided to employees and hirers of the Village Hall at the time of them booking and to regular hirers on an annual basis.

The Fire Evacuation procedures will be displayed on the Village Hall notice board.

FIRE SAFETY INSPECTION

A regular inspection will be conducted of the Village Hall, Parish Council Offices, Restroom and Library:-

- These inspections should ensure that:-
- All fire routes and exits are free from obstruction;
- All emergency lighting is working;
- All fire fighting equipment is present and serviceable;
- Any flammable liquids are correctly stored; and
- There is no accumulation of rubbish within or near the building to create a fire hazard.

The results of these fire safety inspections should be recorded.

RESPONSIBILITY OF HIRERS

- To follow the correct procedures in the event of discovering a Fire, to operate the Fire Alarm by breaking the glass at the fire point and follow the evacuation procedures stated on the blue Fire Action Notices.
- Ensure that they are aware of the location of the nearest Fire Exits and do not obstruct or lock the doors.
- Electrical equipment brought into the Village Hall must comply with current legislation and have the appropriate safety certificate.
- If extension leads are used, do not exceed the wattage capacity of the extension lead.
- Ensure that all kitchen appliances are turned off at the end of their event.

REVIEW

This Policy will be reviewed on an annual basis or as required due to changes in legislation etc.

December 2022