

FRINTON AND WALTON TOWN COUNCIL

Fire Safety Policy



INTRODUCTION

Frinton and Walton Town Council is required to have a fire safety policy under the Regulatory Reform (Fire Safety) Order 2005.

The primary objectives of the policy are:

- a) to reduce the likelihood of fire within the premises; and
- b) to minimise the impact of fire on life safety, delivery of service, the environment and property.

RESPONSIBILITIES

Town Clerk: The Town Clerk is responsible, where appropriate, for ensuring that current fire legislation is met. Appropriate fire safety policies and programmes of work are to be in place to improve and maintain fire precautions within the premises.

Full Council: The full council of Frinton & Walton Town Council is to ensure that it has appropriate assurance that the requirements of current fire safety legislation are being met.

Town Clerk: The Town Clerk is responsible for day-to-day implementation of the fire safety arrangements at Frinton and Walton Town Council and will ensure that all staff understand the procedures and receive regular training. The Town Clerk will act as the focal point for fire safety issues and will be responsible for ensuring that the fire brigade is called, and a roll call is taken in the event of a fire.

Assistant / Duty Town Clerk: In the absence of the Town Clerk, the Deputy Town Clerk will be responsible for ensuring that fire safety arrangements are implemented.

Individual Members of Staff: All staff have duties and responsibilities in respect of fire safety under the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005. In the absence of both the Town Clerk and the Deputy Town Clerk, the Officer on duty will be responsible for ensuring that the fire brigade is called, and a roll call is taken in the event of a fire. In the event of the Town Clerk, Deputy Clerk and Officers being absent, the Post Office staff member on duty will take on the role of ensuring the fire brigade is called and a roll call is done. All members of staff have a responsibility to ensure the security of the building following a fire, ensuring that suitable security is in place before leaving the vicinity of the building. Personal safety remains the utmost of importance and priority.

Contractors: Contractors working in the premises will be informed of the fire policy and procedures prior to work commencing, in accordance with the Management of Health and Safety at Work Regulations 1992.

Frinton and Walton Town Council recognises the importance of liaising with the Local Authority Fire and Rescue Service in respect of fire precautions and possible firefighting in the premises.

Under the Regulatory Reform (Fire Safety) Order 2005 the Local Authority Fire and Rescue Service have the authority to enter premises for the purpose of carrying out inspections to ensure compliance with the Order.

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FIRE PROCEDURES

There is a written fire procedure (fire action signs) to be followed by all staff and guests in the event of fire and fire alarms.

The principal objective of the procedure will be to achieve a rapid and effective response to all fire alarms and fire emergencies, consistent with the safeguarding of life and property.

Unless specifically trained to do so, staff will not use fire extinguishers, the priority being to evacuate the building.

Fire notices will be displayed throughout the building as appropriate.

These notices will follow a standard template.

FIRE PRECAUTIONS LOGBOOK - SERVICE DOCUMENTS - CERTIFICATES

A fire precautions logbook will be maintained by the Town Clerk. Details of the following will be recorded within the logbook and any certification placed under "Certificates" within the fire risk assessment:

- Testing and maintenance of the premises fire alarm system;
- Testing and maintenance of the emergency lighting system;
- Testing and maintenance of the firefighting equipment;
- Maintenance of the premises heating system;
- Maintenance of the premises mains electrical system;
- Maintenance of the premises portable electrical equipment;
- Staff training;
- Fire drills;
- Fires and false alarms;
- Visits/Inspections by fire and rescue service officers.

FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005 requires Frinton and Walton Town Council to carry out a fire risk assessment.

The fire risk assessment will identify fire hazards and appropriate action to remove or reduce those hazards.

Frinton and Walton Town Council recognises the following amongst others as potential risks;

Electrical Safety - Smoking and the disposal of smoker's materials - arson
portable heaters and heating installations - cooking - housekeeping - contractors

Suitable control measures will be employed where necessary to reduce the risk from all sources found within the fire risk assessment.

The fire risk assessment will be reviewed at regular intervals not exceeding 3 years.

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STAFF FIRE TRAINING

All staff will receive basic instructions in fire safety and fire training appropriate to the specific needs of their place of work. All staff training will be recorded in the fire precautions logbook and will be regularly reviewed.

It is essential that all staff:

Understand the character and hazards of fire, smoke and toxic fumes;

Know the fire hazards involved in their working environment;

Practice and promote fire prevention;

Know and follow the procedures in which they were trained;

Fire drills will be carried out at regular intervals. The Town Clerk will arrange these;

Drills will not be allowed to prejudice the health and safety of staff and customers;

Fire drills will be monitored and all details recorded to enable the Town Clerk to assess the effectiveness of fire procedures and the adequacy of staff fire training.

MONITORING AND REPORTING.

Annual Inspections: The management will undertake a fire safety audit of the premises annually to include physical precautions, staffing arrangement and management systems. The auditor will produce a report to verify existing fire safety arrangements, and where appropriate, recommend appropriate action. All annual product service certification (fire alarm - extinguishers etc etc) will be placed within the fire risk assessment.

Reporting Fire Outbreak:

All outbreaks of fire should be reported to the Fire and Rescue Service immediately.

All outbreaks of fire within the premises are to be reported within 24 hours of the occurrence to Full Council, by the Town Clerk. All outbreaks of fire will be investigated by the Town Clerk and reported upon to Full Council.

Fires which result in a loss of life or injury or damage (excluding minor damage) to premises or property must be reported to the **HSE/Local Government Environmental Health Officer** under RIDDOR 1985 by the Town Clerk.

False Alarms: All false alarms are to be investigated and recorded in the fire precautions logbook - service documents.

Policy Review: This policy will be reviewed and updated at regular intervals to take account of changes in legislation or working practices. As an operational matter with the Clerk being responsible for fire safety, the policy is owned and reviewed/approved by the Clerk taking advice from specialist consultants and the local fire authority as deemed necessary.

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