



## BARLESTONE PARISH COUNCIL - FIRE POLICY

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## Section 1 Policy Statement

The issue of Fire Safety is taken extremely seriously and we will strive to ensure that all group responsible persons and members comply with the Regulatory reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all persons who have a legitimate right to be on the premises or in the vicinity of the premises from fire and its effects.

These include members, visitors, group responsible persons and contractors but exclude fire fighters in pursuance of firefighting. All members should be aware it is a criminal offence not to consider theirs and others fire safety in or around the premises and breaches will be dealt with in a robust manner by management.

## Section 2

### 1.1 Responsible Person(s)

Under The Regulatory Reform (Fire Safety) order 2005: part 1: article 3 – Meaning of 'Responsible person' in this Order means – The Premises Officer and group Hirers.

**The Responsible Person has been delegated the following roles:**

	<b>TASK</b>	<b>NAME</b>
1	Ensuring all exits are available and useable during time people are in the premises (recommended daily)	Premises Officer & Group leader
2	Firefighting equipment is in place and undamaged (recommended weekly)	Premises Officer
3	The weekly test of the fire alarm	Not applicable
4	Completing of the Fire Risk Assessment	Fireproof UK
5	Review of the Fire Risk Assessment	Parish Council
6	Ensuring the fire alarm and firefighting equipment (and other fire safety measures if found) is serviced by a competent person	Parish Council
7	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	Not applicable
8	Ensuring portable electrical appliances are maintained as required	Barlestone Parish Council
9	Ensuring fixed electrics are inspected at least - once every five years	Barlestone Parish Council
10	Completion of an annual fire evacuation drill	Barlestone Parish Council

## **1.2 Consultation and Communication with Employees**

Under the Health & Safety at Work Act 1974 section 2 – General duties of employers to their employees.

1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

2) Without prejudice to the generality of an employer's duty and under the preceding subsection, the matters to which that duty extends include in particular –

- a) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- b) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- d) So far as is reasonably practical as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- e) The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

3) Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all employees.

4) Regulations made by the Secretary of State may provide for the appointment in prescribed cases by recognised trade unions (within the meaning of the regulations) of safety representatives from amongst the employees, and those representatives shall represent the employees in consultations with the employers under subsection (6) below and shall have such other functions as may be prescribed.

5) It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.

Employees will be informed on induction of all the health and safety culture

## **1.3 Staff / User Training**

All group leaders of the premises and outside groups are to be instructed on fire safety evacuation procedures etc. and should be documented.

All group leaders have a responsibility for their own and others fire safety. They should report any possible dangerous issues to the overall responsible person for action.

Group leaders are forbidden from carrying out actions that could compromise their or others fire safety.

#### **Policy on Fire Fighting**

Group leaders who have been trained in the use of portable firefighting equipment may attempt to fight a small fire where they feel confident and it can be dealt with safely however they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

#### **1.4 Risk Assessment**

Management have employed a competent person to assist them with their duties under their duties of the Regulatory Reform (Fire Safety) Order 2005

A fire risk assessment was completed for the premises on October 2020 The FRA will be reviewed annually or when there is a major change in circumstance to the premises. A hard copy of the FRA will be held on site in a safe place by the Parish Council.

The FRA is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects.

#### **1.5 On Site Co-operation and Arrangements**

All contractors are to contact the appropriate person to arrange an appointment. The relevant person is to ensure they think about what time and date is best suitable considering the work that is to be carried out, persons who may be effected i.e. noise, dust etc

The relevant person is to ensure the company has the latest copy of the contractor's insurance and the contractor has sent the method statement and risk assessment (where required) prior to any work commencing.

Once on site, contractors are to report to the relevant persons before any work commences and are to sign in at reception.

Once the agreed works have been completed the relevant person will review the work to confirm that it is completed as specified and the area is clear and tidy of any debris. After work has been confirmed and signed off the contractor is able to leave site.

#### **Important**

Whilst on site the contractor **MUST** inform the relevant person if they are leaving site even for a short period

## **1.6 Welfare Provision**

Within the premises welfare provision has been provided on site for all persons i.e. toilets, drink facilities, kitchen and wash basins etc.

## **1.7 Work Equipment**

All equipment within the premises is to be maintained and serviced to manufacturer's recommendations and to the appropriate British Standard i.e. portable appliances, portable extinguishers, fixed wiring etc

In house inspections are to be carried out and are to be documented. The in house inspections book is to be kept on site along with all service documentation.

## **1.8 Personal Protective Equipment – PPE**

No PPE is currently required or used within the premises other than in order with Government guidelines.

## **1.9 Hazardous Substances**

There is currently no use of hazardous substances used on site. If this is to change at any stage then a COSHH assessment is required.

## **1.10 Emergency Procedures**

All group leaders should be informed of the emergency procedures. It is down to Premises Officer / Group leaders to carry out fire drills to ensure that all members understand what to do in the case of an emergency evacuation. Fire drills are to be carried out at least once per annum and documented Any issues raised from the fire drill are to be passed onto the overall responsible person to see where and what can be improved.

## **1.11 First Aid / Accident Reporting and Investigation**

The main first aiders within the premises are -

Each Group leader should have their own First Aid person present.

All accidents/incidents are to be reported to the Premises Officer. Once the person has been appropriately tended to this should be marked down in the accident report book. Depending on the accident/incident an investigation is to be carried out and a report completed.

At least once a year the accident book is to be reviewed to see if there are any trends occurring, if so why and how this can be prevented.

All employees are informed on induction that all accidents and incidents no matter how small are to be reported in accordance to RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### What is an 'accident'?

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Injuries themselves, e.g. 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, e.g. a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (e.g. repetitive lifting), are not classed as 'accidents' under RIDDOR.

### What is meant by 'work related'?

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- The way the work was carried out
- Any machinery, plant, substances or equipment used for the work or
- The condition of the site or premises where the accident happened.

### What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified injuries to workers (Regulation 4)
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises (Regulation 5)

## **1.12 Manual Handling**

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may adopt while doing a task.

### **1.13 Selection, Assessment and use of Sub-contractors**

All outside contractors are to be competent and accredited. Submission of proof of certification must be provided before any works are carried out along with a copy of the insurance.

All contractors are to be monitored and on completion of works are to report back to the appropriate person to confirm what work has been completed and to be checked before egress of the premises.

Where required risk and method statements are to be completed by the outside contractor before works are carried out

Selection of an outside contractor will be based on competency, accreditations, health and safety questionnaire, certification provided, reviews, experience etc.

### **1.14 Public Safety**

Due to the nature of the premises public safety is a high priority. All group leaders are responsible for all public safety during their time within the premises. They are to ensure that all members within their group are aware of fire safety and what to do if an emergency evacuation is required.

Fire action notices are provided within the procedures which informs all persons of the relevant procedures for an emergency evacuation.

In house inspections are carried out on a regular basis and are documented in the in-house inspection booklet. This includes inspections of extinguishers, fire escape routes, fire doors, trailing cables, obstructions etc.

### **1.15 Testing and Maintenance**

#### **Emergency Lighting**

The level of emergency lighting will be set by the FRA and serviced in accordance with the relevant British Standard. (BS5266)

The Emergency Lighting will be inspected daily by the appointed person. Flicker tests will be carried out by the appointed person on a monthly basis using a suitable test key and the system will be serviced and maintained once a year by a competent and accredited company to BS5266. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

#### **Portable Electrical Equipment**

The portable electrical equipment within the premises will be tested annually to ensure it is fit for purpose and in a safe condition. The company will have equipment tested in accordance with HSE guidance. Records of tests will be held to be able to show due diligence

#### **Portable Fire Fighting Equipment**

The level of portable firefighting equipment will be set by the FRA and serviced in accordance with the relevant British Standard (BS5306)

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position. This will be visually checked on a daily basis. An in-house weekly inspection will be carried out by the appointed person and documented and all equipment will

be serviced and maintained once a year by a competent and accredited company to BS5306. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

### **Means of Escape**

The designated on-site staff will check daily that all corridors and doorways are kept clear of obstructions and combustible material. This will be checked on a daily basis by the appointed person. This is to include fire doors inside and outside the building

### **Records of Testing and Maintenance**

Management to ensure accurate and true records kept.

Reviewed by the Parish Council 9<sup>th</sup> February 2022