Fire Safety Policy

Owner	John Harrison, Town Clerk
Reviewer	Tony Lee
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Templates used/adapted	
Approver	Finance & Governance Committee
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Policy covers	Hailsham Town Council Hailsham Youth Service Post Office
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Contents

If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

1.   Summary

This Policy forms part of the Hailsham Town Council's Health and Safety Management System. It should be considered about Hailsham Town Council's Health and Safety Policy when assessing and controlling the risk of fire all our premises. Hailsham Town Council requires that fire risk assessments are carried out for each workplace, Building, establishment, etc., that procedures are in place to manage fire safety, and that mutual arrangements are made with those in joint occupancy.

2.   Key Points

2.1   The Regulatory Reform (Fire Safety) Order 2005 (FSO) applies to all workplaces and requires employers to carry out a fire risk assessment.

2.2   A Fire Safety Audit may be carried out at any Hailsham Town Council building by the East Sussex Fire and Rescue Service who are the enforcing authority for this legislation and are likely to include a request to inspect the documentation referred to in Hailsham Town Council's Fire Safety Logbook.

2.3   Fire Risk Assessments must be reviewed at least annually or sooner if there is any building alteration or change of occupation and use of the premises or following a fire incident/emergency, etc.

2.4   Emergency Plans must be drawn up for each premises, which details how all occupants should evacuate and be accounted for in an emergency, which does not rely on the Fire & Rescue Service.

2.5   Not all managers with responsibility for Premises will be the nominated Controller of Premises and the role delegated to another member of staff within their team. However, the responsibility will remain with the manager and cannot be transferred.

3.   Introduction

3.1   This Policy describes the arrangements for effectively managing fire safety so as to minimise the risk of fire occurring and, in the event of fire, to protect people and property.

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3.2 Compliance with the Policy is crucial in the context of business continuity planning and risk management generally and to comply with the Regulatory Reform (Fire Safety) Order 2005.

3.3 The responsibility for complying with the Order rests with the 'Responsible Person'. This is the employer or any other person who may have control of any part of the premises e.g. managers, with responsibilities for premises

4. Responsible Person

4.1 The FSO requires the identification of a '**Responsible Person**' who has specific duties as outlined within the legislation. For workplaces, the principle Responsible Person is the Authority as the employer and by extension, Hailsham Town Council's Town Clerk. In practice however, the duties of the Responsible Person will be delegated through the management hierarchy as detailed in the 'Responsibilities' section of this policy.

5. Named Responsible Person

5.1 An appropriate level senior manager who has accountability of the site (or sites), and who can support in complying with the FSO and the HTC Fire Safety Policy.

6. Responsibilities

Town Clerk will:

6.1 Ensure that this Policy and/or any departmental fire safety policies and procedures that complement this Policy are in place, properly implemented and reviewed;

6.2 Ensure that a 'Responsible Person' is appointed for each of all their premises and qualifying buildings to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties.

6.3 Ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection.

6.4 Ensure that fire, security, and health and safety arrangements at each premises are complementary.

Managers will:

6.5   Ensure that any high-risk activities such as soldering, welding, bonfires, bbq's etc. undertaken are appropriately risk assessed in accordance with HTC Health and Safety Risk Assessment Policy.

6.6   Notify the relevant managers of other teams/services/organisations of any activities where significant fire risks and controls that have been identified through risk assessment in buildings which are shared with other teams/services/organisations.

6.7   Where necessary, ensure that a Personal Emergency Evacuation Plan (PEEP) is developed for all relevant persons e.g. employees, Councillors, visitors, members of the public, service users, in accordance with the guidance available on the HTC website. Further advice may be sought from the Operations and Facilities Manager.

6.8   Ensure that staff are aware of the fire evacuation plan for the buildings they use and partake in routine practice emergency evacuations.

6.9   Ensure all new staff complete mandatory fire safety awareness e-learning as part of their induction and mandatory renewal every 3 years in accordance with HTC Health and Safety Policy.

6.10   Ensure all staff are reminded annually about key points of fire safety including site specific arrangements as identified in the fire risk assessment for their building and facilitate annual Fire Safety refresher training to remind all staff of key fire safety arrangements.

6.11   Make staff aware of relevant findings of the fire risk assessment.

6.12   Cooperate with managers with responsibility for the premises or their representatives.

Managers with responsibility for premises (Named Responsible Person) will also:

6.13   Ensure a valid Fire Risk Assessment has been completed for each premise under their control. Advice for this can be sought from the Operations and Facilities Manager.

6.14   Ensure any significant findings identified within the fire risk assessment action plan are appropriately mitigated/addressed.

6.15　Ensure that a copy of the current fire risk assessment for their premises is readily accessible to all staff and those who may require relevant information it contains.

6.16　Ensure that the building's fire risk assessment is reviewed at least annually or following a significant change.

Note: A significant change may include a new building or significant alteration to an existing building, change of use, change of ownership, introduction of a high-risk process/material, substantial turnover of staff in a short period. Should any of these occur the Operations and Facilities manager must be notified of these changes.

6.17　Ensure that all routine fire safety checks and drills are carried out in accordance with the HTC Fire Safety Logbook (or suitable alternative);ensure that a robust and effective Emergency Evacuation Plan is in place at each building under your control, to safely evacuate and account for all persons in the building whether employees, Councillors, visitors, members of the public, service users to ensure evacuation is complete.

Note: The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.

6.18　In situations where the building is shared between different teams/ services and organisations, ensure through effective co-operation and co-ordination between the relevant parties, that there are suitable fire safety arrangements in place (which are documented where necessary), to enable the safe use of the building and effective management of an emergency.

6.19　Consider people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly when developing the Emergency Evacuation Plan.

6.20　Liaise with line managers who have identified any relevant person requiring additional support to safely evacuate in an emergency.　Records of PEEP's must be maintained and routinely reviewed.

6.21　Where necessary ensure and maintain suitable provisions to facilitate the safe evacuation of those who require additional support.

6.22　Where necessary ensure a generic – PEEP is in place to facilitate the safe evacuation of any visitors who require assistance.

6.23   Arrange for the Emergency Plan to be issued to employees, visitors, contractors etc. to inform them what to do in the event of fire, particularly safe evacuation.

6.24   Ensure a suitable process for exchanging relevant fire safety information with contractors and should be carried out in conjunction with the HTC Contractors Policy, including any necessary control of Safe System of Work e.g. Hot Works

6.25   Appoint a sufficient number of fire wardens to support those with building responsibilities to maintain the fire safety arrangements at their workplace(s);

6.26   Ensure that effective arrangements are in place for contacting the emergency services.

6.27   Ensure that in an emergency there is sufficient and relevant information about the site and any hazards present e.g., Asbestos, compressed gas cylinders, chemicals etc. which can be given to the emergency services on their arrival.

6.28   Ensure that Fire Action Notices (displayed as a minimum at Fire Alarm Call Points) and Fire Signage are appropriate and kept up to date.

6.29   Ensure all escape routes are kept clear of obstructions and that access to Fire Extinguishers and Fire Alarm Call Points are not impeded.

6.30   Ensure all statutory compliance testing and servicing is carried out as necessary. Advice for this can be sought from the Operations and Facilities manager, on all aspects of the above arrangements.

7. Operations and Facilities manager will

7.1   Assist with the development of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflects current best practice.

7.2   Arrange Fire Risk Assessments for relevant HTC properties and where necessary, provide support to those carrying out annual reviews.

7.3   Provide fire safety advice and guidance as required.

8. Employees will

8.1   Ensure they are familiar with the Emergency Plan for their workplace and co–operate by participating in Fire Evacuation Drills and complying with any fire safety arrangements and report to their line manager any concerns relating to fire safety.

8.2   Be familiar with all escape routes.

8.3   Not wedge fire doors open, nor block or obstruct them.

8.4   Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of Fire Alarm Call Points) and calling the Fire and Rescue Service.

8.5   Promptly evacuate the premises, in accordance with the Emergency Plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained;

8.6   Comply with the Hailsham Town Council's Smoke Free Policy

8.7   Comply with the Hailsham Town Council's Electricity at Work Policy.

9. Training

9.1   All new staff should complete fire safety awareness training as part of their induction and renewed every 3 years in accordance with HTC Health and Safety Policy. (The e-learning module covers this).

9.2   Staff should also be provided annually with site specific fire safety information which includes arrangements as identified in the fire risk assessment for their building and should be refreshed annually, in addition to fire evacuation drills.

9.3   Specific training will be required to enable staff to use/operate fire safety equipment such as evac chairs, evacuation lifts, etc. The frequency of refresher training will be determined by the training provider.

10.   Definitions of delegated roles

10.1   **Fire Warden:** A person nominated to assist in maintaining a building's fire safety arrangements (i.e., carry out routine fire safety checks, facilitate fire safety training, etc). They should also identify and address any issues within the building that may impact the fire safety arrangements such as highlighting unsafe behaviours. Staff should be given training on how to carry out the tasks associated with this duty, and there should be sufficient staff trained to carry out the role to cover leave and other

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absences. *NB – While a Fire Wardens may also carry out key duties during an Emergency Evacuation, these should be regarded as separate responsibilities as they are not necessarily related and therefore should be managed separately.*

11.   Further information and guidance

The following documents should be used to cross reference as applicable: -
Policies

- Smoke Free Policy
- Health and Safety Training Policy
- Control of Substances Hazardous to Health Policy
- Asbestos Management in the Workplace Policy
- Electricity at Work Policy
- Safety Management of Contractors Policy
- Health and Safety (Safety Signs and Signals) Regulations Policy

Guidance and Templates

- Hot work permit

- Obtaining contractor information

- Guidance for using the COSHH Assessment Form

- COSHH inventory template

- Asbestos Management Plan Guidance

- Workplace inspection report form

- Office inspection checklist

Fire specific documents

- Fire Safety Logbook

12.   Appendix 1 Definitions and descriptions of common term

12.1 Fire Risk Assessment:
A Fire Risk Assessment is a comprehensive process that identifies and assesses the suitability/effectiveness of a site's fire safety arrangements. While this includes considering the potential hazards associated with the use of a building, this process also considers the fire safety systems that are present within a building and how its design impacts any relevant people.

12.2 Emergency Evacuation Plan:
While typically associated with fire, the Emergency Evacuation Plan should describe how an evacuation of a building should be carried out for any dangerous incident that requires occupants to vacate the building. The plan should also describe what arrangements are

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in place to account for everyone that was it in the building at the time of the incident occurring, as well as how the nature of the incident will be determined, and what action should be taken to resolve it.

All staff that routinely work in a building should be familiar with the plan for their building(s).

12.3 Fire Safety Arrangements:

This is a generic term used to describe all measures that are in place to help reduce the risk of fire and/or minimise its impact should there be an outbreak. These measures can include (but not limited to)

- The Emergency Evacuation Plan

- Routine fire safety checks

- Maintenance of building services and fire safety systems

- Fire safety related features incorporated within the design of the building (i.e., building compartmentation)

- Staff training

12.4 Site Specific Fire Safety Arrangements

Fire safety arrangements that are in place to mitigate specific risks that may have been identified during a site's Fire Risk Assessment. These arrangements may compensate for an unusual design feature of a building or relate to a specific issue with the way a building is used. For example, a site that stores/uses hazardous item (i.e., an oxygen cylinder) may have a process in place to remove the cylinder in the event of a fire alarm activation (when safe to do so), to minimise the chances of it being involved in the fire.

It is important that all staff are made aware of any such arrangements, as they are unlikely to be included within generic fire safety awareness training.