



UTTOXETER TOWN COUNCIL

FIRE SAFETY POLICY



1. General

The Town Council is a responsible employer that takes its fire safety duties seriously. For this reason the Council has formulated this policy to help comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses Council's obligation under the order that requires the Council to:

Develop a policy to minimise the risks associated with fire

Reduce the risk of an outbreak of fire

Reduce the risk of the spread of fire

Provide a means of escape

Demonstrate preventive action

Maintain documentation and records in respect of fire safety management

This fire safety policy also forms part of Council's Health and Safety Policy and is supported by Council's Smoking Policy.

2. Responsible Personnel

The Council has a 'responsible person' who is charged with the responsibility to ensure the safety of its employees, any person who may legally come into the premises and anyone not on the premises but who may be affected. The Responsible Person shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire.

The persons appointed are: **The Town Clerk and The Office Manager.**

A Fire Safety Risk Assessment has been provided.

3. Competent Persons

The Council has appointed competent persons to carry out the following duties:

Fire Warden(s)

To carry out firefighting duties.

Make contact with the emergency services.

Assist in evacuations.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

4. Documentation & Records

The Office Manager collates all Council documents and keeps records to prove that it has acted responsibly. Inspectors will require inspection of records during any enforcement visit, which includes the following records are kept (together, in the same file) at the Town Hall premises:

- The Fire Safety Policy
- Smoking Policy
- Fire evacuation procedures
- Detailed records of all fire training
- A record of all fire drills (See Fire Alarm file), at least annually, listing all attendees, evacuation times and any comments.
- Records of weekly/monthly tests of fire alarms, fire exits. (See Emergency Lighting and Fire Alarm File).
- Record of annual inspection and test of all firefighting equipment. (See Fire Risk Assessment file).
- Records of periodic tests of emergency lighting (where fitted). (See Emergency Lighting File).
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems. (See Fire Alarm file).
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety. (See COSSH File).

Employee's Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that Council may introduce as a measure to protect the safety and well-being of its staff and visitors.

Bar Designated Premises Supervisor Duties

In the event of a fire or any other incident, the following procedure will apply to the bar area.

1. Bar staff will call emergency services immediately.
2. Bar staff will open the emergency exit door located within the bar area for those situated within the bar area only to vacate to the rear of the Town Hall. Note: Those located within the Ballroom shall be instructed to vacate from the Ballroom emergency exits.
3. All Bar staff to vacate to the rear of the Town Hall and close emergency doors.

5. Communication

Council shall ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with its employees on all matters of fire safety policy and arrangements. The Clerk or Office Manager shall keep staff informed of any changes that are made to the fire safety procedures and fire risk assessment. The appointed officer shall ensure that all visitors to the Town Hall are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

6. Procedures

The Council has introduced the following procedures to maintain high standards of fire safety:

- Council and the appointed Fire Risk Company shall review and where applicable, revise Council's Fire Risk Assessment on an annual basis.
- The Fire Risk Assessments must take into consideration everyone who may come on Council premises, whether it be employees, visitors or members of the public. Particular attention shall be paid to people who may have a disability or anyone with special needs.
- The fire evacuation procedures will be practiced at least annually.
- All employees shall be given training, including 'the action to be taken' when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- All escape routes and fire exit doors shall be kept in good working order and free from obstruction at all times.
- Firefighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to the Clerk or Office Manager.
- An appropriate fire detection and alarm system is provided and tested on a regular basis.
- Emergency lighting is provided for escape routes. The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices are displayed, giving appropriate instructions to employees and others in the event of a fire. In addition signs are provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.

This policy is referred to in the contracts of employment. Failure to comply may be treated as a disciplinary matter.

The policy statement will be regularly reviewed and updated as necessary. The Council endorses this policy and is fully committed to its' implementation.

Adopted by UTC at its meetings held on 12 January 2016, 9 May 2017, 8 May 2018, Reviewed and Adopted by 14 May 2019, 5 May 2021 (no AGM in 2020), Reviewed/Adopted by UTC 8 February 2022, 10 May 2022, 16 May 2023, 21 May 2024

Reviewed at Council's Annual Meeting held 13 May 2025