

Thame Town Council

Fire Safety Management Policy

1. General Statement

- 1.1 The fire safety management arrangements operating within the Council are considered suitable and sufficient to ensure the safety of any persons who work in or visit the Council's premises and those within the vicinity of the premises. They will protect the Council's building and long term business continuity.
- 1.2 To achieve this, positive steps have been taken to reduce the potential of a fire in the Council's premises by adopting fire safety management procedures and practices to effectively identify, remove, reduce or manage those fire hazards that present a fire risk on the premises.
- 1.3 A fire risk assessment has been carried out in regard to all of the Council's premises under fire safety law and further assessments will be arranged at regular intervals or as otherwise necessary to ensure continuing compliance and to identify as far as is reasonably practicable all those fire hazards and associated fire risks that exist on the premises.
- 1.4 An emergency fire action plan has been established for all of the Council's premises which set out the procedures to be followed in event of a fire occurring at the site.
- 1.5 Fire safety information will be made available to staff to ensure their safety whilst at work and also to other relevant persons visiting our premises by raising their awareness of the fire hazards identified and the fire risks associated with them and the ways in which they can assist in reducing the likelihood of these events occurring.
- 1.6 Periodic emergency fire action drills will take place to practice and test the plan as part of the scheduled fire safety training programme. The training given to the staff will include suitable and sufficient instruction and training for them to comply with their duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This will include the need for them to inform the Town Clerk of any activity that they consider would present a serious and immediate danger to their own safety and that of others.
- 1.7 A comprehensive system of routine maintenance and checks has been established to keep all building systems and contents that may give rise to a fire hazard or risk, to be kept in efficient effective and safe working order and to ensure that any dangerous substances are used, stored, transported and disposed of in accordance with best practice.

2. Roles

- 2.1 The Regulatory Reform (Fire Safety) Order 2005 places specific fire safety duties on an identified "responsible person".
- 2.2 Thame Town Council as the employer is the "Responsible Person" for purposes of the Fire Safety Order 2005.

- 2.3 The Town Clerk is the appointed as the on-site Representative for Thame Town Council and is nominated as the Duty Holder
- 2.4 The Office Administration Manager, the Asset Manager and the Community Services Manager are the nominated Fire Marshals for the Town Hall.
- 2.5 The Asset Manager and the Maintenance Supervisor are the nominated Fire Marshals for the Maintenance Depot.
- 2.6 The Committee Services Officer is the nominated person for undertaking the Roll Call and the Information Centre Officer will deputise for her in her absence.

3. Responsibilities

- 3.1 The Duty Holder will ensure that:
- The Fire Safety Arrangements and Fire Risk Assessments are reviewed and are maintained up to date in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Any preventative and protective measures that need to be implemented must follow the principles outlined in this Order.
 - Members and staff are kept informed of the significant findings of the fire risk assessments and of any changes that are made to the Council's fire safety procedures.
 - Any necessary Personal Emergency Evacuation Plans (PEEPs) are prepared in consultation with any disabled staff, and for disabled visitors to the premises. The PEEPs will be reviewed as necessary and be maintained ensuring the reasonable safety of the relevant employees or other persons.
 - All visitors, councillors or persons temporarily working in the Council premises are briefed on the relevant fire procedures and that these persons are not left alone unless they are aware of, and familiar with, all available escape routes. All visitors must sign the visitor's book when they arrive and leave the Town Hall.
- 3.2 In the event of a fire alarm at the Town Hall the Town Clerk or a nominated deputy will:
- Establish if it is a genuine fire or false alarm by the Town Clerk checking the fire panel in the Information Centre to see where the fire is located. The Town Clerk will be accompanied and will check the area indicated as long as it is safe to do so.
 - Ensure that in the event of any fire that the Fire and Rescue Service has been called.
 - Collate all relevant information in relation to the evacuation.
 - Liaise with the Fire and Rescue Service Incident Commander on their arrival, giving full details of the fire, including any persons believed to be missing and their last known locations.
 - The Town Clerk will ensure that under no circumstances will staff or others re-enter the building until authorisation is given by the emergency services.

- Ensure that an attempt to fight a fire is undertaken only by appropriately trained nominated persons using the portable fire fighting equipment provided and then only when it is considered safe to do so. Do not attempt to tackle a fire which is, or has the potential of being, larger than a waste paper basket.

3.3 Fire Marshals will:

- Undertake appropriate training in evacuation of the building.
- Deputise and implement the fire safety role of the Duty Holder in their absence.

If a fire alarm occurs they will:

- Ensure all staff, councillors, contractors, visitors and others evacuate the building and proceed to the designated assembly point.
- Collect the grab bag (which must include the visitors signing in book) in the Information Centre and the spare keys from the key cupboard.
- Implement any prepared PEEP for persons with disability.
- Report to the Town Clerk or nominated deputy, noting any absentees or missing persons.
- If trained and they consider it safe to do so, attempt to fight the fire using the portable fire fighting equipment provided.

3.4 The designated Roll Call Person will:

- Be responsible for taking the roll call once all staff, visitors and others have been evacuated from the Town Hall. This also includes councillors and visitors at all committee meetings.
- Inform the Town Clerk or nominated deputy that the roll call is complete and if everyone is accounted for or not.

3.5 All employees will:

- Be responsible for raising the alarm if they discover a fire by following the emergency fire procedure for the premises.
- Operate the fire alarm system.
- On ~~actuation~~ activation of the fire alarm, promptly evacuate the building ensuring any visitors in their vicinity are directed and assisted to leave the premises and report to the assembly point for the roll call.

All employees, following appropriate training, have a duty to take steps to ensure that they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and will reduce all fire risks by working in accordance with approved safety practices. They are also required to co-operate fully with the Council in complying with any fire procedures that may be introduced as a measure to protect the safety and well being of staff and visitors.

4. Hiring out of premises

- 4.1 Persons hiring the premises will be made fully aware of their temporary responsibilities whilst hiring the premises and their legal duties for the duration of the event or function. They will be informed of the emergency plan and the evacuation strategy for the building. They will become the 'Temporary Responsible Person' for the duration of the hire.

5. Log Book

- 5.1 The Fire Safety Log Book, kept at the Town Hall will contain: a record of the fire risk assessment, the fire safety action plan, the emergency fire plans, the nature, frequency and dates of training events, the nature, frequency and dates of all tests, checks and servicing activities, a record of any dangerous substances, a record of those persons appointed as fire marshals and their respective roles and an up to date plan of the premises.