



**Church
Stretton**
Town Council

Fire Policy

1. Statement of Intent

- 1.1 Church Stretton Town Council is a responsible employer and recognises the importance of fire safety in the workplace. Good fire safety practices prevent and reduce the risk of harm to employees, contractors, members of the public and other parties who may be affected by Council operations or activities. Church Stretton Town Council has formulated a Fire Policy to comply with the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974 and other relevant legislation which outlines the responsibilities and duties of all people in the organisation.

2. The Council

- 2.1 The Council is responsible for:

- (a) Protecting the safety of its employees
- (b) Protecting the safety of the general public on Council property or who may be affected by its operations
- (c) Protecting the safety of vulnerable people who may be on Council property or who may be affected by its operations
- (d) Protecting the safety of contractors and volunteers who may be working for or on behalf of the Town Council on our property or other premises
- (e) Complying with government legislation on fire safety
- (f) Having a comprehensive Fire Policy which is reviewed annually and revised periodically or following major changes which could alter its effectiveness
- (g) Providing sufficient funding to meet legislation and its responsibilities outlined in section 2.1
- (h) Providing sufficient staffing, training and resourcing to meet legislation requirements and Council's responsibilities outlined in section 2.1

2.2 The Town Clerk is responsible for:

- (a) Using day to day monitoring and the appraisal process for review and collation of training needs to feed back to the Personnel Committee.
- (b) When budget setting, ensuring that sufficient finance is available for fire safety including training, servicing and adjustments needed as a result of fire risk assessments.
- (c) Delegating responsibilities to appropriate staff to oversee day to day operational fire safety procedures, and safe evacuation procedures in the event of a fire incident.
- (d) Delegating responsibilities to appropriate staff to ensure that hirers of buildings are made aware of their responsibilities regards Fire Safety and carrying out evacuation if a fire occurs.
- (e) Ensuring Town Council staff and volunteers running events are made aware of their responsibilities regarding Fire Safety and carrying out evacuation if a fire occurs.
- (f) Establishing correct and safe procedures in line with legislation and organisation requirements and ensuring adherence to the same.
- (g) Ensuring there is a comprehensive Health and Safety Policy and separate Fire Policy in place, which is reviewed routinely by the Public Realm Committee.
- (h) Ensuring there is sufficient firefighting equipment on Council premises, in accordance with fire risk assessment requirements.

2.3 The Grounds and Facilities Manager is responsible for:

- (a) Ensuring adherence to the Fire Policy and procedures, for their team.
- (b) Checking fire logbook for all buildings, keeping it stored safely on the premises to which it relates.
- (c) Assessing training needs of their team and reporting this back to Town Clerk, who can communicate this need with the Personnel Committee.
- (d) Ensuring comprehensive induction training is given to new team starters, and adequate supervision provided thereafter, on fire policy and procedures.
- (e) Disseminating fire safety information to their team.
- (f) Reporting defects and concerns to Town Clerk.
- (g) Familiarising themselves with the Fire Policy, fire legislation and organisational procedures.

- (h) Ensuring appropriate risk assessments are in place and that new ones are created for any new machinery acquired that is not already covered by existing documentation.
- (i) Ensuring plant and machinery is maintained, including servicing.

2.4 Buildings Maintenance Operative is responsible for:

Weekly:

- (a) Undertaking fire alarm testing.
- (b) Undertaking emergency lighting testing.
- (c) Conducting fire exit door testing for ease of opening.
- (d) Conducting fire extinguisher checks.

6 monthly or annually as appropriate:

- (a) Conducting a fire evacuation drill.
- (b) Checking that PAT testing has been carried out.

3. Employees

3.1 All employees are responsible for:

- (a) Day to day housekeeping:
 - (i) Ensuring workspaces are kept tidy and free of clutter.
 - (ii) Ensuring access routes and fire exits are kept clear and unobstructed.
 - (iii) Ensuring appropriate use of extension cables.
- (b) Reporting any faults or defects with fire safety equipment, hazards, or concerns they may have around fire policy and safety to their line manager, who will in turn report them to the Town Clerk.
- (c) Following procedures and adhering to their training.
- (d) Taking all reasonable and necessary precautions to keep themselves and others around them safe. Co-operating with reasonable instructions and training provided.
- (e) Checking equipment thoroughly to ensure it is safe to use and in good condition. This may include cleaning, maintaining and servicing the equipment if it is within the employee's job role, or arranging for it to be done by another party.
- (f) Using equipment provided in a correct manner, without interfering or behaving recklessly with tools, machinery, safety equipment or PPE.

4. Fire Risk Assessments

- 4.1 Fire Risk Assessments will be carried out by a competent and qualified person. The risk assessment will be reviewed annually by the Public Realm Committee and ensure actions recommended are implemented, which may include but is not limited to:
- (a) The addition of new equipment.
 - (b) A change of work activities and any others held or that take place within the premises.
 - (c) Alterations to the building, both internal and external, including building layout.
 - (d) A change to or addition of any hazardous substances used or stored on the premises.
 - (e) Fire equipment failure.
 - (f) Changes to the use, area, type or contents of any storage spaces or facilities.
 - (g) Changes to the occupancy of the building.
 - (h) Changes to the level of mobility of those occupying the building, or the change or addition of users or visitors who may be vulnerable.
 - (i) Changes to the management of the premises or organisation.
- 4.2 Recommendations given in the fire risk assessment must be completed within the given timescales, with higher risks given the highest priority to rectify.
- 4.3 There must be funds available to complete recommendations in the fire risk assessment. It is the responsibility of the Council to provide for this in their annual budget.

5. Monitoring

- 5.1 Monitoring of the policy and adherence to it, effectiveness of training and budget spent will be undertaken by the Personnel Committee and Public Realm Committee, who may report to full Council. The Clerk will be responsible for ensuring that monitoring is part of the agenda.
- 5.2 The annual review of the policy will be completed by the Public Realm Committee.
- 5.3 The Clerk and Ground and Facilities Manager are responsible for overseeing the monitoring of day to day adherence to the policy and procedures, and should liaise with staff to address any concerns.
- 5.4 Appropriate and realistic timescales must be put in place to address any shortcomings. The appropriate Committee must ensure that any remedial actions are carried out.

5.5 All serious fire safety incidents will be subject to investigation, with a report and findings presented to full Council.

6. Logbook

6.1 A log book will be kept on each premises and will contain details (where applicable) of:

- (a) Fire alarm model details, testing, servicing, false alarm and evacuation events.
- (b) Emergency lighting testing and servicing.
- (c) Fire extinguisher inspection and servicing.
- (d) Emergency contact details for responsible people and key holders.
- (e) Fire maintenance company details and contacts.
- (f) Locations of call points, detectors and other fire safety components.

7.0 Fire drills

7.1 Fire drills should be conducted in line with the requirements of the fire risk assessment.

8.0 Training

8.1 All staff

Basic fire training is to be provided to all staff across all premises. This may be provided in the form of face to face or online delivery. The training they receive will be:

- (a) Induction training to ensure familiarisation with premises, procedures, team members and routine.
- (b) Fire safety and extinguisher training.

8.2 Training will be delivered by a competent and qualified training provider.

8.3 Training will be provided at induction and refreshed periodically thereafter All training will be recorded in the Training Log. Training will also be refreshed following:

- (a) New or increased risks which may present
- (b) The introduction of new equipment or technology
- (c) New responsibilities being given to a member of staff
- (d) The introduction of new ways of working

- (e) Change to staffing structure

9. Discipline

- 9.1 Serious, wilful or persistent disregard of safety measures, legislation, regulations or policy will be treated as a disciplinary matter. Failure to comply with reasonable instructions from section managers, senior management and fire wardens will also be treated as a disciplinary matter and will be dealt with under current procedures in force. The Staffing Committee is responsible for setting and monitoring disciplinary procedures.

10. Review

- 10.1 This policy will be reviewed yearly by the Public Realm Committee, or sooner following:

- (a) Significant changes to the organisation, buildings, staffing or operations
- (b) An updated fire risk assessment
- (c) Changes of legislation
- (d) Serious failings of fire safety

- 10.2 Following review, the revised policy will be issued to all staff.

August 2023