

# Witney Town Council

## Fire Safety Management Policy

### 1. Introduction

- 1.1. This policy outlines the roles and responsible persons regarding fire safety management. The aim of the policy is to clearly define the responsibilities that each role has in fire safety management.

### 2. Legal Requirement

- 2.1. The primary legislation for fire safety is the Regulatory Reform (Fire Safety) Order 2005. The order recognises the importance of fire safety management. The order outlines mandatory documents and steps organisations must take to manage fire safety.
  - 2.1.2. Periodically reviewed fire risk assessments
  - 2.1.3. A fire safety manual
  - 2.1.4. A clearly defined responsible person for fire safety
  - 2.1.5. Internal or external expertise dealing with fire safety
  - 2.1.6. Suitable evacuation procedures for each building with plans for disabled users
  - 2.1.7. Training of staff
  - 2.1.8. Fire drills
  - 2.1.9. Fire safety inspections
  - 2.1.10. Arrangements for servicing of firefighting equipment and fire alarms
  - 2.1.11. Servicing of plant equipment and electrical installations

### 3. Communication

- 4.1. Employees will be kept informed of any changes made to the fire safety policy and any significant finding from fire risk assessments.

### 5. Policy Review

- 5.1. This policy will be reviewed every 3 years from the date of creation.

### 4. Roles & Responsibilities

- 4.1. Witney Town Council is the “Responsible Person” identified to carry out specific fire safety duties in accordance with The Regulator reform (fire safety) Order 2005.

- 4.2. The Compliance and Environment Officer is responsible for the fire safety compliance of The Town Hall, Corn Exchange, Burwell Hall and the Leys Depot. Duties involve;
  - 4.2.1. Fire Equipment Servicing (Fire extinguishers, Emergency Lights and Fire Alarms)
  - 4.2.2. Annual Fire Risk Assessments
  - 4.2.3. Fire Procedures (evacuation procedures)
  - 4.2.4. Servicing of plant and electrical installations
- 4.3. The Operations and Estates Manager is responsible for overseeing the ongoing training of staff and remedial works that need carrying out on fire equipment.
  - 4.3.1. Responsible for overseeing remedial works on fire safety equipment
  - 4.3.2. Ongoing training of fire marshals and fire safety for all staff
- 4.4. The Caretakers and Venue Manager are the fire marshals for The Corn Exchange and Burwell Hall. The Maintenance supervisor and maintenance operatives are the fire marshals for The Leys Depo and Windrush Cemetery Depo.
  - 4.4.1. Identify fire hazards in the workplace
  - 4.4.2. Ensure escape routes are kept clear
  - 4.4.3. Report hazards to responsible person
  - 4.4.4. Take appropriate action in the event of a fire
  - 4.4.5. Following the fire safety procedure in the event of fire

## 6. Procedures

- 6.1. In line with Regulatory Reform (Fire Safety) Order 2005 Witney Town Council will annually service the following periodically. Records of servicing for all council buildings are kept at Witney Town Hall.
  - 6.1.1. Fire Extinguishers (Annually)
  - 6.1.2. Emergency Lighting (Annually)
  - 6.1.3. Fire Alarms (6 Monthly)
  - 6.1.4. Fixed Wiring (5 yearly)
- 6.2. Regular testing, visual inspection and fire drills are carried out by fire marshals on all council facilities. Testing is recorded in the fire safety log for each building.
  - 6.2.1. Emergency Lights visually inspected daily to ensure the batteries are being charged. Flick tests are performed on all emergency lights on a monthly basis.
  - 6.2.2. Fire alarm tests are carried out weekly
  - 6.2.3. Fire extinguisher inspections are carried out monthly
- 6.3. A fire risk assessment will be carried out by a suitable person, capable of sufficiently assessing that building.
- 6.4. Witney Town Council ensures staff are trained to a high standard for their required responsibilities.

- 6.4.1. All new staff complete online training for fire safety
- 6.4.2. Fire Marshals are trained by the Operations and Estates Manager or the Venue Manager
- 6.4.3. All training is recorded on the training matrix held at the town hall
- 6.4.4. If periodical checks are not carried out to a required standard or the review of a fire drill deems it necessary, retraining will be arranged

## 7. External Parties

- 7.1. Hiree's using The Corn Exchange or Burwell without supervisor of Witney town council staff are the temporary responsible person. The hiree accepts responsibility to act as the fire marshal for that site. Hirees will be informed of the emergency action plan and fire safety procedures on booking. By agreeing to the terms and conditions of hire a hiree agrees to be the responsible person for the duration of the hire.

## 8. Fire Safety records

- 8.1. A copy of the relevant sites fire risk assessment along with emergency action plan, fire equipment service and testing, fire alarm service and testing and training are all held at the town hall offices.