

Witney Town Council

Fire Safety Policy

1. Introduction

- 1.1. As the responsible employer Witney Town Council are responsible person for fire safety. The requirement to manage fire risk for the safety of its employees and those in Witney Town Councils facilities and lands is a requirement under fire safety legislation. This policy clearly sets out how Witney Town Council will manage this who is responsible and their responsibilities.

2. Legal Requirement

- 2.1. The primary legislation for fire safety is the Regulatory Reform (Fire Safety) Order 2005. It replaces most fire safety legislation with one order. The order means any person who has some level of control must takes steps to reduce the risk from fire. The following legislation is relevant in this policy and to fire safety in general.

- Health and Safety at work Act 1974
- Health and Safety (Safety Signs and Signals) Regulations 1996

3. Employees' Duties

- 3.1. Employees of Witney Town Council all have responsibility to take necessary steps to ensure they don't cause undue risk to themselves or others. All employees work in accordance with approved safe practices and policies.

4. Communication

- 4.1. Witney Town Council as the employer is the responsible person for the purposes of fire safety order 2005. 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.

6. Procedures for fire safety

6.1. The procedures listed below have been put in place to ensure a high standard of fire safety is followed.

- Fire risk assessments are carried out annually by an internal assessor
- Emergency action plans for each building reviewed yearly
- Fire drills held every 6 months
- The emergency action plan will identify specific roles of staff regarding fire safety
- Training of all staff in fire safety
- New employees inducted with fire safety training
- Fire Equipment test (smoke detectors, emergency lighting and fire doors and exits)
- Fire alarms along with fire safety equipment will be serviced periodically
- Fire alarms and fire safety equipment will be checked and tested weekly
- Employee's failure to follow any of these procedures can result in disciplinary proceedings

7. Procedure in the Event of a Fire

7.1. On discovering a fire

- Raise the alarm
- If trained and it is safe to do so attempt to extinguish the fire
- If its not possible or unsafe to extinguish the fire, ensure there is no one left in the room and evacuate closing the door
- Evacuate to the evacuation point
- Ensure the designated person has called the fire and rescue service

7.2. If you hear the fire alarm

- Shut down any high-risk equipment in use (oven, high powered equipment)
- Exit using nearest available emergency exit
- Exit to evacuation point

7.3. Fire Marshals

- Ensure all staff, public and contractors evacuated the building via the nearest emergency exits
- Collect the grab bag on reception
- Report any missing persons

8. Fire Safety records

8.1. A copy of the relevant site 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.