

## FIRE SAFETY POLICY – BRECON TOWN COUNCIL

Policy Statement	2
Fire Safety Legislation	2
The Regulatory Reform (Fire Safety) Order 2005	2
Responsible Person	2
Employee’s Responsibilities	2
Fire Risk Assessment	3
Providing a Safe Means of Escape	3
Emergency Lighting	3
Fire Safety Signs	3
Fire Fighting Equipment	3
Fire Detection & Warning System	4
Emergency Action and Evacuation Plan	4
Fire Procedures	4
Fire Safety Training of Employees	5
Fire Drills	5
Policy Review	5

## Policy Statement

This policy applies to all Councillors, Employees, Volunteers and users and visitors to the Guildhall and its intention is to protect the welfare of its employees, visitors and contractors against the incidence of fire by complying with Fire Safety Legislation.

This document provides a framework for the Council and Employees to plan, organise, control, monitor and review the protective and preventative measures in relation to Fire Safety. The Fire Safety policy will be subject to review on an annual basis. Procedures will be established for the safe evacuation from buildings and Staff will be trained to implement these procedures.

## Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006. These Regulations replaced all existing Fire Safety Legislation with a risk-based regime. The responsibility for the safety of the occupants and those who might be affected by a fire rests with a defined 'Responsible Person'.

The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of employees, visitors and other relevant persons within and in close proximity to these premises. The Responsible Person at the Guildhall, Brecon is the Town Clerk.

The General Fire Precautions are detailed as below: -

- Reduce the risk of and spread of fire
- Provide a secure and safe means of escape from the building at all times
- Provide means of fighting fires
- Provide means for detecting and giving warning of fire
- Implement measure and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire
- Provide a suitable system of maintenance of all general fire precautionary arrangements

## Employee's Responsibilities

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are: -

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work
- To co-operate with their employer in complying with Fire Safety Legislative requirements
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of person's from fire and any shortcoming in the employer's protection arrangements for safety
- Follow the terms of this policy, and comply with measures implemented to control and minimise fire risk

## Fire Risk Assessment

The Fire Risk Assessment has been conducted at these premises by the Town Clerk following guidance received from Mid and West Wales Fire Authority.

The Fire Risk Assessment will be reviewed on a regular basis or following significant changes to the size, layout and use of the building.

Any temporary structure erected on site must be subject to a separate Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

All fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Responsible Person will maintain all reasonably practical measures to eliminate or control those fire hazards. The risk of fire is to be reduced by the education of employees in Fire Prevention and the Fire Risk Assessment process.

## Providing a Safe Means of Escape

A safe and secure means of escape from all premises will be maintained at all times. During normal working hours the Responsible Person and/or all Staff in the building are to ensure that Fire Exit doors are unlocked and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key, regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Responsible Person for action to be taken. When the fire alarm has activated, staff and other occupiers of the building are to be evacuated to the designated Assembly Point, which is: Outside St Mary's Church.

## Emergency Lighting

Emergency lighting is provided throughout the premises and tested periodically by competent persons in accordance with BS 5266. The results of the tests are recorded in the log book. In addition, weekly tests are carried out by the Housekeeper, and a record of inspections kept.

## Fire Safety Signs

Fire Safety signs are provided throughout the building to indicate the emergency routes and exits. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 :2002. All emergency exit routes are identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported to the Responsible Person.

## Fire Fighting Equipment

Portable firefighting equipment is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on

the signs above them. Fire extinguishers are subject to a routine maintenance contracts. The maintenance contractor affixes a label on each extinguisher indicating their name and telephone number. In addition, monthly checks are to be carried out by the Park Keeper to check the following:

- General overall condition of each fire extinguisher
- Check the hose is not rusty
- Check that the gauge is in the green
- Check that the tag is present
- Check that the pin is in place
- Check date of last formal test is within the last year

Fire Extinguishers must only be used by persons who have specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the priority is to operate the Fire Alarm, call 999 and initiate the Fire Evacuation Procedure.

#### Fire Detection and Warning System

The Guildhall is provided with an electrically operated fire alarm and detection system. The system is subject to periodic testing and maintenance in accordance with BS 5389 and is tested by a certified engineer twice yearly. Each week a single 'break glass' unit will be tested by the Housekeeper. The results of the tests are recorded in a Log Book. The system is remotely monitored 24 hours a day and on activation the monitoring company will contact the Responsible Person and if they are unavailable, will contact two further named out of hours emergency contacts (staff and councillors). Procedures are in place to determine when the Fire Authority are called.

#### Emergency Action and Evacuation Plan

Please see Appendix A

#### Fire Procedures

The specific actions to be taken in the event of a fire incident are detailed in the brief within Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point as follows:

1. Immediately raise the alarm.
2. Call the fire brigade by dialling 999.
3. Give details of fire at The Guildhall, High Street, Brecon, Powys LD3 7AL. Do not replace the receiver until the fire brigade has repeated the address.
4. Leave the building by the nearest available exit.
5. Report to the person in charge at the Assembly Point – outside St Mary's Church.
6. Do not stop to collect personal belongings. Do not return to the building until authorised to do so. Do not use lifts. Do not take risks.

Special provisions are provided on how to evacuate persons who may be disabled from the building in the event of a fire incident. No member of staff should put themselves at risk. If any of the

occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the building.

Fire Safety Training of Employees

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new members of staff will receive basic training on commencement of employment; all members of staff will receive training on an annual basis.

Fire Drills

The process of fire drills and evacuation should be taken very seriously by all Councillors and Staff. The Responsible Person should ensure that all Councillors and Staff are made familiar with the Fire Procedures and Emergency Action and Evacuation Plan. To ensure that Councillors and Staff are capable of dealing with a full evacuation of the premises, the Responsible Person will ensure that a fire drill is carried out at least once a year.

Review of Policy

This policy is to be reviewed on an annual basis by the Planning, Guildhall & Staffing Committee to ensure the Policy and Procedures are up-to-date and effective.

Dated: July 2023

Signed: .....

Review Date: July 2024