

Fire Safety Management Plan

PREMISES ADDRESS:

**Bottesford Parish Council
The Old School, Grantham Road
Bottesford, Nottingham
NG13 0DF**

Responsible person

The Parish Council collectively as a body.

INTRODUCTION

The **Regulatory Reform (Fire Safety) Order 2005** requires the '**responsible person**' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair. Additionally, where there are employees, they must be provided with adequate safety training. The Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

This fire safety management plan log book has been prepared to assist the 'responsible person' in co-ordinating and maintaining a fire safety record keeping system.

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation in respect of keeping fire safety records.

It is recommended that this log book is kept in a loose leaf format with new record keeping pages being photocopied or downloaded when required.

The log book should be kept up to date and readily available for inspection or audit by the Fire and Rescue Service as and when required.

It should be noted that it is an offence for a person to knowingly make a false entry.

USEFUL TELEPHONE NUMBERS (IN AN EMERGENCY DIAL 999/112)

Fire fighting equipment maintenance and repairs.		Fire alarm maintenance and repairs.	
Emergency lighting maintenance and repairs.		Building maintenance	
Environmental Health Department		Electrical equipment test engineers	
Health and Safety Executive			

LIST OF COMPETENT PERSONS and FIRE WARDENS within premises:

Name	Dept	Tel. Ext.
Deputy		
Name	Dept	Tel. Ext.
Deputy		

Reference:

- A. Regulatory Reform (Fire Safety) Order 2005
- B. Management of Health & Safety at Work Regulations

FIRE SAFETY

1. The Parish Council premises consist of a single story of approximately 240m², principally comprising 2 function rooms, 2 kitchens, an office and small outbuildings.
2. It must be noted that the kitchens are part of the 2 escape routes from the premises.
3. **Occupancy.** The numbers of people permitted within the building is limited to a total of 140, with 80 permitted in the Parish Room and 60 in the Fuller Room.
4. **Responsibility of Employees.** Reference A requires all employees, whilst at work, to:
 - a. Take reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions.
 - b. Cooperate with their employer so far as is necessary to ensure compliance with the requirements of Reference A.
 - c. Inform their employer or any other employee with specific responsibilities (e.g. Fire Warden) of any workplace situation which represents an immediate and serious danger, including any shortcomings in the workplace provisions, e.g. appliances, these orders, etc.
5. **Fire Risk Assessment.** The Fire Risk Assessment (FRA) for the premises is kept in the Parish Clerks office, available to all staff.
6. **Sources of Ignition and Fire.** The sources of fire in the premises are principally electrical or cooking; however other factors may come into play when rooms are hired out. This is mitigated by the Terms of Hire.
7. **Staff Training.** All staff will be subject to an initial Fire Training Briefing as part of their Induction Training, with continuation training delivered annually.
8. **Fire Drills.** Fire Drills will be conducted periodically as a 'walk through' exercise to ensure that the procedures are valid.
9. **Actions in event of Fire.** Posters detailing the actions to be taken in the event of a fire are displayed around the building. Detailed Fire Orders are at Annex A and are to be displayed on the Notice Board.
10. **Emergency Lighting.** Emergency lighting is of limited scope, pending review.
11. **Fire Extinguishers.** Extinguishers are located at multiple points around the building All staff are briefed on these extinguishers during arrival and refresher training. Monthly serviceability checks are to be carried out by the Caretaker.
12. **Visitors and guests.** Those hiring rooms are to be made aware of the fire orders and acceptance of the orders is a condition of hire.

13. **Fire prevention.** Fire prevention is the responsibility of ALL staff and Councillors.. To safeguard the occupants of buildings, the following standards are to be maintained:

a. **ESCAPE ROUTES.**

- i. All exits and escape routes, including corridors are to be kept clear of all obstructions likely to impede or obstruct the occupants in the process of evacuating the building in the event of fire.
- ii. Escape routes and corridors are to be kept clear of all combustible materials such as furniture and packing boxes.
- iii. Fire check/stop doors are NOT to be propped or wedged in the open position.
- iv. Self-Closing Devices fitted to doors are not to be disconnected.

b. **STORAGE.**

- i. Storage rooms are to be secured and access controlled.
- ii. No item is to be stored within:
 1. 1 metre of internal doors including the angle of swing.
 2. 1 metre of electrical hazards such as fuse boxes, ventilation fans, light fittings etc.
 3. 1 metre of ceilings.
 4. 1 metre of hot water/heating pipes, radiators etc.
- iii. Flammable liquids, gases or hazardous materials are NOT to be kept in the building; this includes mains distribution, switchgear or storage rooms. This does not include reasonable quantities of items such as document shredder oil or aerosols such as spray glue, however these items must be kept in metal drawers or cabinets when not in use.

c. **ELECTRICAL.**

- i. Electrical appliances are to be disconnected from the wall sockets when not in use.
- ii. IT Workstations are to have the monitor switched off at cease work. The base unit may be left running if required to remain on the network.
- iii. Only extension cables containing an earth conductor are to be used to connect light duty equipment such as IT suites. Twin core only type leads are not to be used. If a longer extension cable is required, it must not be used whilst coiled. All connectors and leads must be in good condition, have no loose terminals, frayed insulation or loosely fitted plugs or taped wiring joints.
- iv. Cable must not be run under carpets or across floors. If a trailing cable is necessary, a suitable cable protector must be used.
- v. No unauthorised heaters are to be used in buildings. Items (including extension leads) may be Portable Appliance Tested if necessary.

d. NAKED FLAMES / COOKING APPLIANCES.

- i. Any item that produces a naked flame is NOT to be used in buildings unless authorised by the Parish Council or their nominated Officer.
- ii. The use of cooking appliances, toasters, etc is not to take place in rooms other than designated kitchen areas.

14. **Smoking.** UK Law and Company policy allows smoking only in the designated Smoking Areas. Smoking is not to take place near doorways where smoke may enter the buildings. Smoking on the grounds is not permitted.

15. **Fire Alarm Systems.** The main meeting rooms are each fitted with a battery powered smoke detector.

Fire safety training must be given to employees so that they are aware of the following:-

- What to do if they discover a fire
- How to raise an alarm of fire.
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point(s)
- How to call the Fire and Rescue Service
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors

Safety training should be given:-

- At the time they are first employed,
- On their being exposed to new or increased risks, and,
- At periodic intervals as appropriate. (at least annually, depending upon the nature of the risk)

Safety drills should be carried out:-

- At periodic intervals appropriate to the nature of the risk. (a minimum of one safety drill each year is recommended)

FIRE ALARM SYSTEM

Weekly

The Fire alarms should be tested weekly and the results recorded in this Record Book.

Annually

Replace the batteries in the Smoke Alarms.

Vacuum the detector to remove dust and insects.

Check the 'Replacement Due' date of the Alarm. Normally a 10 year life.

CARBON MONOXIDE ALARMS

Although not subject to Fire Safety legislation, this Log Book is a convenient place to also record weekly testing of CO Detectors/Alarms.

CO Alarms usually have a 7 year life from fitment and activation.

EMERGENCY LIGHTING

Emergency lighting tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

MONTHLY – Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.

Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

ANNUALLY - Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper functioning.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded using the following pages. The date on which each fault is rectified should also be recorded.

FIREFIGHTING EQUIPMENT

Portable Fire Extinguishers

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

MONTHLY - Check to ensure each extinguisher is in position, accessible, not discharged, damaged or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards.

Ensure that any safety pins/clips and 'tell tale' devices are in place.

Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the monthly checks should be carried out more frequently.

ANNUALLY - Portable fire fighting equipment should be inspected by a competent person in accordance with the manufacturer's instructions.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

MISCELLANEOUS TESTS AND CHECKS

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals. The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire-door self-closing devices operate efficiently. Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

2. **ACTION IN THE EVENT OF FIRE.** Any person discovering a fire is to raise the alarm to alert the occupants and carry out the following actions:

- a. Shout "FIRE, FIRE, FIRE"
- b. Ensure the Fire Service is called by dialling 999 or 112 from a mobile phone.
- c. Inform the Operator that you require Fire Service:
Give them your name and location.
Old School, Grantham Road, Bottesford, NG13 0DF
Type of fire.
Number of persons involved (if known).
Any special circumstances
Confirm location again.
- d. If practicable, and trained to do so, attempt to fight the fire using the appropriate fire extinguisher.

3. **EVACUATING THE BUILDING.** Persons hearing the alarm are to:

- a. Close all windows and doors to rooms to prevent the spread of smoke and flame (DO NOT LOCK DOORS).
- b. If at the fire location, ascertain if they can be of assistance to the discoverer of the fire.
- c. Evacuate the building using the nearest safe exit and report to the Assembly Point. This is the Playground, unless the size of the fire dictates further evacuation to the Village Hall car park

4. **CONTROLLING PERSON RESPONSIBILITIES.** The controlling person, **e.g. the Room Hirer** is to take responsibility for the evacuation. They are to ensure the following actions are carried out:

- a. The Fire Service has been informed of the emergency.
- b. One person is nominated to call any nominal roll or other list of those present.
- c. On arrival of the Fire Service the controlling person is to ensure the Fire Crew are informed of the following:
 - i. If any persons are missing or are known to be still inside the building.
 - ii. The location and nature of the fire.
 - iii. Any hazards that may present a danger to those involved in fire fighting operations.
- d. If possible, inform the Parish Council of the fire using the available contact number.