

## **Fire Safety Policy / Plan**

The building is a single storey building with one secure entrance at the front of the building with an emergency exit at the rear of the building. The Clerk is responsible for the management and safety of the premises but will delegate some of the routine tasks to a nominated staff member.

All visitors and staff must sign in the attendance log and sign out when they leave the building. This log will be used in the event of an emergency or fire as the roll call to make sure every one is accounted for.

Visitors using the meeting room will also be required to complete a "Fire Safety Log" located on meeting room wall. This outlines the fire evacuation process, the meeting point, where the nearest phone boxes are and the full address details of the premises to be given to the emergency services. It also contains the contact details for all the registered key holders. It has facilities to capture the names of everyone attending the meeting which can be used as a check list to ensure that every one is accounted for at the Fire Assembly Point.

The first person to enter the building in the morning must open the rear emergency door shutter and this must be left open until the last person leaves the building at the end of the day. Details of the opening and closing process are clearly displayed next to the security alarm. This includes checking that all electrical items other than computers are switched off.

All routes to the clearly marked emergency exits must be kept clear. This will be checked and logged on a daily basis by a nominated staff member.

The building is fitted with mains wired and linked smoke detectors with back up batteries as approved by Bucks Fire Brigade. If one goes off they all go off and emit a regular high pitched bleep and these can be heard from all areas even when taps are running and toilets being flushed. The detectors are located in the following areas:

Reception area on the ceiling between the Archive Room and the Store Room  
Inner corridor outside the toilets  
Main office above the reception area  
Meeting Room in the centre of the ceiling to the left  
Council Chamber in the centre of the ceiling  
Rear parish office

A heat detector is located in the kitchen on the ceiling just inside the door to minimise the risk of false alarms due to the use of the toaster.

Smoke detectors and alarms will be tested and serviced annually by a professional contractor and tested weekly by a nominated staff member which will be logged.

In the event of a fire even if the alarm has not been activated yet, you must proceed to the nearest exit (which are all sign posted) shouting FIRE, FIRE as you go. DO NOT attempt to put the fire out yourself.

The fire assembly point is the lamp post next to the underpass to Purbeck shops (opposite the parking bays).

Although cleaning chemicals are stored in the cleaner's cupboard, due to the content and quantity involved these would not be classed as dangerous chemicals.

Due to the vaulted ceiling around the building only the kitchen and emergency exit doors from the parish office and Meeting Room are self-closing fire doors. These doors must be kept closed. They must not be wedged open

All other main doors (Council Chamber, parish office, Meeting Room, toilets and corridor doors) are fitted with self closing devices. Although these are not fire doors they should not be wedged open.

The whole building is fitted with the appropriate fire extinguishers as recommended by MK Fire Risk Assessment (CO<sub>2</sub> for electrical and flammable liquid fires only and water for all other types of fires). These will be serviced annually by a professional contractor and inspected monthly by a nominated staff member. This will be logged.

Emergency lighting is fitted throughout the building and this will be tested and serviced annually by a professional contractor and tested monthly by a member of staff. This will be logged.

The gas boiler should be serviced annually. A carbon monoxide monitor has also been fitted in the kitchen where the boiler is located.

All electrical items including extension sockets throughout the building are itemised on the Inspection and PAT testing log and are PAT tested yearly. They will also be inspected for wear and tear quarterly by a nominated staff member. This will be logged. All users will be required to comply with this policy and will need to provide their own list of items and be responsible for any costs involved in the testing.

All items of rubbish must be disposed of in the internal bins or placed in the locked bin store located on the outside of the building to the right of the front door. Rubbish must not be put outside the building except on rubbish collection day which is a Tuesday. We have a recycling bin and ask that all visitors, staff and tenants make every effort to recycle where possible.

**NO SMOKING** is allowed in the building or outside in the vicinity of the main or emergency entrances.

A fire evacuation test will be carried out at least once a year during the day time and during an evening meeting.

There must be a person responsible for Fire Safety in the office at all times that the office is open. The person responsible for Fire Safety must have read and signed a copy of this document to acknowledge that they fully understand the procedures and will adhere to them.

**Signed:**      **G Davison**

**Date:** **23/06/2017**