



Fire Safety Policy & Procedures 2018/19

Elstree & Borehamwood Town Council

Fairway Hall

Brook Close

Borehamwood

WD6 5BT

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1. Council's Policy

It is the policy of Elstree & Borehamwood Town Council (EBTC) to ensure that all employees, visitors and contractors are protected from the risks of fire. With this aim appropriate fire prevention/precaution measures shall be taken. Also, appropriate evacuation procedures shall be developed, implemented and periodically tested. Council Staff, elected Members and visitors shall be provided with sufficient appropriate fire awareness training and instruction. The premises shall comply with relevant fire safety legislation and recognised good practice.

The main legislation which is relevant to this subject is the **Regulatory Reform (Fire Safety) Order**

The **Responsible Person** for this office is the **Town Clerk**

The **Competent Person** for this office is the **Hall Supervisor**

2. Procedures / Guidance

2.1 General Staff Instruction

All employees must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order and the Health and Safety at Work Act 1974 and the policy and procedures provided by Elstree & Borehamwood Town Council.

Fire procedures are posted throughout the building and can be found on exit routes normally adjacent to fire alarm call points or portable fire equipment. All employees must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed. All employees should be aware of the location of the emergency assembly point as indicated in the fire procedure for the building.

If you have to evacuate the premises:

- i. **DO** exit quickly and calmly
- ii. **DO** use the nearest available fire exit
- iii. **DO NOT** stop to collect personal belongings
- iv. **DO** close doors behind you
- v. **DO NOT** waste time by switching off equipment (unless told to do so)

Any employees not at their usual place of work on hearing the fire alarm must leave the building and go to the assembly point. On no account must they return to their work area, office or workstation until the 'all clear' is given by the appropriate authority (such as Hertfordshire Fire and Rescue).

The break glass fire alarm call points (red boxes) can be found on corridors, exit staircases and adjacent to final exit doors.

Portable fire extinguishers are sited at various points throughout the premises and at final exit doors.

2.2 Fire Safety

Fire safety is everyone's responsibility. All employees, visitors, and contractors are expected to follow established safety procedures to ensure the safe use of electrical equipment, gas appliances, the safe use, storage and disposal of any flammable, combustible or hazardous materials.

It is illegal to smoke anywhere within the building (including the use of E-cigarettes, personal vaporisers (PVs) and electronic delivery systems (ENDs)).

In addition to the legal fire prevention requirements, advice on specific fire prevention practices is available from the Town Clerk and/or Capita Symonds on 0800 028 1754 and quote scheme number 72719.

2.3 Fire Safety Precautions

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.

Fire doors must never be wedged open.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Everyday objects such as boxes of paper or other materials left on an escape corridor pose serious obstacles during an emergency evacuation.

Hazardous/flammable materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency.

Portable fire fighting equipment must not be removed or repositioned without authority from the Town Clerk.

Fire extinguishers should **NEVER** be used as door stops.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the Town Clerk.

When ever possible (or practical) turn off electrical equipment:

- When it is no longer needed for use
- When the area/office is unmanned
- At the end of the working day

Do not place heat sources close to combustible materials i.e. near paper, cardboard, clothing etc. Keep combustible materials away from electrical equipment i.e. allow air vents to

become obstructed. Do not place cables under mats or carpets, damaged cables can cause fires.

Damaged or malfunctioning electrical equipment supplied by EBTC must not be used, report this to the Town Clerk. **Such equipment must be taken out of use immediately**

The Town Clerk should ensure that all necessary fire safety information is provided to all persons and/or organisations wishing to hire the events hall and associated facilities.

The information should include details of how to contact the EBTC in an emergency.

2.4 Fire Action Procedure

Any person suspecting or discovering a fire shall:

- a. Raise the alarm by breaking the glass of the nearest fire alarm call point (red box)
- b. Call the emergency services (internal or mobile phone) and inform the Town Clerk immediately.
- c. Depending on the location of the fire, and if the situation allows: Isolate the area i.e. close the door or attack the fire with the correct type of extinguisher. **Do not place yourself in danger.**
- d. If circumstances dictate, or if ordered to do so, leave the building by the nearest available exit route.
- e. Depending on final exit point from the building proceed to the designated assembly point.
- f. The designated assembly point for this building is the car park closest to the main road.**
- g. The most senior person from EBTC should carry out a roll call to indicate any missing person(s). Any missing person(s) should be notified to the Fire Brigade Officer immediately.

Any person hearing a continuously sounding fire alarm shall:

- a. Leave the building by the nearest available fire exit route
- b. Go directly to the designated assembly point
- c. Never re-enter the building until instructed to do so by an authorised person (i.e. Fire Brigade Officer)
- d. Never re-enter a building whilst the alarm is still sounding.
- e. The most senior person from EBTC should carry out a **roll call** to indicate any missing person(s). Any missing person(s) should be notified to the Fire Brigade Officer immediately.
- f. Instructions given in an emergency evacuation must be followed and breaches of these procedures will be considered serious and may be dealt with under the EBTC disciplinary procedures.

2.5 Duties of Member of staff holding meetings or accepting visitors

Employees are responsible for the safety of their visitors when they are in the building. Employees should ensure that visitors are aware of the fire safety procedures that are in place.

On hearing the fire alarm, employees must ensure that visitors under their supervision are made aware of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner.

2.6 Evacuation Procedures for Disabled Persons

Staff Members

Every individual who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate the building unaided will have a personal emergency plan (PEP) drawn up. This will be carried out in conjunction with EBTC and the individual in question and in liaison with Capita Symonds if required.

Employees should inform the Town Clerk if they foresee any difficulties during an evacuation of the building so that PEP can be drawn-up.

The PEP will be specific to the needs and abilities of the individual in question.

If for any reason a disabled employee or a casualty can not be moved employees must alert the emergency services at once and request their urgent assistance.

Business related visitors

It is essential that wherever possible the host employee is aware of visitors to the building who have specific emergency evacuation needs.

When arranging meetings employees should enquire if there is anyone with a disability who may require assistance during an emergency evacuation.

Wheelchair users and persons with mobility impairment

If an employee is expecting or is made aware of a person who is in a wheelchair or has a mobility impairment they must ensure that for the duration of the visit they are not left alone for long periods of time and they are given special consideration during an evacuation.

On hearing the fire alarm employees should ensure that any mobility-impaired persons are assisted as is necessary to leave the building by the nearest fire exit.

Deaf/Hearing Impaired Persons

Although there are visual fire signals within the building a hearing impaired person might not be able to hear the evacuation signal or notice the visual alert.

If an employee is expecting or is made aware of a person who is deaf or with a hearing impediment they must ensure that they are made aware of the visual alerts upon their arrival and they are given special consideration during an evacuation.

On hearing the fire alarm employees should ensure that any deaf or hearing impaired persons are assisted, as is necessary, to leave the building by the nearest fire exit.

Blind/Visually Impaired Persons

Appropriate signage is in place with regard to blind/visually-impaired persons. However during an evacuation a visually impaired person may have difficulty finding their way to the escape route unaided.

If an employee is expecting or is made aware of a person who is blind or with a visual impairment they ensure that for the duration of the visit they are not left alone for long periods of time and they are given special consideration during an evacuation.

On hearing the fire alarm employees should ensure that any blind or visually impaired persons are assisted, as is necessary, to leave the building by the nearest fire exit.

If for any reason a disabled person or a casualty can not be moved employees must alert the emergency services at once and request their urgent assistance.

2.7 Evacuation Drills

In accordance with fire safety legislation the EBTC will ensure that fire evacuation exercises are carried out annually or more frequently if the situation dictates.

The exercises will monitor the effectiveness of the evacuation procedures and, where necessary, identify required changes.

The Town Clerk will ensure that the exercises are recorded.

2.8 Training, Instruction and Information

The Town Clerk will ensure that all new employees have received fire safety instruction and information in the first week of employment. This will include identification of escape routes, location of fire extinguisher and call points, where the assembly point is and any local hazards that they need to be aware of.

The Town Clerk will ensure that all employees are provided with general fire safety awareness training at least every two years.

2.9 New Buildings/Alterations

In the event that alterations are being planned the Town Clerk will ensure that the requirements of relevant fire safety legislation and recognised standards are considered and that the proposed building works do not compromise the safety of employees and visitors, and contractors.

2.10 Fire Risk Assessments

In accordance with fire safety legislation, the Town Clerk will ensure that fire risk assessment is regularly reviewed and updated i.e. annually.

The risk assessments shall be amended as necessary when circumstances require it (e.g. building changes). The fire risk assessments shall be reviewed whenever any changes to structure, layout or usage of the building takes place to ensure their ongoing relevance and adequacy.

2.11 Monitoring and Audit

As part of their day-to-day duties the Hall Supervisor will ensure that fire safety precaution and prevention measures are in place and are working, as they are intended to.

The Town Clerk will monitor local arrangements for the provision of training, etc. to ensure that they work satisfactorily.

Fire safety shall be included in the Safety Management System Audits carried out as part of the EBTC health and safety management policy.

2.12 Reporting and Investigation of Incidents

All fire related incidents affecting EBTC personal or property or where such an incident could have affected EBTC personal or property shall be reported as soon as possible to the Town Clerk and/or Capita Symonds who will ensure that the incident is investigated and further action taken as is necessary in accordance with the EBTC Health and Safety Policy.

A Fire Incident report form should be completed and filed for future reference and/or investigation purposes.

Elstree & Borehamwood Town Council

Fire Incident Reporting Form

Date	
Time	
Floor	
Area	
Room	

Please indicate	
Fire	
False alarm (malicious)	
False alarm (negligent)	
False alarm (good intent)	
False alarm (system fault)	
False alarm (contractor)	
Misuse of equipment	
Planned drill	

Fire Brigade Called	Yes	No	Time Fire Bridge called	
False Alarm	Yes	No	Time Fire Brigade arrived	
Evacuation	Yes	No	Time Fire Brigade left	
Injured	Yes	No		
Area Checked / Panel Reset				

Description of incident

Cause

Action taken

Description of injuries

Equipment used	Qty	Reported by:
Water		
Carbon dioxide (Co2)		
Dry Powder		
Fire Blanket		
Other		