



FIRE SAFETY POLICY JUBILEE SPORTS PAVILION

Adopted: 6 March 2023

Date for review: March 2025

1. Policy Statement

The issue of fire safety is taken extremely seriously, and we will strive to ensure Kingston Bagpuize with Southmoor Parish Council and its employees comply with the Regulatory Reform (Fire Safety) Order 2005.

More importantly the parish council will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects.

These include staff, contractors, visitors, and residents, but exclude fire fighters in pursuance of firefighting.

Staff should be aware it is a criminal offence not to consider theirs and others' fire safety whilst at work and breaches will be dealt with in a robust manner by management.

Regulatory Reform (Fire Safety) Order 2005 - replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

2. Responsibilities

2.1 Responsible Person

Kingston Bagpuize with Southmoor Parish Council is the "Responsible Person" for the Jubilee Sports Pavilion and has overall responsibility for fire safety. The Parish Clerk has operational responsibility for health and safety including fire safety.

The Responsible Person has delegated the following roles:

	Task	Position or Name
1	Ensuring all exits are available and useable during time people are in the premises (recommended daily)	Sports Field Association
2	Weekly check that firefighting equipment is in place and undamaged	Caretaker
3	Weekly test of the fire alarm	Caretaker
4	Monthly test of the emergency lighting	Caretaker
5	Completion of the Fire Risk Assessment by an external competent person	External professional engaged by clerk

	Task	Position or Name
6	Annual review of the Fire Risk Assessment	Parish Clerk or as designated by Parish Clerk
7	Ensuring the fire alarm, emergency lighting and firefighting equipment (and other fire safety measures if found) is serviced by a competent person	Parish Clerk or as designated by Parish Clerk
8	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	Sports Field Association
9	Ensuring portable electrical appliances are maintained as required (PAT)	Sports Field Association
10	Ensuring fixed electrics are inspected at least once every five years	Parish Clerk or as designated by Parish Clerk
11	Ensuring gas systems are inspected annually	Parish Clerk or as designated by Parish Clerk
12	Coordination of 6 monthly fire evacuation drills	Parish Clerk or as designated by Parish Clerk
13	Staff have received induction training	Parish Clerk

3. Fire Strategy

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety.

The evacuation procedure is for all persons to evacuate immediately.

Whilst the parish council accepts there is a legal duty to ensure there is some persons trained in the use of firefighting equipment, they do not encourage the fighting of fires by staff/users and actively discourages the fighting of fires by any visitors unless they have received training.

Staff/users and will receive fire safety training including the use of fire extinguishers, but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

The parish council's fire strategy concentrates on life safety and not property protection.

4. Fire Risk Assessment (FRA)

Kingston Bagpuize with Southmoor Parish Council will arrange for a fire risk assessment to be carried out by an external competent person. This assessment will identify the risk of fire and measures to reduce these risks. It will also judge compliance with the requirements of the Regulatory Reform (Fire Safety) Order 200, such as the presence and maintenance in good order of:

- Emergency procedures to evacuate in the event of a fire
- Suitable detection and warning systems
- Adequate means of escape
- Firefighting equipment
- Emergency lighting
- Employee training

The assessment will provide a list of significant findings. These are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be instigated.

Any significant finding will be prioritised as High, Medium, and Low or as a comment. High, Medium, and Low are an identification of the risk the hazard presents to relevant people. The parish council will use this system as a way of prioritising the work to complete it. Where a finding is stated as a comment, there is unlikely to be any additional control measure. The comment is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.

5. Fire Emergency Procedure

All efforts will be made by the parish council to avoid the risk of a fire occurring, but if it does, a fire emergency procedure is in place detailing the actions to be taken to ensure that people know what to do and can be safely evacuated the premises.

6. Testing Maintenance

6.1 Fire Alarm and Detection

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1: 2013) by a competent person. The alarm will be inspected regularly to ensure it is showing a healthy supply (green light on panel). The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

6.2 Emergency Lighting

The level of emergency lighting will be dictated by the FRA. The installed system will be tested monthly by using a suitable test key or by isolating (using the local light circuit breaker) the lights. The system will be serviced annually by a competent firm of engineers in accordance with BS 5266 Pt 1: 2005. Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

6.3 Portable Electrical Equipment

The portable electrical equipment within the building work areas will be tested annually to ensure it is fit for purpose and in a safe condition. The equipment will be tested in accordance with HSE guidance. Records of tests will be held to be able to show due diligence.

6.4 Portable Fire Fighting Equipment

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position. The equipment will be serviced annually by a firm of competent engineers in accordance with the manufactures instructions and the BS 5306 Pt 3.

6.5 Means of Escape

The designated on-site users will check daily that all corridors are kept clear of obstructions and combustible material.

6.6 Records of Testing & Maintenance

The parish council will ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills are kept. Records must be kept on site and except for staff training in a single file with the following information:

- Date of test
- Item tested
- Result of test
- Action taken
- Person completing test

In the case of staff/user training records they should be retained on site for the period the employee is working on site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.