# Cilybebyll Community Council

# Fire Safety Policy

**August 2017**

**General Statement**

Cilybebyll Community Council recognises the importance of protecting employees & members of the public from any fire related risks associated with the activities of the Council and those using its facilities, and are committed to complying with any relevant legal duties and obligations.

This will be achieved by:

- Undertaking a fire safety risk assessment to identify fire hazards and necessary control measures and to prioritise associated fire risks.
- Developing and implementing appropriate policies and procedures based on the risk assessment findings.
- Identifying and allocating necessary resources.
- Providing and maintaining any identified and required fire prevention measures.
- Providing appropriate information, instructions, supervision and training.
- Ensuring fire safety responsibilities are designated and made known to all employees

In the event of fire, the three most important actions are, in chronological order, to:

- Raise the alarm
- Summon the fire brigade
- Evacuate the building — attempts to extinguish the fire should only be made if it is safe to do so, and the employees have received suitable and appropriate training.

The safety of life overrides all other considerations, such as saving property and extinguishing the fire at all times.

If a fire is discovered, the alarm shall be raised immediately by the appropriate method (by shouting “Fire – Evacuate the Building” on a continuous basis). This action must be taken on the discovery of any fire, however small.

All employees and users are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. Cilybebyll Community Council will always support employees or users who raise a fire alarm in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the fire procedures. The person responsible is the person who discovered the fire and raised the alarm or whoever that person asks to do so. This will be made clear in written fire procedures. Cilybebyll Community Council does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so, and particularly where suitable and appropriate training has been given.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. Employees and users will be made familiar with the procedure on a regular basis, and if appropriate to the group, through the staging of regular fire evacuation drills. All occupants, on evacuation, should report to the pre-determined assembly point.

Silence following the raising of the fire alarm should never be taken as an indication that it is safe to re-enter the building. Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so.

Employees and users should report any concerns regarding fire procedures immediately, so that Cilybebyll Community Council management can investigate and take remedial action if necessary.

**Arrangements for Securing the Health and Safety of Workers & members**

Cilybebyll Community Council will, in consultation with employees and users -

1. Ensure that any persons with restricted hearing on the premises are made aware of the raising of the fire alarm, and that disabled persons are given all necessary assistance to evacuate the building.
2. Appoint responsible persons for specific procedures in the event of fire, including:
   (i) The person responsible for summoning the fire brigade
   (ii) Fire wardens
   (iii) Those responsible for carrying out roll calls or supervising evacuation assembly points
   (iv) Fire incident controllers (staff member or User Group representative) responsible for liaising with the fire brigade on arrival
   (c) Regularly stage fire evacuation drills for appropriate groups, inspect the means of escape, and test and inspect fire-fighting equipment and fire warning systems
   (d) Provide adequate fire safety training to employees,

**PROCEDURE:**

1. Verbally raise the fire alarm on discovery of any fire, however small, by shouting “Fire – Evacuate the Building”.
2. Summon the fire brigade without delay by the use of a mobile phone or by asking neighbours to do so using a landline.
3. Only attempt to extinguish a fire if it is safe to do so and by using the equipment provided.
4. Evacuate the building as soon as the evacuate signal is given. Employees and users will be familiar with the procedure through regular briefings and, where appropriate, the staging of regular fire evacuation drills. Do not wait to conclude any tasks or to collect belongings.
5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
6. As you make your escape, close doors, particularly those designated as fire-resisting doors.
7. Report to the pre-determined assembly point. Do not re-enter the building until the fire brigade officer in charge declares it is safe to do so.
8. Manager, staff member or User Group representative must check that each area of the building has been evacuated and report this at the designated evacuation assembly point.
9. Manager, staff member or User Group representative must liaise with the fire brigade on attendance and arrange such assistance as the fire brigade may require.

## RECORDS

Failure to keep the records is an offence. Adequate records assist in proper monitoring by management and, in the event of any legal action, demonstrate that a system exists for ensuring that fire safety standards are maintained. A single logbook, in which all relevant records are contained, is a convenient and useful method of record keeping.

### Staff Training Record

All employees will receive instruction on fire matters.

### Fire Drill Record

Fire drills will be carried out by relevant groups at least once per year, but in some premises more frequent drills may be necessary. This record should record the date of each drill, along with the evacuation time and approximate number of participants in the Record book that has been provided. Required actions, identified as a result of the drill, should also be recorded, along with miscellaneous information, such as whether a particular route was blocked to simulate inaccessibility of the route due to fire.

### Fire Equipment Servicing and Maintenance Records

The fire equipment in the building must be serviced once every year by a competent professional company engaged by the Community Council. The date of the service should be recorded along with any defects and required action, and the actions should be delivered immediately. Service visits, or maintenance visits, should be recorded by the Community Council and records of any faults should also be kept.

### Emergency Lighting Testing, Servicing and Maintenance Record

Similar records to those described for fire-alarm systems should be maintained for emergency lighting installations. The installation should be tested every month, with an enhanced degree of testing every six months; self-contained fittings over three years old should be tested annually.

### Miscellaneous Records

Records of the following should also be kept:

- Inspections of means of escape
- Maintenance of portable fire extinguishing appliances (it is usual to mark the dates of service on each appliance)
- Servicing and maintenance of fixed fire extinguishing installations
- Inspection and testing of electrical installations (a certificate of inspection and test should be completed).

A form of inspection certificate is contained in the Institution of Electrical Engineers Regulations for Electrical Installations (more commonly known as the IEE Wiring Regulations). It is also important that record drawings and completion certificates for all fire protection installations (e.g. fire alarm systems, emergency lighting installations, extinguishing installations, etc.) are kept by a responsible person. These records should also be updated as appropriate.