Policy for the Management of Fire Safety

Billinge Chapel End Parish Council

Date: 15-05-2025

Review Due: 15-05-2026

Approved by: Parish Council (to be confirmed in minutes)

# 1. Policy Statement

Billinge Chapel End Parish Council is committed to ensuring the safety of its employees, visitors, hirers, and contractors from the risks of fire. This policy sets out how the Council will meet its duties under the Regulatory Reform (Fire Safety) Order 2005 and related legislation.  
  
Fire safety is a shared responsibility. All personnel must comply with this policy and co-operate to prevent and respond to fire hazards.

# 2. Objectives

- Prevent the occurrence of fire through risk identification and control  
- Protect life and property in the event of fire  
- Comply with all relevant fire safety legislation  
- Provide staff, hirers, and contractors with clear responsibilities and procedures  
- Maintain systems, equipment, and training for effective fire prevention and evacuation

# 3. Roles and Responsibilities

## A. Parish Council (as Responsible Person)

- Ensure a Fire Risk Assessment (FRA) is completed and reviewed annually  
- Ensure this Policy is approved, implemented, and reviewed  
- Approve the appointment of a Fire Safety Manager

## B. Fire Safety Manager – (Councillor/Parish Clerk)

- Oversee the implementation of this policy  
- Ensure that all fire safety systems are maintained and tested  
- Keep records of FRA, alarm tests, extinguisher servicing, training, and drills  
- Liaise with assessors, contractors, and enforcing authorities  
- Coordinate fire evacuation drills

## C. Room Hirers

- Must read and agree to Fire Safety Instructions before booking  
- Responsible for their group’s safe evacuation in an emergency  
- Must not obstruct exits or interfere with fire systems

## D. Staff and Councillors

- Must familiarise themselves with escape routes and alarm points  
- Report hazards immediately  
- Participate in fire drills and safety briefings

# 4. Fire Risk Assessment (FRA)

FRA must be reviewed annually or sooner if:  
- Building use changes  
- New equipment or hazards are introduced  
- Legislation changes  
  
Findings will inform the Fire Action Plan.

# 5. Evacuation Procedures

- Alarm activation: Manual call point or smoke/heat detection triggers alarm  
- Evacuation: Immediate exit via nearest safe route; do not delay  
- Assembly Point: [Insert Location – e.g. Car park by front gate]  
- Roll Call: Clerk or hirer to account for all persons  
- Emergency services: 999 call made from mobile or external line

# 6. Training and Information

- All staff must receive basic fire safety awareness training  
- Fire drills will be held annually  
- All room hirers will be issued with a Fire Safety Guidance Sheet  
- Fire action notices will be displayed in all rooms

# 7. Maintenance and Testing

|  |  |  |
| --- | --- | --- |
| Item | Frequency | Responsibility |
| Fire alarms | Weekly | Clerk |
| Emergency lights | Monthly | Clerk/Contractor |
| Fire extinguishers | Annually | Contractor |
| FRA | Annually | Assessor |
| PAT Testing | Annually | Contractor |
| Fire drill | Annually | Clerk |

# 8. Monitoring and Review

This policy will be:  
- Reviewed annually  
- Updated following significant changes or incidents  
- Monitored through the Fire Safety Manager's records and audit trails

# 9. Policy Approval

This Fire Safety Policy was reviewed and adopted by the Parish Council on:  
FCM 16th June 2025

Signed:

Chair of Parish Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Safety Manager (Councillor/Clerk): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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