

Box Parish Council

Fire Safety Policy

Policy no. 55



Date Approved	Nov 25
Review Date	Nov 26
Committee	Buildings

Policy Statement

Box Parish Council is committed to ensuring the safety of all employees, visitors, and contractors through the prevention of fire, effective emergency response, and compliance with all relevant fire safety legislation and standards. The Council will take all reasonable measures to minimise the risk of fire and to protect life, property, and operations in the event of a fire.

2. Purpose

The purpose of this policy is to:

- a. Prevent the occurrence of fire through effective risk management and control measures.
 - b. Ensure staff and visitors know what to do in the event of a fire.
 - c. Minimise injury and property damage should a fire occur.
 - d. Comply with the Regulatory Reform (Fire Safety) Order 2005 (UK) or equivalent local legislation.
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3. Scope

This policy applies to:

- a. All employees, contractors, visitors, and volunteers working on Box Parish Council premises. This includes:
 - i. The Pavilion
 - ii. Parish Office
 - iii. Chapel and Lodge
 - iv. Tractor Shed
 - v. Jubilee Centre
 - b. All buildings, offices, facilities, and vehicles owned or operated by the Council.
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4. Responsibilities

4.1 Management

The Council Buildings Management Committee Chair shall:

- a. Ensure that fire risk assessments are conducted and reviewed annually or following any significant change.
- b. Provide adequate resources for fire safety measures, including training, maintenance, and equipment.

- c. Appoint a Fire Safety Officer or Responsible Person (the Parish Clerk) to oversee fire safety compliance.
- d. Ensure fire drills are carried out at least twice per year.

4.2 Fire Safety Officer / Responsible Person – the Parish Clerk

The designated person shall:

- a. Maintain up-to-date fire risk assessments.
- b. Oversee maintenance of fire alarms, extinguishers, signage, and emergency lighting.
- c. Coordinate fire evacuation procedures and drills by informing all users and contractors of their responsibilities.
- d. Investigate and report all fire-related incidents.

4.3 Employees

All employees must:

- a. Familiarise themselves with evacuation routes and assembly points.
- b. Attend mandatory fire safety training.
- c. Report any fire hazards immediately.
- d. Participate in fire drills and follow instructions from Fire Wardens.

4.4 Fire Warden

The Fire Warden (the Open Spaces Manager) is responsible for:

- a. Assisting the Responsible Officer with alarm, equipment and fire drill checks.
- b. Ensuring that evacuation routes remain clear.
- c. Reporting faults on fire systems across the various premises.

5. Fire Prevention Measures

- a. Regular inspections to identify and eliminate potential fire hazards.
- b. Safe storage and handling of flammable materials.
- c. No smoking policy in all designated no-smoking areas.
- d. Electrical equipment to be inspected and maintained regularly.
- e. Waste to be disposed of safely and promptly.

6. Fire Detection and Equipment

The Parish Council will ensure that:

- a. Adequate fire detection and alarm systems are installed and maintained.
- b. Fire extinguishers are provided in appropriate locations and serviced annually.
- c. Emergency lighting and fire exit signage are functional and visible at all times.
- d. Escape routes are kept clear of obstructions.

7. Emergency Procedures

In the event of a fire:

- a. Raise the alarm immediately using the nearest fire alarm point.
- b. Evacuate the building via the nearest safe exit.
- c. Proceed to the designated assembly point: Selwyn Hall car park
- d. Do not re-enter the building until authorised by the Fire Safety Officer or Fire Service.

8. Fire Drills and Training

- a. Fire drills will be conducted at least twice per year.
- b. All new employees will receive fire safety induction training.
- c. Refresher training will be provided annually or as needed.
- d. Specialised training will be provided for Fire Wardens and staff working in high-risk areas.

9. Record Keeping

The following records will be maintained:

- a. Fire risk assessments
- b. Equipment (Alarm & Extinguisher) maintenance logs – see Annex A
- c. Fire drill reports
- d. Training attendance records
- e. Incident investigation reports
- f. Evacuation procedures on display.

10. Policy Review

This policy will be reviewed annually, or following significant changes to legislation, organisational structure, or premises layout.

Next Review Date: Nov 26

Signed: SJV _____

Name: [Responsible Person / Fire Safety Officer] – Parish Clerk

Position: Parish Clerk

Date: 1st November 2025

Annex A

[illegible]