



## STREET PARISH COUNCIL

### FIRE SAFETY POLICY

STREET PARISH ROOMS, 6 LEIGH ROAD, STREET BA16 0HA

**Adopted by the Council on 26th July 2011**

**Reviewed: 19 January 2021 & 17 August 2021 in accordance with independent Fire Risk Assessment carried out on 19 April 2021**

**Last Review: 15 August 2023**

**Next Review: 15<sup>th</sup> August 2024**

This Fire Safety Policy will be modified by the Council as and when necessary, in conjunction with the agreed Fire Emergency Plan.

The Clerk, or if not present another member of staff or senior member, will be responsible for fire safety at Street Parish Rooms, 6 Leigh Road, Street BA16 0HA. Reports will be made to the Council as necessary and at least annually and the Council will approve the overall Fire Safety Policy.

In the event of a fire the Clerk or other responsible person will sound the fire alarm, shout a warning that there is a fire and evacuate the first and ground floors of the building and check that no one is left inside. Unless it is obvious that there is a fire, safely investigate the source of the alarm to establish if it is a fire or a false alarm. Only call the fire brigade by calling 999 if it can be confirmed that there is a fire.

**Ground Floor:** Librarian on desk to sound the alarm, shout a warning and evacuate the ground floor assisted by second librarian or volunteer – whichever librarian/volunteers are present to carry this out.

**First Floor:** Clerk to sound the alarm, shout a warning and evacuate the first floor assisted by Deputy Clerk and Asst. Clerk – whichever staff are present to carry this out.

Checks to be made at least once a year to ensure that the person responsible for fire safety is meeting the requirements of the fire safety law. At least once a year a full evacuation of the building will be carried out and recorded.

The fire alarm will be tested weekly by Council staff and a check made to ensure that the automatic opening doors all close. One member of staff will also carry out an in-house inspection of fire precautions once a week and record this on a check list.

An action plan will be drawn up each year following the annual fire risk assessment and the Clerk will be responsible for ensuring that all actions are completed promptly. The action plan will include what is to be done to reduce the hazards and risks identified and to implement the necessary protection measures. Actions will be prioritized so that any immediate dangers are dealt with straight away and other matters are actioned in an appropriate timescale.

Before admitting the public to the Parish Rooms all fire safety provisions shall be in place and in working order or if not, alternative arrangements are in place. Constant checks are needed while the public are present and again after they have left.