

Sawtry Parish Council Fire Policy – Reviewed October 2021

Premises	The Old School Hall
Address	Green End Road, Sawtry PE28 5UX
Use of premises	As a venue for groups and meetings. Caretakers office
Date of risk assessment	
Date of review	
Name and details of the person who carried out the Fire Risk Assessment	
<p><u>General Statement of Local Policy</u></p> <p>Statement:</p> <p>It is the policy of Sawtry Parish Council to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to health which might arise from work activities,</p> <p>Sawtry Parish Council will provide and maintain safe working conditions, equipment and systems of work for all employees, and provide such information, training and supervision as they need for this purpose.</p> <p>Sawtry Parish Council give a commitment to health and safety and will comply with all statutory requirements.</p>	
<p><u>General Description of premises</u></p> <ul style="list-style-type: none"> <li>• A single storey building with pitched roof and flat roof extension</li> <li>• Brick built construction</li> <li>• Loft space</li> <li>• There are three main meeting rooms – Main Hall, Study, and Schoolroom. Plus kitchen, toilets, store cupboard, boiler room and caretakers office</li> <li>• Gas fired radiators are powered by two domestic boilers</li> <li>• Hot water powered by electric heater</li> </ul>	

### Systems in place to control Fire Risks

- An annual risk assessment – carried out in January. This identifies any fire safety deficiencies that need to be rectified. An action plan will be produced with deadlines for resolving any issues highlighted.
- All new hirers are given fire safety instructions prior to hiring the hall. This includes fire evacuation procedures and evacuation routes.
- All fire fighting equipment, safety signs and escape routes are visually checked on a weekly basis by the Parish Clerk. Any discrepancies are rectified with immediate effect.
- Caretakers will carry out practice fire evacuation drill with different groups of hirers on a regular basis – at least twice a year. A record is kept of the evacuations
- The fire alarm is checked on a weekly basis by the caretakers
- Monthly emergency lighting checks are carried out by an outside contractor
- Fire log records are completed for:
  - Weekly alarm tests
  - Weekly visual check of equipment, signs and escape routes
  - Practice fire evacuation
  - Annual Fire Alarm service
  - Annual Fire Extinguisher service

### Fire Safety Systems with the Premises

- Fire warning system – break glass on call points, verbal warnings
- Main fire panel adjacent to front door
- In the event of the alarm being sounded the building is evacuated according to our procedure. The fire service are called manually if required.
- The emergency procedure is located in the Parish Office – this is brought to the attention of the hirer's when provided with the terms and conditions of hire
- The Parish Council operates a no-smoking policy within the building
- Emergency Lighting is in all areas and in the event of a power failure the system will run on battery power for approximately 12 hours. The system is checked monthly and recorded in the log book located in the Parish Council office
- Fire notices are in each room
- Fire exit signs are located throughout the building

### Fire Hazards

- Gas boiler
- Electrical equipment
- Electrical Wiring
- Waste bins in kitchen and toilets
- Contents of caretakers office

### Sources of Fuel

- Paper
- Wood
- Cleaning materials in caretakers office
- Cleaning materials under sink in kitchen and in store cupboard

### People at risk

- Hirers of the building – meeting rooms are all on the ground floor, all exit routes are marked. Emergency evacuation procedures are given to all hirer's prior to hiring.
- Hard of hearing – presently no flashing light facility on the fire detection system
- Caretakers – lone working. General fire procedures are in place

Means of escape – main corridors have call points, all rooms and corridors have appropriate signage and access to alternative means of escape.

Signage – all escape routes are easily identifiable by appropriate signage

Fire fighting equipment – extinguishers provided and located throughout the building. Checked annually by a recognised contractor.

Calling the fire service – the alarm sounds locally and relies on human intervention for alerting the Fire Service.

Emergency action plan – located in the Parish office and brought to attention of all hirers with the terms and conditions of hire.