

Fire Safety Policy

For Sports Pavilions at Forest Side and Playfield Road

Adopted on 13 June 2024 (minute no: 96.24)

1 INTRODUCTION

Kennington Parish Council will ensure, so far as reasonably practicable, that all employees, contractors and visitors (relevant persons) are protected from the risks of fire whilst on the premises.

2 LEGAL CONTEXT

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the Fire Safety Order or FSO) came into force on 1st October 2006.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how Kennington Parish Council complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

3 POLICY OBJECTIVES

- to safeguard all relevant persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4 RESPONSIBILITIES

The Kennington Parish Council Fire Safety Policy forms part of the organisation's Health and Safety Policy and in common with that policy extends through the whole of the premises, with specific responsibilities as below:

- The Clerk ensures that an appropriate policy is in place in the premises and that arrangements are made for its effective implementation;
- Kennington Parish Council has ultimate responsibility for the implementation and management of this policy;

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- The FSO places duties on the 'Responsible Person', the person who has control of the building, usually the employer. The 'Responsible Person' at the sports pavilions at both Forest Side and Playfield Road in relation to the requirements of the Fire Safety Order is Kennington Parish Council.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

5 MANAGING FIRE SAFETY

The organisation has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e. The Clerk.

The Clerk will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all fire-fighting appliances and devices including:
 - a) fire detection systems;
 - b) emergency lighting systems;
 - c) fire-fighting equipment;
 - d) notices and signage relating to fire procedures;
 - e) means of escape, taking into account the needs of any users with impairments or particular vulnerabilities.
2. Carry out or arrange to have carried out a fire safety risk assessment on each of the organisation's premises to ensure that the facilities are compliant; and reduce the risk of fire incidences by addressing the significant findings of the assessment;
- 3 Notwithstanding the requirement to maintain the risk assessment as a 'live' document, to arrange for the fire risk assessment to be formally reviewed on an annual basis;
4. Provide appropriate instruction and training for all employees on the action to be taken to protect people and property including regular fire evacuation practices;
5. Ensure that all employees, contractors, visitors and third-party hirers are made aware of and comply with the organisation's fire procedures;
6. Identify any special risks or specific vulnerabilities to fire and put in place appropriate procedures to minimise the risks;

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7. Where relevant liaise with third parties; the emergency services, and the organisation's insurers to ensure that best practice for fire prevention and procedures is in place;

8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

6 FIRE RISK ASSESSMENT

The organisation will carry out a comprehensive fire risk assessment for each of its premises. These assessments are kept at the Clerk's office and on the parish council pc.

The fire risk assessment identifies who will be at risk if there is a fire, fire hazards, and the arrangements for reducing the risk and actions in the event of fire.

The fire risk assessment will be reviewed and amended annually, if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire or the speed at which people evacuate the premises;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises or other change in occupancy e.g. employment of young people or others who may be more vulnerable.

7 REDUCING ELECTRICAL FIRE HAZARDS

Portable appliances – Portable Appliance Testing (PAT) will be undertaken on an annual basis for all appliances.

Personal portable electrical items – Personal portable electrical items are dissuaded but if must be used, it is requested that the Clerk is informed so that PAT testing can be arranged, as all portable appliances must be PAT tested or less than 12 months old..

Fixed electrical installations – fixed installations will be subject to an inspection and Electrical Installation Condition Report (EICR) by a competent person every 5 years.

Extension leads and adaptors – the short term use of extension leads and adaptors is permitted. Overloading must be avoided and where a long term need for additional sockets is identified a request made.

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8 FIRE SAFETY TRAINING

All employees receive basic fire safety training during induction.

9 MONITORING

The organisation utilises the services of various external organisations/competent persons to carry out effective monitoring of its duties as well as internal responsibility holders as follows:

The organisation's fire detection is maintained and serviced by D E Electrical annually. The system manual is tested on a monthly basis by the Clerk;

The organisation's emergency lighting is inspected/serviced annually by D E Electrical. The emergency lighting is checked/tested monthly by the Clerk;

Fire-fighting equipment is visually checked monthly by the Clerk and extinguishers are serviced annually by Churches Fire Security Ltd;

A fire records file which contains records of all elements of fire safety is maintained by the Clerk and located at the Clerk's office. These elements include:

- arrangements for the storing of hazardous materials;
- the inspection and testing of fire detection; emergency lighting systems; fire-fighting equipment; staff training records.
- Inspection of the gas boiler
- electrical tests and inspections (PAT/EICR);
- staff training records.

10 REPORTING AND ADDRESSING OF DEFECTS AND OMISSIONS

Outside of systematic processes all employees retain a responsibility for reporting defects and omissions in relation to fire safety arrangements. Issues should be reported to the Clerk or Chair of Kennington Parish Council.

11 ARRANGEMENTS FOR PROVIDING ASSISTANCE TO THOSE ESPECIALLY VULNERABLE TO FIRE

During their induction employee's will be asked to disclose any impairment or condition that might affect their ability to respond to the fire alarm or make a swift evacuation in an emergency.

Managers will take responsibility for completing a Personal Emergency Evacuation Plan (PEEP) for relevant team members in consultation with the individual.

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Where an individual with an impairment is visiting the premises or working in the premises for a short period of time the relevant manager will take personal responsibility for ensuring that individual needs in an emergency are considered.

Those under the age of 18 are considered especially vulnerable and supervision and relevant assistance must be afforded to them by the responsible manager.

12 FIRE SAFETY AND CONTRACTORS/VISITORS

Visitors and contractors will be required to collect keys from the Clerk to gain access to the premises returning the keys upon leaving.

13 DISPOSITION OF RESPONSIBILITIES IN RELATION TO FIRE SAFETY IF THE PREMISES IS HIRED OUT TO THIRD PARTIES

Both Kennington Athletic Football Club and Wolvercote Cricket Club have annual letting agreements, where they are responsible for maintaining emergency access, correct storage of paint and informing Kennington Parish Council immediately of any faults or issues affecting the pavilions.

14 REVIEW PERIOD

This policy will be reviewed annually unless there is any specific change in between.