



# Fire and Emergency Policy and Procedures

## Policy Statement

Illogan Parish Council ensures its premises present minimal risk of fire by providing the highest possible standard of fire protection.

This Policy applies to all premises owned / rented / managed by Illogan Parish Council.

The Regulatory Reform Order 2005 (Fire Safety) requires a person who has some level of control over premises to be identified as the responsible person. The responsible person must take measures to reduce the risk from fire and ensure that persons using the building can escape safely should there be a fire.

The fire safety order applies to all non-domestic premises in England and Wales.

This Policy applies to all employees, members of the public and any others using the premises.

Illogan Parish Council will as far as is reasonably practicable ensure the safety of employees and others by undertaking risk assessments and implementing safe systems, training, guidance and advice.

Illogan Parish Council have overall responsibility for fire safety.

The Clerk is the responsible person for the Council Offices.

Illogan Parish Council will seek advice from a competent safety consultant as necessary.

Illogan Parish Council will comply with the requirements of the landlord of any rented premises.

## Policy Aim

To ensure the safety of users of the premises, members of the public, employees and others who may be affected by a fire.

## Procedure

The basis of fire safety is risk assessment:

1. Illogan Parish Council engage the services of a competent consultancy to undertake all fire risk assessments and advise the Clerk of required remedial action.
2. The Clerk will inform the Governance Review Committee of any action necessary.
3. Risk assessments will be reviewed annually and at other times if there have been significant changes to the building or its use.



4. Each user group at Illogan Park Changing Rooms will appoint a responsible person.
5. The Council operates a good housekeeping policy in all its establishments ensuring that:
  - i. Ignition and flammable sources are not stored together;
  - ii. Rubbish is kept to a minimum and is kept within an allocated area;
  - iii. Heaters are usually wall mounted; and
  - iv. Electrical equipment will be visually checked on each use, PAT tested as necessary and taken immediately out of use if faulty.

## Fire Evacuation

Fire evacuation procedures are clearly displayed and explained to visitors and others.

Fire exits, and escape routes must be kept clear of all obstructions.

Fire extinguishers and other equipment will be checked annually (Fal Fire).

Fire doors must be unlocked or easily opened when premises are in use.

## Training and Information

All employees will receive appropriate training in fire safety and emergency procedures.

## Legislation

Regulatory Reform (Fire Safety) Order 2005

Review Date	Reviewed By	Amendments	Minute Number
26.01.22	Governance Review Committee	<ul style="list-style-type: none"> <li>• Page 1 – Policy Statement – 2<sup>nd</sup> paragraph – amend to read 'This Policy applies to all premises owned / rented /managed by Illogan Parish Council.'</li> <li>• Page 1 – Policy Statement – add paragraph to read 'Illogan Parish Council will comply with the requirements of the landlord of any rented premises.'</li> </ul>	GR22/01/17.2
22.02.23	Governance Review Committee	<ul style="list-style-type: none"> <li>• Page 1 – Procedure – 2nd bullet point – amend to read 'The Clerk will inform the Governance Review Committee ...'</li> </ul>	GR23/02/28.2

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