

St Just in Roseland Parish Council

Millennium Rooms - Fire Safety Policy



1. Purpose

The purpose of this Fire Safety Policy is to ensure that St Just in Roseland Parish Council complies with the **Regulatory Reform (Fire Safety) Order 2005**, and to protect all employees, volunteers, visitors, contractors, and property from the risks associated with fire.

2. Scope

This policy applies to the Millennium Rooms, The Square, St Mawes TR2 5AG.

3. Policy Statement

St Just in Roseland Parish Council is committed to:

- Preventing fires through effective management and control of fire risks.
- Providing and maintaining safe means of escape.
- Complying with all relevant UK fire safety legislation and guidance.

Fire safety is everyone's responsibility. All staff, volunteers, contractors, and visitors must follow the fire safety procedures outlined in this policy.

4. Responsibilities

4.1 Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005, the **Responsible Persons** for fire safety at the Millennium Rooms are:

Name: Helen Couch **Position:** Parish Clerk

Name: Rosie Fordham **Position:** Administrator

They have overall responsibility for ensuring that:

- Fire risk assessments are completed and reviewed annually or when significant changes occur.
- Fire safety measures are implemented and maintained.
- Emergency plans are in place and practiced regularly.

4.2 Fire Warden(s) (Helen Couch and Rosie Fordham)

Designated Fire Wardens are responsible for:

- Assisting with evacuation procedures.
- Checking allocated areas during drills or emergencies.
- Reporting fire hazards or faulty equipment.
- Assisting in roll calls at assembly points.

4.3 All Employees/Volunteers/Visitors

All of the above must:

- Familiarise themselves with evacuation routes and assembly points.
 - Take part in fire drills.
 - Report potential fire hazards immediately.
 - Not misuse or tamper with fire safety equipment.
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5. Fire Risk Assessment

A **Fire Risk Assessment (FRA)** will be carried out and reviewed:

- Annually.
- After any significant building changes or incidents.
- When the nature of work or occupancy changes.

The FRA will identify hazards, evaluate risks, and determine control measures to eliminate or reduce the risk of fire.

6. Fire Prevention Measures

- Electrical equipment must be PAT tested regularly.
- Smoking is prohibited.
- Flammable materials must be stored safely and appropriately.
- Waste must be removed regularly to avoid accumulation.
- Heating appliances must be used safely and inspected regularly.

7. Fire Detection and Alarm Systems

- Fire detection and alarm systems will be installed, maintained, and tested weekly.
- All faults will be reported immediately to the Responsible Persons.

8. Firefighting Equipment

- Appropriate extinguishers (CO₂, foam, water, etc.) will be provided and maintained annually.
- Employees will only use firefighting equipment if trained and safe to do so.

9. Emergency Evacuation Procedures

- On hearing the alarm, all persons must leave immediately via the nearest safe exit.
- Do not use the stairlift unless strictly necessary to aide evacuation.
- Proceed to the assembly point: **Lower Car Park Pay Machine**
- Do not re-enter the building until authorised by the senior responsible person.

10. Fire Drills and Training

- Fire drills will be conducted at least **twice per year**.
- Fire safety induction training will be given to all new employees.
- Refresher training will be provided annually or after significant policy updates.

11. Record Keeping

Records will be kept for:

- Fire risk assessments.
- Training and drills.
- Equipment maintenance and inspection.
- Fire alarm and emergency lighting tests.

All records will be retained for at least **three years**.

12. Review

This policy will be reviewed annually or sooner if:

- Significant changes occur to premises or operations.
- Fire incidents or near misses highlight deficiencies.
- Legislation or best practice changes.

Approved By: St Just in Roseland Parish Council

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Next Review Date: 01/12/26
