

BROOMFIELD PARISH COUNCIL

FIRE SAFETY POICY

The Parish Council rents the Parish Office from Broomfield Village Hall Charity who are responsible for maintenance of all fire safety equipment and records. When the Parish Office is used as for Committee Meetings all attendees are advised of emergency escape procedures by the Chairman or Clerk at the meeting.

MEANS OF ESCAPE – BROOMFIELD PARISH COUNCIL EMPLOYEES & ATTENDEES AT MEETINGS & MEMEBERS OF PUBLIC		YES	NO
1.	Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use?		
2.	Do all emergency routes and exits lead directly as possible outside the building to a place of safety?		
3.	Do all emergency exit doors open in the direction of escape? <i>Door from Office to internal hall opens inwards – staff & visitors are made aware</i>		
4.	Are all exit routes clearly indicated and free from combustible storage/equipment at all times?		
5.	Are the number, distribution and dimensions of emergency routes and exits adequate? <i>Yes in accordance with Building Regulations when building completed in 2013</i>		
6.	Do all self closing fire doors close fully into the door frame?		
7.	Are all self closing fire doors fitted with smoke seals?		
8.	Are all self closing devices on fire doors in good working order? <i>Yes maintenance of building undertaken by Broomfield Village Hall Charity</i>		
9.	Is there a fire evacuation (fire drill) procedure for Parish Office? <i>(Broomfield Village Hall Charity carry out fire drill testing weekly)</i>		
10.	In the event of an emergency is it possible for all persons to evacuate the premises safely and quickly?		
11.	Have arrangements been made for the safe evacuation of persons with mobility difficulties? <i>Yes building complied with Building Regulations when completed in 2013</i>		
12.	Overall is the means of escape adequate?		
13.	How long did it take to evacuate the premises? <i>Parish Office with staff only 30 seconds</i> <i>Parish Office with meeting/members of public – up to 1 minute</i>		
14.	When is next fire drill planned? <i>Broomfield Village Hall Charity carry out fire drill testing weekly</i>		

		YES	NO
ESCAPE LIGHTING:			
When Broomfield Village Hall was redeveloped in 2013 it complied with all Building Regulations and passed all tests. Regular maintenance of escape lighting is undertaken by Broomfield Village Hall Charity			
FIRE WARNING			
15.	Is the premises provided with a system for giving warning in case of fire?		
16.	Is the alarm clearly audible and recognisable in all parts of the premises?		
17.	If a fire started in an un-occupied room would it be detected? <i>Note – smoke alarms are fitted in all rooms which set off audible alarm</i>		
18.	Overall is it adequate?		
FIRE FIGHTING EQUIPMENT			
17.	Are suitable and sufficient fire extinguishers provided?		
18.	Are they unobstructed and readily available for use?		
19.	Are they properly located and indicated?		
20.	Are persons trained to use firefighting equipment? <i>Training to be provided by Health & Safety Officer</i>		
21.	Are the extinguishers maintained? <i>Annually inspected by Anglia Fire Protection</i>		
22.	Are records kept of maintenance? <i>By Broomfield Village Hall Charity</i>		
23.	Overall is the fire fighting equipment adequate?		
24.	Are arrangements in place for calling the fire service? <i>Main telephone line in Office plus mobile Office phone</i>		

Date of Assessment:.....