



# NORTH HORSHAM PARISH COUNCIL

## FIRE SAFETY POLICY

### POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005** (FSO).

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

### KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

### WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

### REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July 2021.