



Todmorden Town Council

Fire Safety Policy

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1. Policy Statement

Todmorden Town Council (“the Council”) is committed to ensuring the safety of councillors, employees, contractors, volunteers, hirers, and members of the public by reducing the risk of fire across all Council-owned or managed premises.

The Council will comply fully with all relevant fire safety legislation and take all reasonable steps to prevent fire, protect life, and safeguard property.

2. Scope

This policy applies to:

- All Todmorden Town Council buildings (e.g., Pavilion and Bandstand)
- All staff, councillors, volunteers, tenants, contractors, hirers, and visitors
- All fire safety equipment, systems, and evacuation procedures

3. Legislative Framework

This policy ensures compliance with:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Government guidance including updates under the Fire Safety Act 2021 and Fire Safety Regulations 2022

4. Responsibilities

4.1 Town Clerk

Responsible for ensuring:

- Implementation of this policy across all Council premises
- Fire risk assessments are carried out by a competent external fire safety company
- Adequate resources for fire safety equipment, training, and maintenance
- All staff and building users receive appropriate fire safety information

4.2 Staff and Building Users

Responsible for:

- Daily housekeeping and fire safety checks
- Reporting faults (alarms, extinguishers, doors, escape routes)
- Following established fire procedures
- Ensuring hirers comply with fire safety requirements

4.3 Hirers and Third-Party Users

- Must familiarise themselves with evacuation routes and fire procedures
- Must use the premises safely and avoid activities that increase fire risk

4.4 Contractors

- Must comply with fire safety arrangements
- Must report hazards and not obstruct fire escape routes or safety equipment

5. Fire Risk Assessments

5.1 Appointment of External Assessors

- Todmorden Town Council will appoint a competent external fire safety company to carry out Fire Risk Assessments for all Council premises.
- The selected company must have appropriate qualifications, industry accreditation, and experience.

5.2 Review and Implementation

- FRAs will be:
 - Completed in full by the external assessor
 - Reviewed annually, or sooner where necessary
 - Updated following significant building changes or after any fire-related incident
- Recommendations from the FRA will be prioritised and completed within reasonable and appropriate timescales.

6. Fire Detection, Prevention & Equipment

6.1 Fire Detection & Alarms

- Buildings will be equipped with appropriate fire alarm and detection systems
- Weekly tests and annual professional servicing will be carried out
- Faults must be reported immediately and repaired without delay

6.2 Fire Extinguishers

- Adequate fire extinguishers provided throughout buildings
- Annual inspection by a competent contractor
- Staff will only use extinguishers if trained and only when safe to do so

6.3 Emergency Lighting

- Installed along escape routes
- Monthly checks and annual testing arranged

6.4 Housekeeping

- Escape routes kept clear
- Flammable items stored safely
- Electrical safety (PAT, EICR) maintained to prevent electrical fires

7. Evacuation Procedures

7.1 Evacuation Plans

Each Council building will have an up-to-date evacuation plan including:

- Clearly marked escape routes
- Assembly points
- Procedures for supporting people with mobility or sensory impairments (PEEPs)

7.2 Fire Drills

- Conducted annually, or more frequently for regularly staffed workplaces
- Results recorded and corrective actions implemented

7.3 Visitors and Public Users

- Must be directed to exits by staff or responsible persons
- Clear information made available in prominent locations

7.4 Re-entry

- Only permitted when authorised by the Fire and Rescue Service or Town Clerk / designated officer

8. Staff Training and Information

The Council will ensure:

- All staff receive basic fire safety awareness training
- Designated fire marshal/responsible persons receive enhanced training
- New staff receive fire safety induction
- Information is communicated to volunteers, hirers, and third-party users

9. Incident Reporting

All incidents, including:

- Actual fires
- False alarms
- Near misses (e.g., burning smells, smoke, overheating equipment)

must be reported to the Town Clerk, recorded, and investigated. Corrective actions must be implemented promptly.

10. Record Keeping

Records will be kept of:

- Fire risk assessments (conducted by external assessors)
- Alarm and emergency lighting tests
- Fire extinguisher inspections
- Maintenance certificates

- Training records and drill reports

11. Policy Review

This policy will be reviewed every three years, or sooner if:

- Legislation changes
- A significant fire safety issue arises
- Building use or configuration changes

