



Morpeth  
Town  
Council

## **FIRE POLICY & RISK ASSESSMENT**

**THE FIRE PRECAUTIONS ( WORKPLACE ) REGULATIONS 1997**

**THE REGULATORY REFORM ( FIRE SAFETY ) ORDER 2005**

This is the Fire Risk Assessment for the premises managed by

**MORPETH TOWN COUNCIL**

**Our statement of general policy is:**

- To comply with fire legislation
- To consult with our users and employees on fire safety
- To provide and maintain premises safe from fire
- To provide and maintain firefighting equipment and systems
- To ensure people can safely escape if there is a fire
- To provide information and instruction for users and employees
- To review and revise the Fire Risk Assessment as necessary at regular intervals

### **RESPONSIBILITIES**

The overall and final responsibility for the Fire Risk Assessment is that of  
***THE TOWN CLERK***

The day to day responsibility for ensuring this policy is put into practice is delegated to  
***THE DEPUTY TOWN CLERK***

The Fire Risk Assessment is carried out by the  
**THE DEPUTY TOWN CLERK**

**ALL EMPLOYEES and USERS** will

Co-operate on Fire Safety matters  
Not interfere with anything provided to safeguard their Fire Safety  
Raise the alarm in the event of a fire and follow instructions.

### **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

**THE DEPUTY CLERK** is responsible for ensuring the fire risk assessment is undertaken and implemented.

**THE DEPUTY CLERK** checks all escape routes every 12 months.

**AN APPROVED CONTRACTOR** maintains and checks all Fire Extinguishers every 12 months.

**AN APPROVED CONTRACTOR** maintains and checks all Fire Alarms every 12 months.

**THE DEPUTY CLERK** arranges a fire drill at least once per every 12 months.

### **FIRE RISK ASSESSMENT**

A Fire Risk Assessment is carried out at each premise managed by **MORPETH TOWN COUNCIL**.

The Fire Risk Assessment will

- identify any fire hazards
- reduce the risk of those hazards
- confirm arrangements for evacuation
- consider the needs of any vulnerable persons

### **FIRE WARDENS**

**THE DEPUTY CLERK** is the fire warden for the Town Council offices.

**THE TOWN HALL RECEPTIONISTS** are the fire wardens for the town hall and Registrars.