Lytchett Matravers Parish Council
Fire Risk Policy

1. **Purpose**
   The purpose of this policy is to ensure that Lytchett Matravers Parish Council (LMPC) takes all reasonable steps to prevent fire and to protect staff, councillors, volunteers, contractors, and members of the public from the risk of fire-related injury or damage to property.

2. **Scope**
   This policy applies to all premises owned, leased, or managed by LMPC, including the Parish Office, Pavilion, and any community buildings or storage facilities under the Council's control.

3. **Policy Statement**
   LMPC is committed to:

- Minimising the risk of fire through effective prevention and management.
- Ensuring that all buildings and activities comply with current fire safety legislation.
- Providing appropriate fire safety equipment and signage.
- Ensuring all individuals are aware of evacuation procedures and fire safety measures.

4. **Responsibilities**
   The Parish Council has overall responsibility for ensuring adequate fire safety arrangements.
   The Parish Clerk is the designated Responsible Person under the Fire Safety Order and is responsible for:

- Carrying out and reviewing fire risk assessments.
- Ensuring appropriate fire safety measures and maintenance are in place.
- Keeping fire safety records.
- Ensuring staff, councillors, and volunteers are informed of procedures.

Building Users (including hirers, contractors, and members of the public) must:

- Familiarise themselves with fire exits and evacuation procedures.
- Not obstruct fire doors or exits.
- Report any fire hazards or concerns to the Parish Clerk immediately.

5. **Fire Risk Assessment**
   A fire risk assessment will be undertaken for all Council-managed buildings and reviewed annually, or sooner if:

- There is a significant change to the premises or its use.
- There is reason to believe the assessment is no longer valid.

The assessment will identify potential fire hazards, persons at risk, and control measures required.

6. **Fire Safety Equipment and Maintenance**

- Appropriate fire extinguishers and alarms will be installed and maintained in line with manufacturers' recommendations and relevant British Standards.
- Fire exits will be clearly marked and kept clear at all times.
- Emergency lighting (where applicable) will be tested regularly.
- Equipment maintenance records will be retained by the Parish Clerk.

7. **Training and Awareness**

- Staff, councillors, and regular volunteers will be made aware of fire safety procedures and evacuation routes.
- Basic fire awareness training will be provided as appropriate.
- Fire drills will be conducted annually or when significant changes occur.

8. **Evacuation Procedures**

- In the event of a fire, individuals should raise the alarm, evacuate the building immediately using the nearest safe exit, and assemble at the designated point.
- No one should re-enter the building until it has been declared safe by the emergency services.
- The Parish Clerk (or designated person) will ensure all individuals have evacuated and liaise with emergency services.

9. **Record Keeping**

- The Parish Clerk will maintain records of:
- Fire risk assessments.
- Equipment checks and maintenance.
- Training sessions.
- Fire drills and incident reports.

10. **Review**

This policy will be reviewed every two years, or sooner if required by changes in legislation, guidance, or Council operations.

Adopted by: Lytchett Matravers Parish Council
Date adopted: 22nd October 2025
Next review due: March 2027