



FIRE SAFETY POLICY

REVIEWED AND APPROVED BY

FLINT TOWN COUNCIL

ON 19TH JANUARY 2026

Flint Town Hall – Fire Safety Policy

1. Policy Statement

Flint Town Council is committed to maintaining a safe environment for all employees, councillors, contractors, visitors, and hirers of Flint Town Hall. This Fire Safety Policy sets out the arrangements for preventing fire, protecting life, and ensuring the premises is managed safely and responsibly in accordance with the Regulatory Reform (Fire Safety) Order 2005 and relevant Welsh fire safety legislation.

The objective of this policy is to minimise the risk of fire occurring, ensure the safety of all relevant persons, and maintain effective procedures for responding to fire incidents within this historic, Grade II listed building.

2. Responsibilities

Responsible Person

Under the Fire Safety Order, the Responsible Person for Flint Town Hall is:

Lesley Wood – Town Clerk

Flint Town Council

The Responsible Person has overall accountability for ensuring suitable fire precautions, implementing this policy, and maintaining compliance with fire safety legislation.

Competent Persons

The Town Clerk and Assistant act as competent persons for day-to-day fire safety arrangements. They are responsible for:

- Carrying out or organising weekly and monthly fire safety checks
- Managing fire safety documentation, including the fire logbook
- Coordinating maintenance visits and testing by external contractors
- Providing basic fire safety information to hirers and contractors
- Supporting disabled occupants during evacuation when present
- Reporting any fire safety concerns to the Town Council

3. Fire Risk Assessment

A Fire Risk Assessment (FRA) will be carried out at suitable intervals by a competent fire risk assessor and reviewed:

- Annually, or
- Following significant change to the building, staffing arrangements, or activities, or
- After any fire incident or enforcement visit.

The FRA identifies control measures and produces an Action Plan which forms part of the Council's ongoing fire safety management system.

4. Preventative Measures

Flint Town Council will maintain effective arrangements to reduce the risk of fire, including:

- Safe use and maintenance of electrical systems
- Annual Portable Appliance Testing (PAT)
- Management of extension leads and portable heaters
- No smoking or vaping inside the building
- Good housekeeping and waste control
- Secure storage of combustible materials
- Control of contractors, including RAMS review where appropriate
- Restrictions on hazardous materials
- Maintaining clear escape routes at all times

5. Fire Detection and Warning

Flint Town Hall is provided with an automatic fire detection and alarm system, monitored by an Alarm Receiving Centre. The system will be:

- Tested weekly
- Inspected and serviced at least twice per year
- Upgraded or modified as required
- A zone chart will be kept up to date and displayed adjacent to the fire panel.

6. Fire-Fighting Equipment

- Portable fire extinguishers are installed throughout the premises and are serviced annually by a competent contractor. Extinguishers are intended for staff use only, where it is safe to do so. Hirers and visitors are not expected to use fire-fighting equipment.
- Fire blankets and extinguishers will remain wall-mounted.

7. Means of Escape

The Town Hall provides multiple escape routes and a designated assembly point in Market Square. The Responsible Person will ensure:

- Escape routes are kept clear
- Final exit doors are operable without a key when the building is occupied
- Doors opening onto the protected stairways are kept closed
- Fire doors are not wedged open
- Signage and emergency lighting are maintained in good working order
- Due to the building's heritage constraints, structural alterations will only be carried out following appropriate conservation approval.

8. Evacuation of Disabled or Vulnerable Persons

Flint Town Hall operates a General Emergency Evacuation Plan (GEEP) to ensure that the needs of disabled and vulnerable persons are considered in a proportionate and inclusive manner.

- Two evacuation chairs are provided on the first-floor landings. These are specialist devices; instructions are displayed on the chairs. Hirers may use them at their own risk in an emergency.
- Hirers and occasional visitors are not expected or required to use evacuation chairs.
- Town Hall staff may assist with evacuation when they are present and have received the necessary training; however, staff are not normally on site during private hires or community events and therefore cannot be relied upon to provide assisted evacuation.
- Hirers are required to identify anyone in their group who may require additional time or general support during a normal staircase evacuation and must notify the Town Clerk in advance if any attendee may be unable to evacuate the upper floor without a level of assistance that their group cannot reasonably and safely provide.
- Notification in advance allows the Town Clerk to discuss suitable arrangements with the hirer—including the potential use of ground-floor rooms or other reasonable adjustments—on a case-by-case basis.
- This approach maintains inclusive access while ensuring that evacuation arrangements remain safe, realistic, and proportionate for a building with transient users and limited staff presence.

9. Information, Instruction and Training

All staff will receive:

- Fire safety induction
- Periodic refresher training
- Fire warden and evacuation chair familiarisation
- Hirers will be provided with clear fire safety information, including escape routes, alarm points, assembly point and responsibilities during evacuation.
- Contractors will be briefed through a Contractor Fire Safety Information Sheet or sign-in procedure.

10. Testing, Maintenance and Record Keeping

The Town Clerk will maintain a Fire Logbook containing:

- Weekly alarm tests
- Monthly and annual emergency lighting tests
- Annual extinguisher servicing
- Six-monthly fire alarm servicing
- Records of fire drills
- Staff training records
- Updates to procedures, equipment, or building arrangements

External contractors will maintain all fire safety systems in accordance with relevant British Standards

11. Emergency Procedures

Fire Evacuation Procedures are displayed throughout the building. These will set out:

- How to raise the alarm
- Actions to take on hearing the alarm
- Evacuation routes
- Location of the assembly point
- Instructions not to use the lift
- Arrangements for disabled persons

Evacuation arrangements will be reviewed following drills, real alarms or changes in building use.

12. Policy Review

This Fire Safety Policy will be reviewed annually by the Responsible Person or sooner if:

- There is a significant change in layout or use
- Fire safety legislation changes
- There are updates required following a fire risk assessment
- Staff roles or responsibilities change