

Wilton Town Council

Fire Safety Policy (Cross-Site)

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Document Control

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Author	Facilities Officer (Rhys)
Approved By	
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Distribution: All staff, fire wardens, managers, councillors, contractors (on induction).

1. Purpose

This policy establishes how Wilton Town Council manages fire safety across all premises to prevent fires, protect life and property, ensure legal compliance, and provide clear procedures for emergency response.

2. Scope

Applies to all Wilton Town Council sites and all employees, councillors, volunteers, contractors and visitors.

Sites covered:

- Council Offices
- The Pavilion
- Public Toilets
- Cemetery

3. Legal Duties & Standards

Wilton Town Council complies with the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, the Fire Safety (England) Regulations 2022, and relevant British Standards for fire detection and alarm systems, emergency lighting, firefighting equipment and signage.

4. Responsible Person & Fire Safety Management

Wilton Town Council is the Responsible Person for all Council-operated premises. The Town Clerk acts on behalf of the Council in discharging duties. The Facilities Officer is appointed as the Competent Person to assist with preventive and protective measures, record keeping, maintenance coordination, and training.

5. Fire Safety Management System

5.1 Fire Risk Assessments (FRA)

A FRA will be completed for each site and reviewed annually or sooner following significant change or incident. Actions arising will be assigned, tracked and completed. Records retained for at least 6 years.

5.2 Hazard Identification & Control

Typical hazards include electrical faults, arson risk, combustible storage, heating equipment, kitchens, hot works and contractor activities. Controls include fixed-wire and PAT testing, housekeeping, secure storage of combustibles, permit-to-work for hot works, and contractor induction.

5.3 Fire Prevention

The Council promotes good housekeeping, safe use of electrical equipment, maintenance of building services, control of ignition sources, a robust smoking policy, and routine workplace inspections.

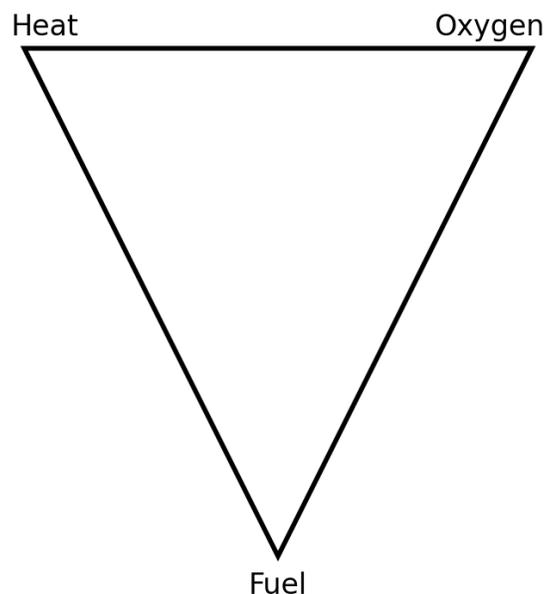


Figure 1: The Fire Triangle (Fuel, Heat, Oxygen) – remove one element to prevent fire.

6. Fire Protection Measures

6.1 Fire Detection & Warning Systems

Council Offices and the Pavilion: smoke detection with alarm panels linked to emergency services. Public Toilets and Cemetery: no fixed detection; portable smoke alarms may be considered if risk justifies.

6.2 Firefighting Equipment

Portable extinguishers provided at Council Offices and the Pavilion only; types and quantities per latest servicing records. Equipment must be accessible, signed, and serviced annually by a competent contractor.

6.3 Emergency Lighting & Signage

Where installed, emergency lighting will be function-tested monthly and duration-tested annually; fire exit signage maintained and unobstructed.

6.4 Fire Doors and Compartmentation

Fire doors inspected routinely by Facilities; defects rectified promptly. Doors must not be wedged open unless fitted with suitable hold-open devices linked to the alarm.

7. Emergency Procedures & Evacuation

All sites operate a simultaneous evacuation unless otherwise specified in the site annex. On discovering fire, activate the nearest call point (where fitted) and call 999. Evacuate by the nearest safe exit, proceed to the assembly point, and do not re-enter until authorised by the Fire & Rescue Service or the Responsible Person.

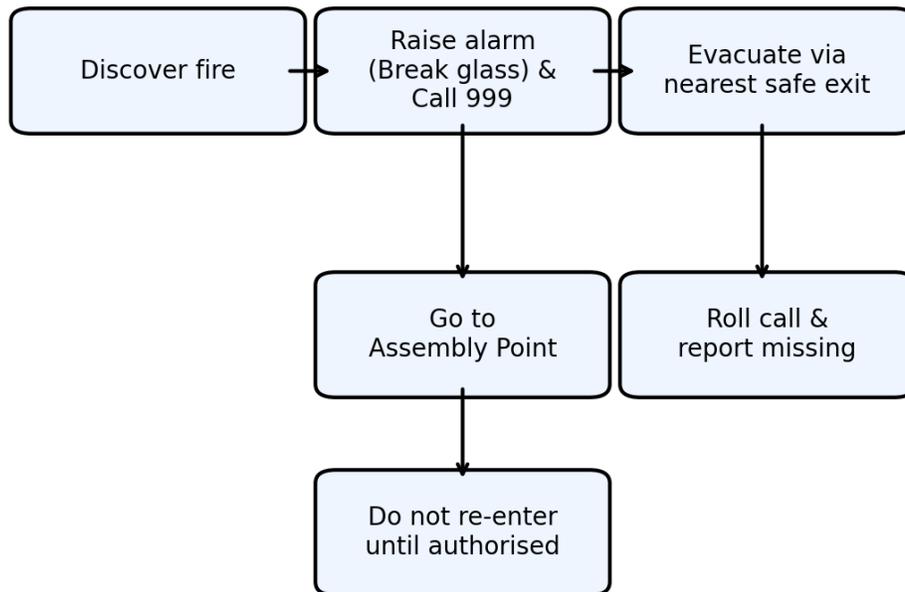


Figure 2: Evacuation Flow (Discover → Raise Alarm/999 → Evacuate → Assembly → Roll Call → Do Not Re-enter).

8. Roles & Responsibilities

Role	Key Responsibilities
Town Clerk (Responsible Person)	Legal compliance, resources, approval of policy, oversight of FRA completion and action closure.
Facilities Officer (Competent Person)	Coordinate FRAs, manage actions, maintain systems and records, deliver training/drills, investigate incidents/false alarms.
Managers / Site Leads	Ensure site procedures, communicate routes/assembly points, schedule and record drills, report defects.
Fire Wardens	Area sweeps, assist persons, report hazards and status at assembly.
All Staff & Volunteers	Follow procedures, keep routes clear, report hazards, participate in training and drills.
Contractors	Follow site rules, obtain permits, cooperate with Council controls.

9. Training

Role	Training	Frequency
All Staff	Fire safety awareness & local procedure	At induction + annually
Managers/Site Leads	Evacuation coordination & FRA awareness	Annually
Fire Wardens	Warden duties & sweep technique	Annually
Facilities Officer	Competent Person CPD (e.g., IOSH/IFE short courses)	As required

10. Record Keeping

Records retained for at least 6 years: FRA reports and action plans; alarm testing; maintenance and servicing; emergency lighting tests (where installed); fire door checks; drills; training; incidents and false alarms.

11. Monitoring, Audit & Review

Facilities will conduct routine inspections and KPI tracking. The policy will be reviewed every 2 years or sooner if legislation or risk profile changes.

Annex – Council Offices

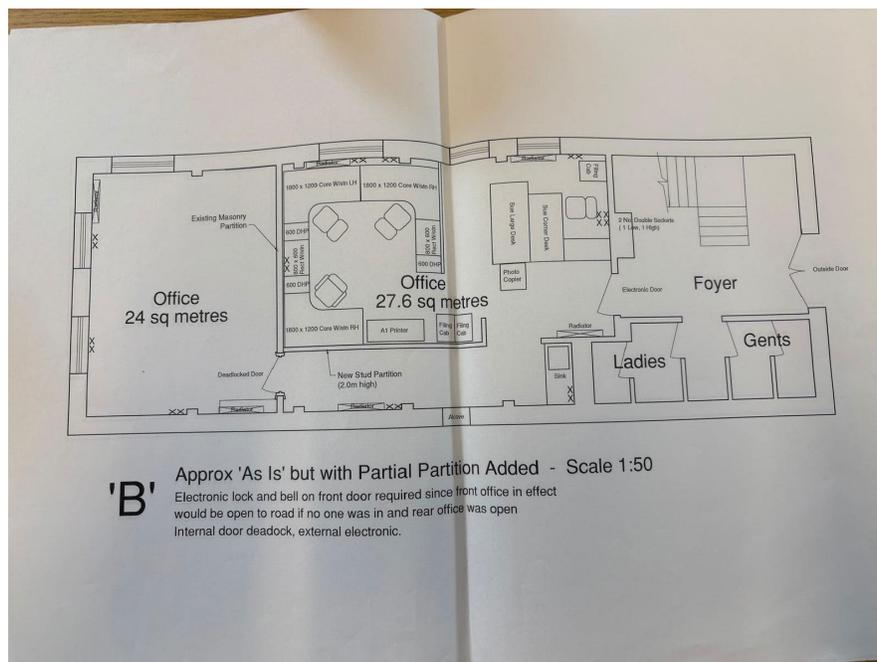
Assembly Point: Market Square

Detection & Alarm: Smoke detection and alarm panel linked to an Alarm Monitoring Centre. It falls to the keyholder to notify emergency services as appropriate.

Firefighting Equipment: Portable extinguishers provided; types/quantities per servicing record

Gas Installation: Gas main present

Evacuation Notes: Simultaneous evacuation; use nearest safe exit; proceed to assembly; roll call; do not re-enter.



Council Offices – Indicative Site Map (for orientation only – not to scale).

Annex – The Pavilion

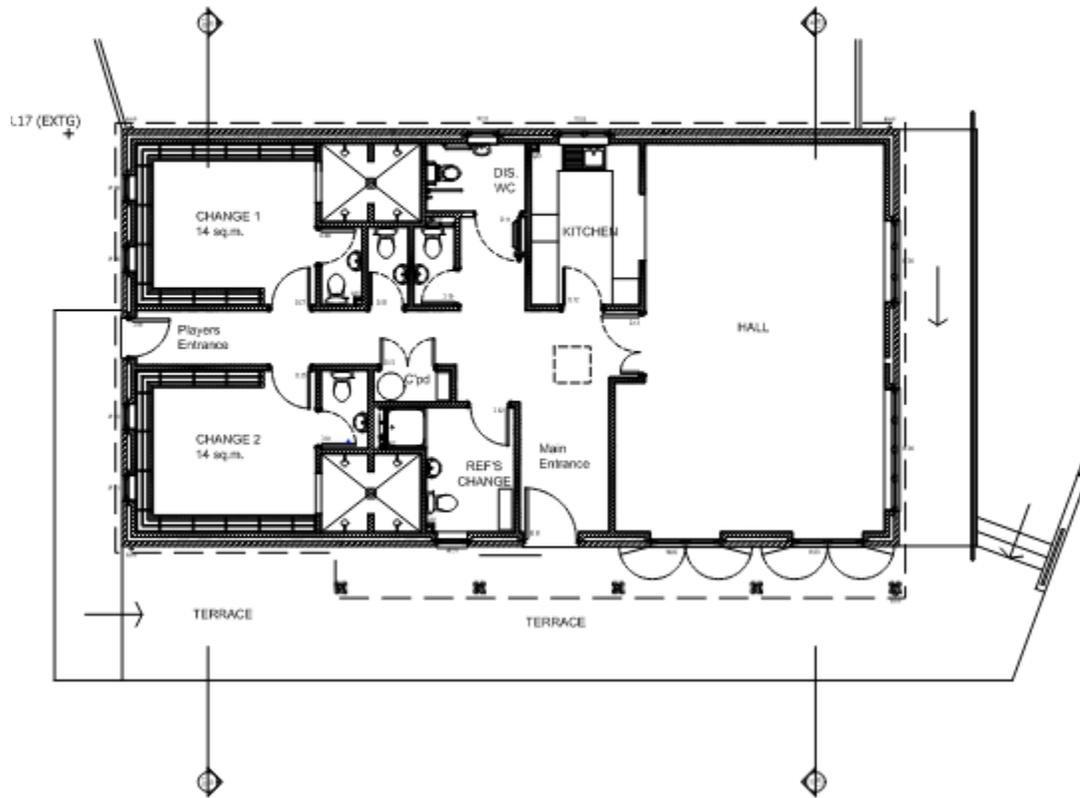
Assembly Point: Cricket Pitch

Detection & Alarm: Smoke detection and alarm panel linked to an Alarm Monitoring Centre. It falls to the keyholder to notify emergency services as appropriate.

Firefighting Equipment: Portable extinguishers provided; types/quantities per servicing record

High-Risk Areas: Kitchen

Evacuation Notes: Simultaneous evacuation; use nearest safe exit; proceed to assembly; roll call; do not re-enter.



The Pavilion – Indicative Site Map (for orientation only – not to scale).

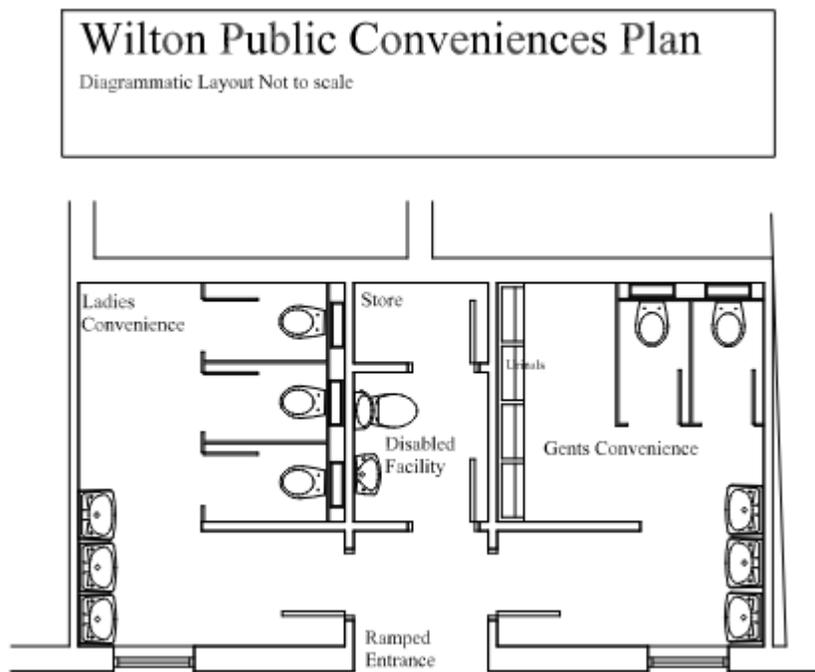
Annex – Public Toilets

Assembly Point: Market Square

Detection & Alarm: No fixed detection installed

Firefighting Equipment: No extinguishers installed

Evacuation Notes: Simultaneous evacuation; use nearest safe exit; proceed to assembly; roll call; do not re-enter.



Public Toilets – Indicative Site Map (for orientation only – not to scale).

Annex – Cemetery

Assembly Point: Side street opposite the cemetery

Detection & Alarm: No fixed detection installed

Firefighting Equipment: No extinguishers installed

Evacuation Notes: Simultaneous evacuation; use nearest safe exit; proceed to assembly; roll call; do not re-enter.

Site plan: Not currently available

Appendix – FRA Review Matrix

Site	Last FRA (date)	Next Review (date)	Detection/Alarm	Assembly Point
Council Offices	14/01/2026	14/01/2027	Smoke detection & panel (linked)	Market Square
The Pavilion	14/01/2026	14/01/2027	Smoke detection & panel (linked)	Cricket Pitch
Public Toilets	14/01/2026		None	Market Square
Cemetery	14/01/2026		None	Side street opposite

Appendix – PEEPs & Evacuation Support

Personal Emergency Evacuation Plans (PEEPs) will be created for any person who may require assistance to evacuate. Evacuation chairs are provided where needed. The Facilities Officer maintains the PEEP register and ensures regular review.