



# Fire Safety Policy

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Reviewed	22 <sup>nd</sup> October 2025
Next Review Date	Annual or as required
Reviewed by	Policy & Resources Committee

## 1) Purpose and scope

This policy sets out how Newton Abbot Town Council (“the Council”) prevents fire, protects life and property, and ensures a safe, orderly evacuation at Newtons Place. It covers legal duties, risk assessment, maintenance/testing, training, evacuation (including PEEPs), and contractor control. [www.gov.uk](http://www.gov.uk)

## 2) Legal framework

- **Regulatory Reform (Fire Safety) Order 2005** (FSO) – requires a suitable and sufficient **fire risk assessment**, general fire precautions, maintenance, training and evacuation arrangements in non-domestic premises. [www.legislation.gov.uk](http://www.legislation.gov.uk)
- **Fire Safety Act 2021** – clarifies the FSO’s scope (mainly for multi-occupied residential) and informs national guidance. (Not generally applicable to our non-residential site, but referenced for completeness.) [www.gov.uk](http://www.gov.uk)
- **Fire Safety (England) Regulations 2022** – introduce duties for residential buildings; we adopt relevant good practice (e.g., clear information and fire door checks) proportionate to our risk, while noting most provisions target multi-occupied residential settings. [www.gov.uk](http://www.gov.uk), [www.gov.uk](http://www.gov.uk)
- **Section 156 of the Building Safety Act 2022 (in force 1 Oct 2023)** – strengthens record-keeping and information-sharing duties for *all* FSO-regulated premises (e.g., record the full FRA and fire safety arrangements, and the assessor’s identity). We comply. [www.gov.uk](http://www.gov.uk)
- Government/Home Office guidance for duty-holders under the FSO informs this policy. [assets.publishing.service.gov.uk](http://assets.publishing.service.gov.uk)

## 3) Roles and responsibilities

- **Responsible Person:** Newton Abbot Town Council (employer/organisation in control of the premises). [www.legislation.gov.uk](http://www.legislation.gov.uk)
- **Senior lead:** Town Clerk (overall accountability and approval of resources). [assets.publishing.service.gov.uk](http://assets.publishing.service.gov.uk)
- **Fire Wardens/Marshals:** support sweep/roll-call, assist persons needing help, report defects/hazards. [assets.publishing.service.gov.uk](http://assets.publishing.service.gov.uk)
- **All staff/volunteers:** follow procedures, report hazards/defects promptly, attend training/drills. [www.gov.uk](http://www.gov.uk)
- **Contractors/visitors:** comply with our site rules, sign in and follow the Evacuation Procedure and any permits (e.g., hot work). [www.hse.gov.uk](http://www.hse.gov.uk)

## 4) Fire risk assessment (FRA)

- We maintain a suitable and sufficient FRA for Newtons Place, using the government Offices & Shops guide as a reference. The full FRA and fire safety arrangements are recorded and kept up-to-date and reviewed at least annually or after any significant change (people, processes, layout) or relevant incident. [www.gov.uk](http://www.gov.uk)

## 5) Prevention & protection measures

- **Housekeeping & ignition control** – good storage, waste control, no wedging fire doors, safe use of kitchens, strict control of portable heaters, and a Hot Work Permit where applicable.
- **Means of escape & signage** – escape routes kept clear, doors open easily, correct signage and emergency lighting maintained.
- **PEEPs (Personal Emergency Evacuation Plans)** – prepared where needed to enable safe evacuation for staff/regular users who may require assistance; reviewed with the individual and kept available to wardens. [www.gov.uk](http://www.gov.uk) [www.gov.uk](http://www.gov.uk) [www.thefpa.co.uk](http://www.thefpa.co.uk), [www.gov.uk](http://www.gov.uk)

## 6) Fire detection, warning & life safety systems

- **Fire detection & alarm:** Provided/maintained to BS 5839-1 (latest revision). We adopt weekly user tests of a manual call point (rotating locations) and six-monthly competent servicing, logging all results. [www.bsigroup.com](http://www.bsigroup.com), [tnssolutions.co.uk](http://tnssolutions.co.uk)
- **Emergency lighting:** Designed/maintained to BS 5266-1; monthly functional tests and an annual full-duration test by a competent person are recorded. [www.thefpa.co.uk](http://www.thefpa.co.uk)
- **Portable fire extinguishers:** Selected/positioned to BS 5306-8, commissioned and maintained to BS 5306-3; annual service by a competent technician and routine in-house visual checks. [www.bafe.org.uk](http://www.bafe.org.uk), [www.firequeen.co.uk](http://www.firequeen.co.uk)
- **Fire doors:** Routine in-house checks to confirm condition and self-closing; defects rectified promptly (noting that quarterly/annual frequencies in the 2022 Regulations are for specified residential settings; we risk-assess an appropriate inspection regime for our non-residential site). [www.gov.uk](http://www.gov.uk)

## 7) Training, drills & information

- **Induction and periodic training** for all staff covers alarm action, raising the alarm, extinguisher awareness (where appropriate), assisting visitors, and PEEPs. [assets.pub...ice.gov.uk](http://assets.pub...ice.gov.uk)
- **Fire drills:** at least **once per year** for all occupants; outcomes recorded with improvements tracked. [www.gov.uk](http://www.gov.uk)
- **Information & signage:** Fire Action Notices, escape plans, and assembly point details displayed; updates communicated after any change or review. [assets.pub...ice.gov.uk](http://assets.pub...ice.gov.uk)

## 8) Evacuation arrangements (site-specific summary)

A detailed Fire Evacuation Procedure – Newtons Place (TQ12 1JQ) is maintained as an Appendix to this policy and issued to staff, fire wardens, contractors and reception. It sets out: alarm tones, routes/ exits, refuges, assembly point(s), sweep/roll-call, assisting visitors/PEEPs users, and liaison with Devon & Somerset FRS. Drills validate the procedure. [assets.pub...ice.gov.uk](http://assets.pub...ice.gov.uk), [www.gov.uk](http://www.gov.uk)

## 9) Testing, inspection & maintenance schedule (minimum standards)

- **Alarm system:** weekly user test (different call point), 6-monthly service by competent provider. [tnssolutions.co.uk](http://tnssolutions.co.uk)

- **Emergency lighting:** monthly functional test (log), annual full-duration test/inspection. [\[www.thefpa.co.uk\]](http://www.thefpa.co.uk)
- **Extinguishers:** monthly visual checks; **annual** competent service; extended servicing per standard. [\[www.bafe.org.uk\]](http://www.bafe.org.uk)
- **Escape routes/doors & signage:** regular recorded checks to ensure routes clear, doors open easily, signs in place. [\[www.gov.uk\]](http://www.gov.uk)
- **Electrical safety:** fixed wiring maintained safe; periodic EICR (typically every 5 years for offices, or as the inspector sets) with remedials tracked to completion. [\[www.protes...sLtd.co.uk\]](http://www.protes...sLtd.co.uk), [\[www.bright...cian.co.uk\]](http://www.bright...cian.co.uk)

All tests/defects/corrective actions are logged in the Fire Log Book and retained in main council office.

### 10) Contractor control (including hot works)

All contractors must sign in formally before starting work, receive a safety briefing, follow our permits (e.g., isolation, hot works), and keep routes clear. Works must not compromise escape routes or fire protection systems; any impairment is risk-assessed and controlled. [\[www.hse.gov.uk\]](http://www.hse.gov.uk)

### 11) Monitoring, audit & review

- **Routine monitoring:** Wardens and the Facilities team conduct proportionate inspections; defects are prioritised and actioned. [\[assets.pub...ice.gov.uk\]](http://assets.pub...ice.gov.uk)
- **Annual review:** This policy and the FRA are reviewed annually or after significant change/incident; outcomes are reported to the Town Clerk and Council committee as required. [\[www.gov.uk\]](http://www.gov.uk)

### 12) Non-compliance & enforcement

We recognise the enforcing authority's powers under the FSO and understand that breaches can attract enforcement action and unlimited fines. Our Section 156 compliance (full FRA/arrangements recorded and shared appropriately) strengthens assurance. [\[www.legisl...ion.gov.uk\]](http://www.legisl...ion.gov.uk), [\[www.gov.uk\]](http://www.gov.uk)

*Appendix 1 (Fire Evacuation Procedure)*

## *Fire Evacuation Procedure*

**KEY PERSONNEL**

Role	Person	Responsibility
Fire Safety Manager	Phil Rowe	To manage first floor and above
Fire Warden	Kelly Burridge	To manage ground floor, museum & stores
Fire Warden	Rob Woodger	Newton's Place

**PROCEDURE****ASSEMBLY POINT**

The TDC car park to the left of Newton's Place building. (Map & details on the last page of this fire evacuation procedure).

**MEANS OF ESCAPE**

There are four Fire escape routes in the building. All routes are clearly marked with green exit signs and emergency lighting. In the event of a fire, exit the building via one of the following exits:

- Main building entrance.
- Double doors at the front of the building.
- Exit behind the Museum office.

- Exit in the Museum stores.

## FIRE WARNING SYSTEM

The building is provided with a fire alarm system comprising of 'break glass' call points, automatic detectors, and fire alarm sounders. An indicator panel is located at the main doors of the building, this is link with a company called Southern Monitoring (01803 328222), who will notify the key holders in order as follows (David Samson, Steve Ryan & Tony Little the FMO's, Phil Rowe & Sam Scott) who will call the fire brigade if the alarm is sounded.

However, in the case of a fire any member of staff working in Newton's Place are able to phone the Fire Brigade.

## EVACUATION PROCEDURE

Duties of ALL staff:

- Staff action on discovering smoke/fire:
  - Raise the alarm by breaking the glass on any of the red fire alarm call points located in various locations around the building.
  - Attempt to fight the fire with equipment available, but only if trained to do so.
- Staff action on hearing the fire alarm:
  - Leave the building immediately, and direct visitors and staff via nearest available exit.
  - Do not wait to establish whether it is a false alarm.
  - Do not stop to collect belongings.
  - Close all doors behind you where it is practical and possible to do so, do not run or shout as this could cause panic.
  - Do not take risks.
  - Do not return to the building for any reason until authorised to do so by the Fire Warden or Fire Safety Manager. ○ **Report to the assembly point.**
- Duties of the Fire Warden (FW) & Fire Safety Manager (FSM):
  - First point of contact for onsite Emergency Services during all incidents (FW & FSM). ○ Prepare and implement an emergency plan, and keep it updated (FW). ○ Carry out fire drills annually (FW). ○ Test the fire alarm every week (FW).
  - Test the Emergency Lights monthly (FW). ○ Check the fire extinguishers monthly (FW). ○ Check smoke alarms and ensure they are not covered for any reason (FW). ○ Maintain records of all fire drills, fire alarm & fire equipment accordingly (FW). ○ Ensure that the Fire Brigade is called for any fire related incidents (FW & FSM). ○ On hearing the fire alarm, the Fire Warden or Fire Safety Manager should dial 999 and request the Fire

Brigade using the public telephone system stating that there is a fire and give the full address of the system.

- Monitor fire precautions regularly on each floor of the building (FW & FSM).
- Every floor of the building to be cleared of staff & visitors in the event of a fire (FW & FSM). To liaise with one another of any missing persons.
- To do a roll call at the assembly point to ensure the building is cleared and everyone has arrived safely (FW).

**Note:** All reasonable steps should be taken to ensure duties are carried out, however it is not the responsibility of the Fire Warden to force people to leave; only to inform them that they should do so. On no account should a fire warden risk endangering their safety. Fire Warden or Fire Safety Manager must not enter an area where fire or smoke is detected or suspected. Provided that the alarm has been activated, then the responsibility of the individual is to evacuate without hesitation.

Other individuals:

- **Disabled Persons:**

- The safe evacuation of disabled persons in the event of a fire will depend on the type of disability. In the case of a member of staff with a disability, the FW & FSM will decide on the best method of evacuation and a member of staff will be nominated to provide assistance to the disabled member of staff. If the disabled person is a visitor, it is the responsibility of the Museum or Newton's Place member of staff to assist in evacuating them.
- In the event that there is a person with mobility difficulties who may require assistance, allow other persons to evacuate first to prevent a delay in the evacuation procedure, except of course where it is considered this person(s) would be in immediate danger.
- For anyone with mobility difficulties who are situated on the first floor of Newton's Place there will be access to an ambulance folding chair which will help in the evacuation as the lift will be out of use. The chair is located in the refuge area within the Ditchburn Room.

- **Visitors:**

- All visitors need to report to reception and sign in and sign out on their departure. ○ Visitors to the Museum will be the responsibility of the Museum staff.
- Visitors to the meeting rooms will be the responsibility of the Fire Warden, Fire Safety Manager and NATC staff.
- It is the responsibility of all Museum & NATC staff to assure that visitors follow the fire procedures of the building.

- **Contractors:**

- Outside contractors should be made aware of the fire procedures for the building.
- Where contractors are working within the normally occupied areas it will be the responsibility of the Fire Warden to ensure they have evacuated.
- Where contractors will be working in other areas (i.e. roof, plant room etc.) special arrangements will be made by the Fire Safety Manager.

- **Housekeeping:**

While fire safety matters are the overall responsibility of the Fire Warden, all members of staff within Newton's Place must contribute to ensure that:

- Exit routes and stairways remain free from obstruction and combustible storage.
- Fire alarm call points and firefighting equipment remain free from obstruction.
- Work areas are kept tidy and all combustible waste disposed of.
- Any fire risks e.g. faulty wiring or equipment overloaded sockets etc. are identified to the Fire Warden.
- Prevent arson by ensuring the building is locked and windows are closed. Report anything suspicious.
- Be sensible and safe. If you do see something that seems like it could be a fire risk:  
**stop, think and act.**

- **Hazards and special risks:**

The following rooms are considered as having a higher risk:

- Plant room.
- Cleaning cupboards.
- Kitchen.
- Offices with computer equipment.
- Smoking and vaping are not permitted in the building.

### **LOCATION OF FIRE EXTINGUISHERS:**

Portable fire extinguishers are provided at the following locations:

<b>Ground Floor</b>		
<b>Main entrance</b>	1x water	1x CO2
<b>Outside NATC offices</b>	1x water	1x CO2
<b>Back of Museum by store entrance</b>	1x water	1x CO2
<b>Museum storeroom</b>	1x foam	1x CO2
<b>First Floor</b>		
<b>Hallway – outside of disabled WCs</b>	1x foam	1x CO2
<b>Stairwell – ground floor leading to first floor</b>	1x foam	1x CO2

<b>Second Floor</b>		
<b>Outside of storeroom 1 &amp; 2</b>	1x foam	1x CO2
<b>Plant Room</b>		
		1x CO2

**FIRST AID:**

<b>Qualified First Aiders</b>	<b>Location</b>	<b>Tel extension</b>
<b>Kelly Burridge</b>	Ground Floor – NATC office	201
<b>Natalie Hicks</b>	Ground Floor – NATC office	209
<b>Linda McGuirk</b>	Ground Floor – NATC office	212
<b>Carla Winsborrow</b>	Ground Floor – NATC office	211
<b>Lucy Cokes</b>	Ground Floor – Museum office	205
<b>Charlotte Edwards</b>	Ground Floor – Museum office	205
<b>Charlotte Dixon</b>	Ground floor – Museum office	205
<b>Katie Petley-Jones</b>	Ground floor – Museum office	206
<b>Sam Scott</b>	First Floor	210
<b>Tony Little</b>	Evening first aider	07850 795072
<b>Steve Ryan</b>	Evening first aider	07850 795072
<b>David Samson</b>	Evening first aider	07496 767928

**ASSESSMENT AND LOGBOOKS:**

The required assessment and logbooks are kept at the following locations:

- Fire Risk Assessment – located with Kelly Burridge.
- Health & Safety policy – located in the following: o Office/council/cttee/house/newton's place/building pack • Risk Management Plan – located in the following: o Office/council/cttee/house/newton's place/building pack
- Fire logbook – located with Kelly Burridge.
- Accident book – located in the NATC ground floor office.
- First Aid Kit – located in the NATC ground floor office, Museum office & St Leonard's Room

**EVACUATION PROCEDURE****In case of a fire:**

1. Stop what you are doing.
2. Calmly leave the building.
3. Do not stop to pick up your belongings.

- Exit Newton's Place building from your nearest exit and meet in the TDC car park to the left of the building. (43 Wolborough Street, Newton Abbot, TQ12 1JQ).

**NB. IF FIRE/SMOKE IS BLOCKING YOUR ESCAPE ROUTE THEN GO TO THE NEAREST ROOM FACING THE FRONT OF THE BUILDING. CLOSE THE FIRE DOOR BEHIND YOU (BLOCK THE BOTTOM OF THE DOOR WITH A TOWEL, SHEET OR CLOTHING) AND SIGNAL OUT OF THE WINDOW.**

**ALWAYS USE THE BACK OF YOUR HAND TO TEST TO SEE IF THE DOOR IS WARM BEFORE OPENING, AS THE FIRE MAY BE ON THE OTHER SIDE.**

**PLEASE NOTE ONCE THE FIRE ALARM IS ACTIVATED THE FIRE BRIGADE WILL BE ONSITE WITHIN A FEW MINUTES. THE FIRE DOORS WILL PROTECT YOU FROM THE FIRE FOR 35 MINUTES.**

