



FIRE SAFETY ARRANGEMENTS

REPORTING AND RECORDING FIRE INCIDENTS, NEAR MISSES AND OTHER FIRE SAFETY HAZARDS

It is important that all occasions where a fire has, or could have occurred, are properly recorded and the cause investigated so that the effectiveness of the preventive and protective measures can be reviewed and, if necessary, revised.

To ensure this is done in a systematic way, all such occurrences should be reported using the "Fire Incident, Near Miss or Other Fire Safety Hazard Report" form – blank copies of which can be obtained from the Clerk or in the Fire Safety Folder in the Meeting Room to ensure they are readily available for anyone to use.

Section A of the form is to be completed as soon as possible after any such occurrence by the most appropriate line manager/member of staff/Councillor with knowledge of the circumstances. It should be forwarded to the Clerk for action and completion of Section B as detailed below and entering on the Fire Incident Log.

The person completing the form is to:

- Make clear the nature of the occurrence by circulating or highlighting either
 - "Fire Incident" where a fire has occurred
 - "Near Miss" where a fire has not actually occurred but all the components for a fire are discovered eg. A quantity of highly flammable liquid is found in close proximity to an uncontrolled ignition source
 - "Other Fire Safety Hazard" where fire safety related hazards might not in themselves cause a fire but could impact upon the safety of relevant persons in the event of a fire, by for example, jeopardising their means of escape – eg. The discovery of an obstructed fire exit. (Defects with fire safety systems and equipment etc should also be reported for remedial action)
- Complete Section A, recording as much detail on the form as is known at the time

- Forward the form to the Clerk for any appropriate action

The Clerk is to:

- Acknowledge receipt of the form
- Ensure the cause(s) of the reported incident/near miss/other fire safety hazard re investigated and recorded in Section B of the form
- Consult the Parish Council as to the findings
- Review the risk assessment and record any significant findings
- Add any outstanding remedial actions to the current Fire Incident Log and ensure the necessary preventative or protective measures are prioritised and implemented within the appropriate timescale
- Ensure a copy of the completed report form is retained for reference in the Fire Safety Folder