

FIRE SAFETY POLICY

August 2013

Introduction

The Dorset Natural History and Archaeological Society (DNHAS) has a long-term commitment to fire safety at the Dorset County Museum and to ensuring that all relevant precautions are taken to reduce risk of fire in accordance with the Fire Reform Order 2005.

Aims

The DNHAS aims to reduce or remove circumstances that might lead to an outbreak of fire and to minimise the consequences should one occur. This encompasses safe systems of work, good housekeeping, the control of sources of ignition and the provision of appropriate training for all staff and volunteers. Where possible DNHAS staff should hold regular meetings with advisors from the Fire Service and professional Fire Risk Assessors to ensure that they are aware of current legislation and continue to follow best practise guidelines.

Objectives

- To prepare risk assessments for each of the buildings owned and managed by the DNHAS as required by the Fire Reform Order 2005.
- To ensure that each of the buildings owned and managed by the DNHAS are fitted with appropriate means of detection in case of fire.
- Undertake to ensure that each of the buildings owned and managed by the DNHAS are served by appropriate escape routes.
- Provide and maintain such fire precautions as are necessary to safeguard those who use the Dorset County Museum (either as a workplace or as visitors to the Museum).
- Provide information, instruction and training to all DNHAS employees and volunteers about the fire precautions in the workplace.

Specific Objectives

- Ensure that the Dorset County Museum and all buildings owned and managed by the DNHAS are non-smoking areas.

- Maintain a programme of regular fire drills and nominate specific responsibilities to be carried out by members of staff in response to fire alarms sounding.
- Keep all fire exits and routes to fire exits free from obstructions.
- Check all emergency lighting regularly.
- All fire escapes to be clearly marked.
- Carry out regular checks on fire extinguishers in all buildings owned and managed by the DNHAS.
- Fire alarms and fire doors to be tested weekly.
- All portable electrical goods within the Dorset County Museum and in all buildings owned and managed by the DNHAS to be PAT tested regularly. Visual inspections to be made annually. No electrical goods to be brought into the Museum without being PAT tested beforehand.
- Use of electric fan heaters and infrared heaters to be banned in all areas of the Dorset County Museum and all buildings owned and managed by the DNHAS.
- Electrical circuit breakers to be fitted to all circuits within the Dorset County Museum and all buildings owned and managed by the DNHAS. Avoid running too many electrical items from a single power point and do not use coiled extension cables as they can overheat.
- No live flames to be allowed in the Dorset County Museum or any buildings owned and managed by the DNHAS without a *Hot Work Permit*. Use of candles not permitted at evening events.
- All rubbish to be stored in the Museum's wheelie bin. No rubbish bags to be left piled outside the building.
- Museum's gas boilers to be serviced annually.
- 1m radius around all potential ignition sources to be kept clear of potential fuel (no paper piled next to the photocopier, storage heaters etc. Boiler room to be kept clear of flammable materials)
- All fire exits should open without the use of a key. Where this is not possible policies for individual use should be in place ensuring that the fire exits are always opened when staff or volunteers are working in that area.

Specific Objectives for Contractors

- Hot Work Permits will be issued to all contractors working within all buildings owned and managed by the Dorset Natural History and Archaeological Society.
- All contractors to sign in and out of a contractor's book so that, in the event of fire, staff are aware who is in the building.
- All electrical goods used by contractors to be accompanied by a current PAT test certificate.

Guidelines for Flammable Substances

- Flammable substances only to be used by trained staff or volunteers in appropriate areas.
- All flammable substances to be kept in secure areas and only be made available to staff or volunteers trained in their use.

JEM
9 August 2013