

BEXHILL-ON-SEA TOWN COUNCIL



Figure 1 Bexhill-on-Sea Town Council Flag

FIRE SAFETY POLICY

ADOPTED: 24th June 2026

1. PURPOSE

- 1.1 This policy details Bexhill-on-Sea Town Council's approach to the completion of suitable and sufficient Fire Risk Assessments (FRAs) and subsequent fire risk remedial actions.
- 1.2 This policy demonstrates that we have measures in place to identify, manage, and mitigate risks associated with fire. It will also demonstrate how we fulfil our duties under the Fire Safety Act 2021 and other relevant codes of practice and guidance

2. SCOPE

- 2.1 The scope of this policy is applicable to employees, Councillors, visitors and contractors and in reference to our Hub (office) building at 35 Western Road, Bexhill-on-Sea.

3. DEFINITIONS

- 3.1 We/ Our/ Us: Refers to Bexhill-on-Sea town Council
- 3.2 Fire Risk Assessment (FRA) – This is an assessment of a building that identifies any fire hazards, evaluates the risk of those hazards and recommends action that should be taken to remove, reduce or manage the risk.

4. OBJECTIVE:

- 4.1 Our objective is to have measures in place to ensure suitable and sufficient Fire Risk Assessments are completed and that subsequent fire risk remedial actions are appropriately managed.

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4.2 These actions and measures demonstrate our commitment to ensuring a safe environment where staff can work, as well as satisfying our regulatory obligations.

4.3 This currently only applies to our office in Western Road but it is accepted that this policy will extend to other properties as and when they are acquired by Bexhill-on-Sea Town Council.

5. MANAGEMENT:

5.1 The management of this policy will be under the direction and guidance of the Town Clerk and will include the following points:

- a) Records – These will include the Fire Risk Assessment and Fire Safety logs, recording alarm checks, maintenance updates on alarms and fire extinguishers and scheduled emergency evacuations.
- b) Training – including the provision of fire wardens and the conduct of fire and emergency evacuations in line with required legislation.
- c) Equipment – the supply of adequate fire fighting devices appropriate for their location.
- d) Escape routes and fire exits – to ensure that these are kept free of obstructions and clearly signposted.
- e) Electrical and other systems – to ensure that electrical wiring is inspected and maintained by a recognized contractor on a regulatory basis, that any gas installations or boilers are inspected and maintained by a recognized contractor on a regulatory basis and that all portable appliances within the council will be PAT tested on an annual basis.

6. REVIEW

This policy will be reviewed on an annual basis or as required under changes to legislation or the expansion of Bexhill-on-Sea Town Councils property portfolio.

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POLICY STATEMENT

Our policy is to protect all persons including employees, customers, contractors, members of the public and unauthorised visitors from potential injury and damage which might arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment, and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by the Chair to demonstrate our commitment to fire safety and to compliance with all legal requirements.

Signed by:  for and on behalf of Bexhill-on-Sea Town Council

Date: 24th June 2026