



## Portreath Parish Council Fire Extinguisher Health and Safety Procedure

Location	Type	Purchased	Competent Person
<u>Fire Extinguisher 1:</u> Housed in Former Toilets	Foam	2022	Ian Stewart

Portreath Parish Council currently owns one Fire Extinguisher, which is housed in the former toilet block.

According to BAFE, Fire Extinguishers should be regularly checked by the nominated person to make sure that appliances are in their proper position and have not been tampered with. They should also be routinely inspected by a competent person to ensure they have not been discharged or lost pressure.

The UK servicing standard BS 5306-3 puts the responsibility on the user (i.e. Portreath Parish Council) to use a competent person to perform the annual inspections, install, commission (skilled checks made to the extinguisher on-site), service and test discharge fire extinguishers. They should also replace extinguishers that are no longer usable with serviceable extinguishers.

This procedure has been written in line with the standard: BS 5306 part 3.

### Fire Extinguisher – Logbook

The Standard states the following information should be recorded in the fire logbook, which may be in electronic form: a) information to be completed by the competent person:

- 1) The name of the appointed Competent Person
- 2) Brief details of maintenance arrangements - Meaning last service – any previous issues/next scheduled service
- 3) Dates and types of all visual inspections by the Competent person and details of any issues so identified, information to be provided by the competent person along with a note if any corrective actions are required
- 4) Dates and types of all maintenance - e.g. service visit or non-routine attention

## **The Fire Extinguisher checks, should follow these maintenance stages:**

### **Monthly – Visual Inspections**

1. Located Correctly
2. Unobstructed and Visible
3. Clean and legible operating instructions, facing forward
4. Has not been operated with no apparent damage or missing parts
5. Safety clip in place with seal unbroken
6. Pressure gauge is in working order and is reading within the normal range (green zone)

Action - If anything is damaged, the competent person, should arrange corrective action. If there is a cost associated with this action, the Competent Person should contact The Clerk. These checks should be noted in the Logbook.

### **Basic Service - Annual Checks**

The annual service should follow the British Standard, which should be referred to as too much to list here. A summary would be to check the above, as well as:

1. External examination for signs of corrosion; dents; splits; gauges or other damage
2. Examination and checking of pressure
3. Measurement of pressure and weight
4. Checking of all applicable parts, to ensure good working order
5. Mandatory replacement of washers, O rings, seals, and diaphragms for horns; nozzles, hoses, and valves whenever these components are removed.

Action - If anything is damaged, the competent person, should arrange corrective action. If there is a cost associated with this action, the Competent Person should contact The Clerk. These checks should be noted in the Logbook.

### **Extended Service and Overhaul – 5 years**

A recharge of the foam is recommended at 5 years along with an internal inspection and possible hydrostatic pressure test.

It has been determined that a new Fire Extinguisher should be sought instead, as this would be cheaper. The Parish Council would need to decide if a Fire Extinguisher is still required.

Action – The competent Person would need to take this to the Parish Council Meeting via The Clerk.



PORTREATH  
PARISH COUNCIL

Review Date:	Reviewed By:	Amendments:	Minute Number: