

**POLICY NO: 3.8.6**

**PUBLIC BUILDINGS – USE OF OPEN FIRES**

**OBJECTIVE**

To provide an objective basis by which to determine the suitability of approving the use of open fireplaces in public buildings.

**POLICY STATEMENT**

The use of open fires including fire places at public buildings located within the City of Vincent is not permitted unless written approval has been obtained from the City.

In order to request approval from the City, the applicant must demonstrate the following:

That:

1. (a) The majority of staff have successfully completed at minimum an annual 'Fire Extinguisher Demonstration' or equivalent to be conducted by an accredited commercial training provider, with staff certificates of participation to be provided to the City's Health Services annually; and  
(b) All management staff to have successfully completed annual 'Fire Warden Training' with a certificate of participation/completion to be provided to the City's Health Services upon training having been completed.
2. There shall be a fire safety certified member of staff on-duty at any given time, with the premises specific minimum number of fire wardens to also be present during operating hours.
3. Fixed fire grills to a minimum height of 1.2 metres are to be provided in front of each fire place and be affixed with a swinging hinge on one side of the grill, with a secure latch on the opposite side.
4. All fire grills to be designed, constructed and located so as not to create a tripping hazard.
5. Open fireplaces to be constructed in accordance with the *Building Code of Australia (BCA)* Part G2 (G2.3), and AS/NZS 2918.
6. An annual emergency evacuation drill overseen by an approved fire/emergency consultant is to be conducted by all staff, with an accreditation report to be provided to the City.

7. Professional chimney sweeps to be undertaken annually, prior to the venue commencing use of the chimney, with the chimney sweeper to provide a report on the structural integrity of the chimney flue.
8. Should the chimney flue be structurally unsound (for example, as a result of mortar degradation or rusting of steel flues), the underlying fireplace is not to be used until the proprietor of the venue, provides the City with a certificate that the chimney flue has been rendered structurally sound.
9. Any other requirements considered appropriate by the City's Manager Health Services being complied with.

The approval to use open fireplaces at public buildings can be withdrawn upon justifiable concerns being identified, or upon new statutory requirements being introduced prohibiting such use.

<b>Date Adopted:</b>	<b>11 September 2007</b>
<b>Date Amended:</b>	-
<b>Date Reviewed:</b>	28 February 2012
<b>Date of Next Review:</b>	February 2017