

Fire Risk Assessment

Neston Town Council
High Street
Neston
CH64 9TR



28th November 2023

TERRAIN
HEALTH AND SAFETY, SORTED

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1. Introduction

This report provides an assessment of the risk to life from fire, to assist Neston Town Council to meet its obligations under the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005, Where appropriate, the report will make recommendations to ensure compliance with fire safety legislation. The report however does not address the risk to property or business continuity from fire.

Structural features of the premises and those hidden from view (voids, ducts etc.) may not have been subject to inspection and the Responsible Person should ensure that appropriate inspection and maintenance of such structural areas is carried out.

The submission of this report constitutes neither a warranty of future results by Terrain HR Ltd (Terrain), nor an assurance against risk. The report represents only the best judgment of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

2. Background Information

Date of assessment:	28 th November 2023	Number of lifts:	2 – no fire fighting lifts Lift to rear of building malfunctioning and has caused staff to be trapped (no call button)
Date of previous assessment:	25 th October 2022	Weekday Usage Hours:	Daily and evenings. Town Council offices operate standard office hours. Weekly evening meeting for Councillors and Officers. Little Actors Theatre Company now in old Post Office
Previous assessment by:	Michelle Walker (Terrain)	Weekend Usage Hours:	Little Actors, private hire and events only (e.g. Christmas Market)
Recommended date of next assessment:	12 months – sooner if issues/major changes	Average Occupancy:	6 employees. Average occupancy 2/3 – some staff also working from home on a hybrid pattern
Site contact:	Zoe Dean, Council Manager. Nicky McMahon managing building on a day to day basis	Car parking:	No parking on site, some parking in town square but electronic bollards in place. Police parking on Market Square currently

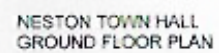
Assessor details:	Michelle Walker FIIRSM, Cert IOSH, OSHCR	Security arrangements:	Doors secure. Shutters for downstairs reception. No CCTV
Landlord details:	Cheshire West and Chester Council (CWAC)	Previous fire experience:	Small fire in kitchen store room 24 th September 2018
Premises used for:	<p>Town Hall offices and Town Hall. Friday outdoor market in town square, but basement is no longer being used for stalls. Hall available for general hire.</p> <p>Post Office downstairs has now been closed indefinitely; area taken by Little Actors Theatre Group. Police station upstairs. NTC do not have access to the Police Station.</p> <p>Separate building (Community Office) in car park (used for two staff members and includes kitchen and toilet facilities, plus a meeting room).</p>	Means of escape:	<p>Five exits available and indicated – doors open when market is on. Platform lift for disabled entry adjacent to main staircase and lift to rear staircase (lifts managed/serviced by CWAC).</p> <p>Public present on market days and for hirers/user groups.</p> <p>One employee using a rollator to aid mobility CWAC notified of lift issues and will advise if remedial actions to be taken. In the meantime, suggestion that lone working arrangements be reviewed and potential for staff member with PEEP to be issued with a personal alert device.</p>
Approx. size of premises:	Hall has a maximum capacity of 250 and seated capacity of 100. See also plans below	Alarm etc.:	Fire alarm in place in both main building and Community Office
Approx. construction date:	Completed 1889	Occupants particularly at risk (e.g. sleeping, disabled, young workers)	Public present on market days and for hirers/user groups. One employee using a rollator to aid mobility
Type of construction:	Traditional building of brick construction with extensions	General comments:	

	<p>added over the years. Town square to rear where market is held. Community Office is separate modern structure within Sainsbury's development. Town Square is constructed of blocks and covers area between the main building and Sainsbury's.</p> <p>RAC survey completed on main building and no issues confirmed</p>		<p>Working practices have changed as a result of the Covid 19 pandemic, with admin staff now able to work from home where applicable. No markets taking place inside (outdoor only on Fridays, traders use facilities to rear of Town Hall).</p> <p>Town Hall is shared premises and includes offices, a hall, meeting rooms, a kitchen and a Police Station. Hall is used for classes, productions, etc. Community Office is a separate building within the Sainsbury's development (CWAC are landlords). Used as office for two staff members and a small meeting room upstairs, NTC are keyholders to Lower Community Office.</p> <p>Main premises occupied by the Police (upstairs) and Little Actors (downstairs). Neston TC typically occupied 4 days per week (Office Side) and Audrey/Jo in Community Office (shared homeworking/office based). Nicky currently using Market Office to rear of main building and looking after day to day building requirements</p>
Floor Plans available:	Yes – see below		

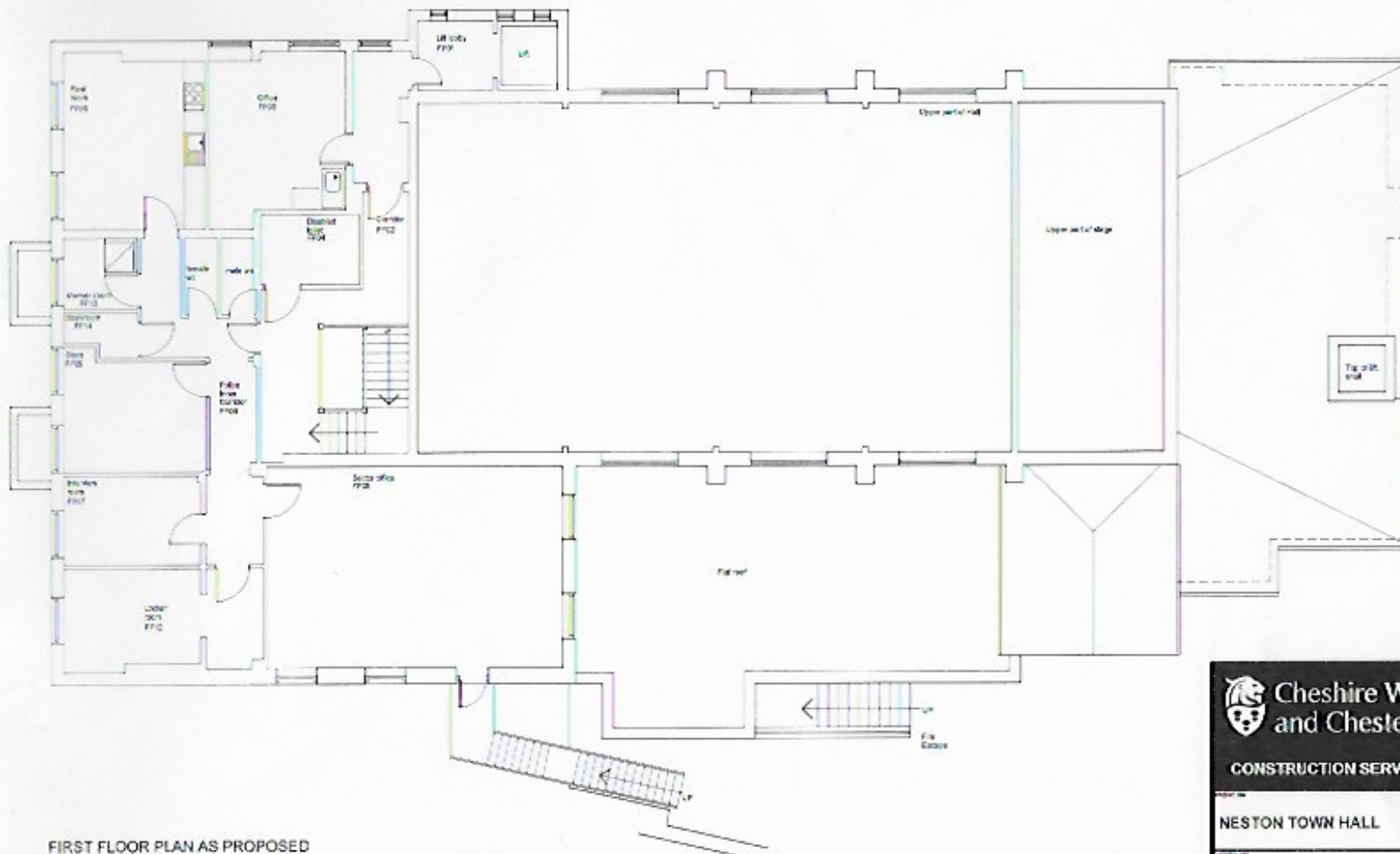
Number of floors:	3 in main building, Community Office is on one floor
Number of exits:	5 in main building, 1 in Community Office

Number of stairwells:	1 in main building, N/A in Community Office
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 Cheshire West and Chester	
CONSTRUCTION SERVICES	
Project ID	
NESTON TOWN HALL	
Drawing ID	
GROUND FLOOR PLAN	
Scale	1:100 @ A3
By	W. THORNTON
Date	DEC 2010
<div style="float: right; font-size: 2em; font-weight: bold;">83807</div>	



FIRST FLOOR PLAN AS PROPOSED

 Cheshire West and Chester	
CONSTRUCTION SERVICES	
PROJECT NAME NESTON TOWN HALL	
DRAWING NAME FIRST FLOOR PLAN	
SCALE 1:100 @ A3	PROJECT NO. 83807
DRAWN BY H THORNTON	
DATE DEC 2010	

3. Review of Previous Assessment

The Fire Risk Assessment completed October 2022 and was reviewed as part of this assessment:

Action	Progress	Status
Ensure that PAT testing is completed as planned	Done and now being completed again	Completed
Consider changing rear entrance/exit doors to main building to make them accessible (i.e. when using a rollator or mobility scooter)	Have had quotes but CWAC not able to fund at present	Ongoing
Add 'push bar to open' sign to basement exit door	Added	Completed
Ensure that fire door towards basement area (from main Reception) does not stick	Has been rectified	Completed
Ensure that extinguishers are serviced as planned	Done October 2022 and again in October 2023	Completed

4. Assessment Format

The assessment consisted of a comprehensive tour of accessible areas of the premises, allowing the assessor to identify:

- Potential fire hazards
- Persons at risk in the event of a fire
- The level of risk from the fire hazards and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures)
- Actions required to mitigate the risk
- That an appropriate process is in place to review and monitor the control measures

The above process then allowed:

- Recording of the assessment
- Communicating information to those potentially at risk

During the course of the assessment it was assumed that any fire detection or fire fighting equipment, emergency lighting, etc., has been supplied, installed and maintained to the current British or European standards and that the premises has been constructed with regard to building control and as detailed under the building regulations.

5. Inspection

5.1 Limitations

The report only refers to those areas of the premises that were accessible at the time of the visit and where access/observation was perceived as being safe. Structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during the fire risk assessment. The Responsible Person has a duty to ensure that appropriate inspection and maintenance of the structural aspects of the buildings, including the above, is carried out.

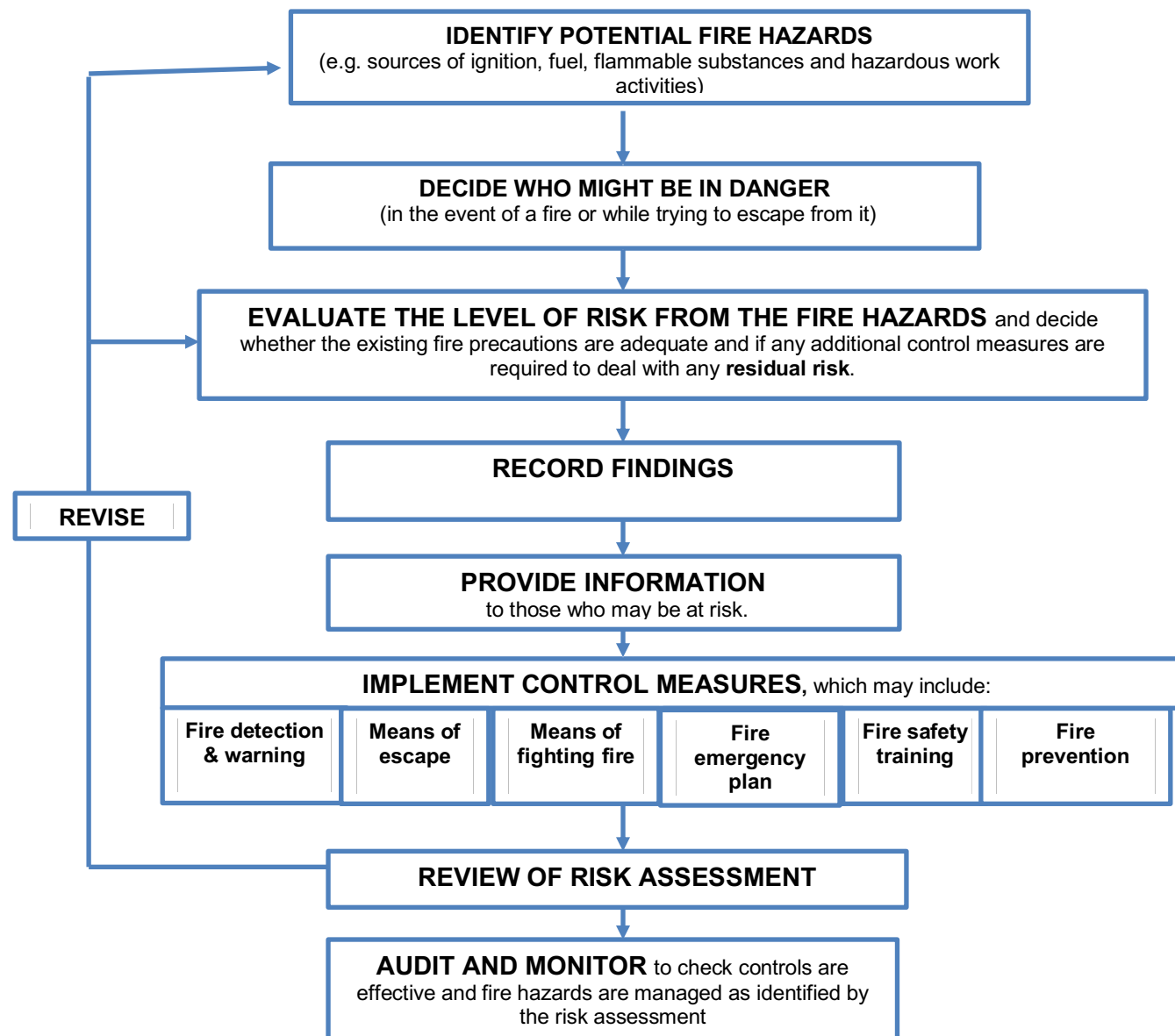
All findings and recommendations included in this report are based upon the evidence seen at the time. No assurances can be guaranteed that subsequent inspections or routine visits undertaken by the appropriate enforcing authority will not result in other areas of non-compliance being reported.

5.2 Access and Review

This risk assessment should be available for inspection or validation by any stakeholder. It should be reviewed and updated following:

- A change of work practice
- A significant increase of staffing levels
- Any structural or material change to the premises or processes
- Any change to the fire precautions in the premises
- A near miss or fire incident
- At intervals of no more than twelve months

5.3 Fire Risk Assessment Process



6 Summary and Action Plan

The following Action Plan includes details of hazards found and associated risks identified during the risk assessment. Each hazard has been given a priority score in order to assist in the completion of the required remedial actions, as follows:

6.1 Critical/Immediate

During the FRA process if any event or situation is identified that may cause an imminent risk to fire safety, or general health and safety of persons on the site we will advise the client that immediate action is required.

6.2 High (RED)

A situation likely to involve contravention of legislation that could lead to:

- Serious injury or ill health
- Issue of an enforcement notice
- Commencement of legal proceedings
- Communication from an enforcing authority indicating an area of high-risk non-compliance.

6.3 Medium (AMBER)

A situation that may cause:

- Injury or reversible ill health
- Communication from an enforcing authority indicating an area of medium risk non-compliance.

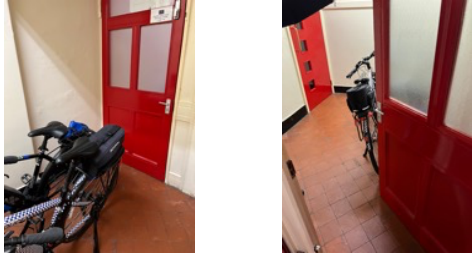
6.4 Low/Maintain Current Controls (GREEN)

A situation where:

- Although enforcement action is unlikely, accidents or property damage is possible.
- Improvements, precautions or policy that will ensure conformance to health and safety legislation.
- Maintaining current control arrangements is appropriate

Note: All identified tasks should be rectified at the earliest opportunity.

6.5 Fire Risk Assessment Summary and Action Plan

Ref.	Item	Hazard Found	Risk	Persons at Risk	RAG	Action required to remove, reduce and protect from risk	Timescale
A1.7.2	Means of Escape and Escape Times	Anyone using a rollator or mobility scooter has issues with some doors	Potential impact in an emergency and risk of falling/trapping	Staff Contactors Visitors Others	Amber	Consider changing rear entrance/exit doors to main building to make them accessible (i.e. when using a rollator or mobility scooter)	ASAP
A1.7.3	Means of Escape and Escape Times	Bikes on escape route stopping door from being fully opened	May hinder evacuation in the event of a fire	Staff Contactors Visitors Others	Amber	Ensure that Police bikes are stored so that they do not block door on exit route 	ASAP
A1.9.1	Signage	Rear of fire exit door in basement not indicated as 'fire exit, keep clear'	Potential for items to be placed outside and block exit	Staff Contactors Visitors Others	Green	'Fire exit, keep clear' sign required to rear of basement fire exit door	January 2024

7. Outcomes

Based on the Risk Definitions at Appendix 3, which are drawn from *BS8800: 1996 Guide to occupational health and safety management systems* the following assessment of fire risks at these premises is made:

7.1 Hazard from Fire

Taking into account the fire prevention measures observed at the time of the risk assessment, it is considered that the hazard from fire (probably of ignition) at these premises is:

Medium

7.2 Consequences for Life Safety

Taking into account the nature of the premises and occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slightly harmful

7.3 Risk to Life from Fire

Accordingly, it is considered that the risk to life from fire at these premises is:

Tolerable

Appendix 1: Detailed Fire Risk Assessment

A1.1 Legislation and Management

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.1.1	Has a Responsible Person been appointed, with sufficient knowledge to undertake the role?	Zoe Dean, Council Manager, supported by Terrain	Maintain current arrangements	Green
A1.1.2	Has a Competent Person been appointed, with sufficient knowledge to undertake the role?	As above, Terrain act as competent person for H&S.	Maintain current arrangements	Green
A1.1.3	Date of previous fire risk assessment (if any)	25 th October 2022		Green
A1.1.4	Previous FRA available?	Yes – reviewed as part of this assessment		Green
A1.1.5	Incident controller/s appointed with knowledge to undertake role?	Zoe Dean, with support from Terrain	Maintain current arrangements	Green
A1.1.6	Any improvement, prohibition or advisory notices from the enforcing authorities in force/outstanding?	N/A	N/A	Green
A1.1.7	Are all employees required to sign in/out of the building ?	N/A	N/A	Green
A1.1.8	Are all visitors/contractors required to sign in/out of the building?	Report to office and escorted/ supervised. Sign in sheet at reception	Maintain current arrangements	Green

A1.2 Sources of Ignition

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.2.1	Portable heaters <ul style="list-style-type: none"> • <i>Replace naked flame & radiant heaters with safer alternatives</i> • <i>Use to manufacturer's recommendations.</i> • <i>Keep away from sources of combustion.</i> • <i>Do not leave switched on overnight or in unoccupied areas.</i> 	Some small fan heaters in main building – PAT tested	Maintain current arrangements	Green
A1.2.2	Electrical equipment (portable (PAT) and fixed installation) <ul style="list-style-type: none"> • <i>PAT annually or at other intervals depending on use).</i> • <i>Check appliance labels for last test date.</i> • <i>Ensure fixed installation inspected at intervals specified in BS 7671:2008 (2011) (17th Edition Wiring Regulations)</i> • <i>Ensure socket outlets not overloaded. (load does not exceed 13 Amps.)</i> • <i>Remove multi-plug adapters (adapter blocks that fit directly into the socket outlet) and use a multi-gang extension sockets</i> 	PAT testing completed annually – in process again for both main building and Community Office Fixed electrical inspection completed October 2019 for both (remedial actions completed). Due again 2024	Maintain current arrangements	Green
A1.2.3	Smoking	No smoking – go outside	Maintain current arrangements	Green

	<i>Comply with the requirements of the Health Act 2006, prohibit smoking throughout the premises</i>			
A1.2.4	Heat generating processes (incineration, cooking, welding, etc.). <ul style="list-style-type: none"> • <i>Ensure equipment is used in accordance with manufacturer's recommendations</i> • <i>Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.)</i> • <i>Ensure ducts and flues regularly maintained/cleaned.</i> • <i>Ensure suitable fire fighting equipment available</i> • <i>Ensure use of 'permits to work' by contractors.</i> 	<p>Ventilation system in kitchen subject to deep cleaning on a maintenance regime. Kitchen only being used by occasional hirers, but still on regime under cyclical arrangements.</p> <p>No heat generating processes in Community Office</p>	Maintain current arrangements	Green
A1.2.5	Does the building have a lightning protection system? <ul style="list-style-type: none"> • <i>Earthing spikes may be required on tall, exposed or metal clad buildings</i> 	None noted – if present landlord (CWAC) will have responsibility	Maintain current arrangements	Green
A1.2.6	Is there satisfactory control over works carried out in/on the building by contractors? <ul style="list-style-type: none"> • Suitable guidance is contained in the following publications: • Standard Fire Precautions for Contractors Engaged on Crown Works, 	Generally use preferred contractor (via CWAC) – credentials checked and details retained on file. CWAC helpline often used for contractors.	Maintain current arrangements	Green

	Department of Environment, HMSO 1995 <ul style="list-style-type: none"> • Fire Prevention on Construction Sites. Fire Protection Association. • Fire Safety in Construction Work. HSE. 	Community Office is controlled in the same way		
A1.2.7	Are suitable precautions taken during all maintenance works? <ul style="list-style-type: none"> • <i>Permit / Authorisation to Work issued & controlled</i> • <i>Adequate supervision</i> • <i>Site health and safety rules</i> 	Yes – as above. All contractors subject to close supervision	Maintain current arrangements	Green

A1.3. Combustible Materials

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.3.1	Any build up of combustible materials? (e.g. paper, cardboard or wood.) <ul style="list-style-type: none"> • <i>Ensure good general housekeeping.</i> • <i>Arrangements for waste disposal should be adequate to prevent a build-up. Provide secure storage away from main building.</i> • <i>Prevent unauthorised access to combustible materials.</i> • <i>Ensure plant rooms (e.g. electrical switch rooms, boiler rooms, etc.) are clear of combustible materials.</i> 	<p>General standards of housekeeping are acceptable, both in the main building and Community Office.</p> <p>Waste disposal facilities provided in both main building and Community Office</p>	Maintain current arrangements	Green
A1.3.2	Any flammable or highly flammable materials or substances on site? e.g. solvents, paints, glue and aerosols. <ul style="list-style-type: none"> • <i>Avoid use of flammable materials/substances-reduce levels to the minimum</i> • <i>Replace substances with less flammable alternatives.</i> • <i>Ensure flammable substances are handled, transported, stored and used properly. (Has a risk assessment been done? Information/training provided?)</i> 	<p>General cleaning products and some paints, which are generally well stored and away from all potential ignition sources. Present in small amounts only in the main building and not in the Community Office.</p>	Maintain current arrangements	Green

	<p><i>Store highly flammable substances in fire resisting stores or cabinets and away from ignition sources. Do not store in plant rooms (e.g. electrical switch rooms, boiler rooms).</i></p>	Cleaner is contracted via a third party		
A1.3.3	<p>Is any rubbish stored externally (e.g. waste skips, bins, etc.)?</p> <ul style="list-style-type: none"> • <i>Waste skips should kept locked when possible & stored 10m from buildings & plant.</i> • <i>Wheel bins 6m. (metal) 10m (plastic) from buildings & plant.</i> • <i>Chain or secure wheeled containers away from buildings. Consider secure storage for other waste containers, where there is a risk of arson.</i> • <i>Do not store loose combustible waste within 2m of site perimeter, or 6m of buildings.</i> 	<p>Bins in rear locked gated yard area (now only 2 bins).</p> <p>No waste stored outside the Community Office</p>	Maintain current arrangements	Green

A1.4 Sources of Oxygen

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.4.1	<p>Can steps be taken to reduce the potential sources of oxygen to a fire?</p> <ul style="list-style-type: none"> • <i>Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours.</i> • <i>Do not store oxidising materials near to any heat source or flammable materials. (Check COSHH assessments and/or product data to identify oxidising materials.)</i> • <i>Control the use and storage of oxygen cylinders</i> 	No oxidising materials on either site	Maintain current arrangements	Green

A1.5 Structural Features to Control Fire Spread

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.5.1	<p>Any work taken place (or proposed) that may affect the Risk Assessment? <i>Check for changes to exit routes, doors, exits, etc.</i></p>	<p>No significant changes to main building since the last assessment.</p> <p>No changes to Community Office since completion</p>	N/A	Green
A1.5.2	<p>Any combustible materials covering substantial wall/ceiling areas? <i>Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings, also synthetic wall or ceiling coverings such as polystyrene tiles.</i></p>	<p>No major issues with walls/ceilings noted on the day of the assessment in either the main building or Community Office. Leak in meeting room in main hall was reported and awaiting repair via CWAC</p> <p>CWAC have completed a roof survey and a window survey, but no reports/actions received to date</p>	Maintain current arrangements	Green

A1.5.3	<p>Is there clear access to electrical equipment?</p> <ul style="list-style-type: none"> • <i>Ensure plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. Storage of materials near to electrical switchgear (fuse boxes, switchgear, etc.) should be avoided.</i> 	Yes – no issues noted on the day of the assessment. No storage issues and no obstructions present at either premises	Maintain current arrangements	Green
A1.5.4	<p>Does the building contain suspended ceilings?</p> <ul style="list-style-type: none"> • <i>Areas with suspended ceilings must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread). If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the suspended ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.</i> 	Yes – no issues noted on the day of the assessment and ceilings appear to be in reasonable condition in both the main building and the Community Office	Maintain current arrangements	Green
A1.5.5	<p>Structure and installations help prevent fire spread?</p> <p><i>Has work taken place which may have made holes in walls or damaged any fire resistant</i></p>	Nothing noted on day of inspection and no major works undertaken– landlord (CWAC) has	N/A	Green

	wall/ceiling linings? E.g. new doors, glazed screens	responsibility for both buildings. New boiler installed in main building 3 years ago and subject to maintenance regime		
A1.5.6	Is there a risk of arson? <i>Do security systems minimise risk of unauthorised access (reducing potential for arson)?</i>	Rear yard to main building locked and no issues reported.	Maintain current arrangements	Green

A1.6 Fire Detection and Warning

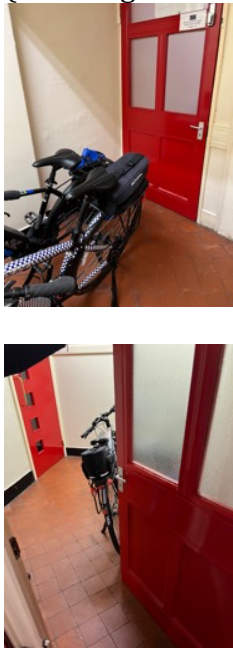
Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.6.1	Any smoke/heat detectors? <ul style="list-style-type: none"> Consider installation in 'high risk' areas and unoccupied areas e.g. basements. Ensure a competent engineer carries out back-up power supply checks at least every three months. Check for record in fire logbook Ensure competent engineer services detectors at least annually. Check fire logbook. 	<p>Detection in place and maintained by landlord (CWAC).</p> <p>Community Office has detection, with maintenance regime in place</p>	Maintain current arrangements	Green
A1.6.2	Any fire call points (break glass)? <ul style="list-style-type: none"> Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook. <p>Ensure a competent engineer services call points at least annually. Check fire logbook.</p>	<p>Call points in place and subject to weekly tests (Thursdays). Maintenance completed by landlord (CWAC) for main building.</p> <p>Testing undertaken weekly for Community Office (by Audrey)</p>	Maintain current arrangements	Green
A1.6.3	Are bells/sounders used to give warning of fire?	<p>Audible alarm provided - weekly tests undertaken and</p>	See A1.6.2 above	Green

	<ul style="list-style-type: none"> • Consider using an automatic fire warning system where other methods of raising the alarm are used. • In noisy areas (where audible signals may not be heard) alternative types of alarm may be necessary. E.g. visual alarms, vibrating systems. • It must be ensured that people with impaired hearing can perceive an audible alarm system, or can be alerted by other people. • Test fire warning system weekly at a set time. Is it clearly audible under normal working conditions? Check for record of test in fire logbook. • Ensure competent engineer services alarm system at least annually. 	<p>recorded. Landlord (CWAC) completes regular maintenance.</p> <p>Community Office maintenance in place, includes testing on a weekly basis (by Audrey)</p>		
A1.6.4	<p>Can fires be readily detected and staff warned promptly?</p> <p><i>Have fire drills revealed any relevant issues? (E.g. lack of staff awareness, unable to hear alarm in certain areas)</i></p>	<p>No issues highlighted by regular drills (last had false alarm drill 3rd March 2023); sweeper system reiterated at fire safety awareness training</p>	Maintain current arrangements	Green

A1.7 Means of Escape and Escape Times

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.7.1	<p>Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building where a person is no longer in danger).</p> <ul style="list-style-type: none"> <i>Escape routes should enable everyone in the building to reach a place of safety, outside the building, in 2 to 3 minutes.</i> <i>With only one means of escape (e.g. one staircase) everyone should reach a final exit door, protected staircase/refuge, or point with more than one route within 1 minute.</i> 	<p>Left hand basement door not indicated as a fire exit. Right hand door leads to safety as the external gate has a push pad.</p> <p>Community Office has one exit only, which is kept clear and more than one metre wide. Two staff members only present, plus may have occupants in small meeting room. Door of Community Office now changed to thumb screw</p>	Maintain current arrangements	Green
A1.7.2	<p>Are doorways wide enough? (Assume that the largest exit door is unavailable. remaining doorways should provide a satisfactory exit</p> <ul style="list-style-type: none"> <i>Doorways should be at least 750 mm wide when up to 40 people per minute</i> 	No staff using wheelchairs at present, however one member of staff is using a rollator to aid mobility	Consider changing rear entrance/exit doors to main building to make them accessible (i.e. when using a rollator or mobility scooter)	Amber

	<p><i>expected to use exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for each additional group of 15 people.</i></p> <ul style="list-style-type: none"> <i>For wheelchair users the doorway should be at least 800mm wide.</i> 	<p>and also has a mobility scooter.</p> <p>Issue with access to main building via back door and to kitchen when using the rollator – Access to Work referral made previously and equipment (chair, software etc.) provided. AtW unable to fund building works.</p> <p>Community Office exit route is sufficient for wheelchair user, but no wheelchair users present (two staff members only using this office)</p>		
A1.7.3	<p>Are corridors wide enough?</p> <ul style="list-style-type: none"> <i>Corridors should generally be a minimum of 1 metre wide.</i> <i>Areas used by wheelchair users require a minimum width of 1.2 metres.</i> 	<p>Generally OK – see also A1.7.2 above. Some areas may be tight if used by a wheelchair user</p>	See A1.7.2 above	Green

<p>A1.7.4</p>	<p>What is the condition of escape routes? <i>temporarily stored items, waste bins, electrical equipment (other than security and emergency systems).</i></p>	<p>Most areas clear from obstructions/trip hazards on the day of the inspection in the main building, however some Police bikes being stored are blocking a door on an exit route (see images below):</p>  <p>Community Office all clear.</p>	<p>Ensure that Police bikes are stored so that they do not block door on exit route</p>	<p>Amber</p>
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		All flooring in fair condition		
A1.7.5	<p>Is there any use of refuges?</p> <ul style="list-style-type: none"> • <i>Refuges are not areas where people should be left alone indefinitely until rescued, or the fire is extinguished.</i> • <i>Minimum dimensions for refuges should be 900mm x 1400mm (to allow for wheelchair manoeuvring). The positioning and size of refuges should not have an adverse effect on the means of escape provided (i.e. a minimum clear width of 1 metre in corridors and stairways is required for clear access for other persons).</i> • <i>Refuges should be clearly identified with a green 'safe condition' safety sign.</i> • <i>Where a refuge is a lobby or stairway a blue 'mandatory' safety sign must be posted</i> • <i>A means to evacuate people to a place of safety must be provided (e.g. Evac-Chairs) and an adequate number of staff must be trained (with refresher training</i> 	N/A – no refuges either in the main building or Community Office	N/A	Green
A1.7.6	<p>Are stairways wide enough?</p> <p><i>Stairways should generally be a minimum of 1-metre-wide, wider dependent on the number of likely users</i></p>	Adequate width on most stairways, including to rear of main building (which	Maintain current arrangements	Green

		has edge markings and anti-slip surfaces). Stairs to stage area are narrow and steep		
A1.7.7	What are the fire drill arrangements? <ul style="list-style-type: none"> • <i>Ensure that at least one fire drill is held annually. Check for record in fire logbook.</i> • <i>Fire drills should be formally reviewed to identify problems encountered and any further actions required.</i> 	<p>Regular fire drills completed and recorded (6 monthly). Last one false alarm drill March 2023.</p> <p>Some staff working hybrid arrangements. All have received fire safety awareness training and are aware of evacuation procedures (also displayed)</p>	Maintain current arrangements	Green
A1.7.8	What is the condition of fire doors? <ul style="list-style-type: none"> • <i>Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign).</i> • <i>Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign).</i> • <i>Fire doors on escape routes should open in the direction of travel.</i> 	<p>Rear door to main building does not close automatically, meaning the potential for it being left open to allow unauthorised access. Push bar internally and notice to say pull to keep closed.</p> <p>See also A1.7.2 above.</p>	Maintain current arrangements	Green

	<ul style="list-style-type: none"> • <i>Fire escape doors should close fully on to the rebate and be in a good state of repair (self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass).</i> • <i>Other fire doors (e.g. to electrical cupboards, service ducts, boiler rooms) need not be self-closing where they are kept locked and labeled with 'Fire Door – Keep locked shut' (blue 'mandatory' safety sign).</i> • <i>Automatic doors should be connected into a manually operated alarm system incorporating automatic smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually and they automatically close in the event of power failure.</i> 	<p>Exit door in basement now has 'push bar to open' sign.</p> <p>CWAC have completed fire door survey – no actions reported to date. Did do some remedials, but not all issues addressed.</p> <p>Exit doors in Community Office reported to be working as required</p>		
A1.7.9	<p>What is the condition of final fire exit doors?</p> <ul style="list-style-type: none"> • <i>Final fire exit doors should open in direction of travel.</i> • <i>Final fire exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final fire</i> 	<p>Reasonable condition (both main building and Community Office) at time of inspection.</p> <p>Potential security issue with main building rear door (see A1.7.8 above)</p>	See A1.7.8 above	Green

	<p><i>doors should be labelled 'Fire door – keep clear.'</i></p> <ul style="list-style-type: none"> • <i>Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.'</i> • <i>Check that fire exit doors can be opened easily and immediately without a key.</i> • <i>Check that no 'unauthorised' security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc.</i> • <i>Where a fire exit door needs to be fastened by a security device, it should be the only fastening on the door and all staff should know how to use it. Such devices are not normally suitable for use by members of the public.</i> 			
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A1.8 Lighting

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.8.1	<p>Are all fire escape routes adequately lit?</p> <ul style="list-style-type: none"> <i>All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.</i> <i>Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided.</i> <i>Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard.</i> <i>Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, changes in floor level, near fire fighting equipment, outside each final exit.</i> 	<p>No issues noted with escape route lighting in daylight for main building.</p> <p>Community Office is small and single storey (with one exit) and very well lit</p> <p>Emergency lighting in place in main building and tested by KDE (results recorded). Maintenance scheme managed by landlord (CWAC).</p>	Maintain current arrangements	Green

	<ul style="list-style-type: none"> • <i>Occupier should check the operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook.</i> • <i>A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.</i> 			
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A1.9 Signage

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.9.1	<p>Is adequate signage in place?</p> <ul style="list-style-type: none"> • <i>Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above</i> • <i>Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable.</i> • <i>Ensure signs stating 'lifts must not be used in the event of a fire' are posted outside all lifts, unless it is a specifically designed 'fire fighting lift'.</i> • <i>Are signs in positions where they can be clearly seen?</i> <p><i>Are all fire signs conspicuous (not covered or painted over, etc.)?</i></p>	<p>Emergency exit signage in place, both in main building and Community Office.</p> <p>The 'fire exit, keep clear' sign to rear of the former Vivo door can now be seen from outside. Vivo group left some time ago and this area is currently unoccupied.</p> <p>Fire exit signs added to rear of exit in yard to stop people parking/obstructing the gate. Cones also used.</p> <p>Sign required to rear of basement exit door to indicate 'fire exit, keep</p>	<p>'Fire exit, keep clear' sign required to rear of basement fire exit door</p>	Green

		<p>clear (see image below):</p> 		
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A1.10 Fire Fighting Equipment

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.10.1	<p>Is there at least one extinguisher for each 200 metres of floor space? (Minimum of 2 per floor, unless it is an upper floor less than 100m²).</p> <ul style="list-style-type: none"> • <i>Ensure extinguishers are appropriate to the local risk.</i> • <i>Ensure extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 metre from floor. Handle of small hand held extinguishers – approx. 1.5 metres from floor.)</i> • <i>Ensure that fire extinguishers, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and fire fighting equipment signs must be displayed where equipment is hidden from direct view. (E.g. hose reel in cupboard, extinguishers in an alcove.)</i> • <i>Where full body colour extinguishers (BS5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher.</i> 	<p>Adequate extinguishers present in main building, strategically placed and subject to regular inspection (next due October 2024).</p> <p>Extinguishers in Community Office. Servicing done as per schedule in main office. Also fire blanket in kitchen on same scheme</p>		Green

	<ul style="list-style-type: none"> • Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external corrosion and dents. Check pressure level on steel pressure type.) • Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook. • Ensure there are notices indicating the correct use of extinguishers. 			
A1.10.2	<p>Is there a hose reel in place?</p> <ul style="list-style-type: none"> • Are there any water extinguishers within reel range? • Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook. 	N/A	N/A	Green
A1.10.3	<p>Are there any dry/wet risers? (Hose attachment points for the fire service.)</p> <ul style="list-style-type: none"> • Check risers are tested annually by the fire service. Check for record in fire logbook. • Dry and wet risers must be labelled 'dry riser' or 'wet riser' as appropriate (red 'fire fighting equipment' safety signs). 	N/A	N/A	Green
A1.10.4	<p>Are there fire blankets provided?</p> <ul style="list-style-type: none"> • Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing. 	Yes – in kitchen in main building. Serviced with extinguishers.	Maintain current arrangements	Green

	<ul style="list-style-type: none"> • <i>Heavy duty blankets - industrial use where there is the need for the blanket to resist penetration from molten metals.</i> • <i>Tabs on fire blankets should be approximately 1.5 metres from the floor.</i> • <i>Ensure relevant staff received instruction on the correct use of fire blankets.</i> 	One in Community Office kitchen. Serviced with extinguishers		
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A1.11 Planning for an Emergency

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.11.1	<p>Is there an emergency plan in place?</p> <ul style="list-style-type: none"> • Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations. • Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points. • Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance. • Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan. • <i>Fire drills should be formally reviewed to identify problems encountered and any further actions required.</i> 	<p>Fire action notices, emergency information displayed and fire drills undertaken.</p> <p>PEEP in place for one employee in main building; this is up to date.</p> <p>One employee in main building using a rollator and also has a mobility scooter.</p> <p><i>Due to lift issues, considering issuing staff member with PEEP a personal alert device.</i></p> <p>Community Office has fire action notices and signage – staff members aware of fire</p>	Maintain current arrangements	Green

		drills and assembly point		
A1.11.2	<p>Have personnel received sufficient training and/or instruction on evacuation arrangements?</p> <ul style="list-style-type: none"> Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable. Do new employees receive instruction on the action to take in event of a fire on their first day of employment? Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings. 	<p>Fire action notices in place, with details completed.</p> <p>Induction undertaken for new employees.</p> <p>Fire safety awareness refresher training last completed May 2022, so due again 2024. Planned to train new starters 30th November 2023</p>	Maintain current arrangements	Green
A1.11.3	<p>Is there a need for specialist training in the event of an emergency?</p> <ul style="list-style-type: none"> Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. fire wardens, aiding people with mobility impairments, etc. Are fire wardens in place and are they fully trained in their duties and responsibilities? <i>Ensure that outside contractors and visitors receive necessary fire safety</i> 	<p>Fire Warden (James) nominated and trained in May 2022. Occupancy is low and all staff aware of emergency arrangements. All staff have received fire safety awareness training.</p> <p>Awareness training includes how to use an</p>	Maintain current arrangements	Green

	<p><i>information (e.g. how to raise the alarm, location of exits, etc.)</i></p> <p><i>Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets.</i></p>	<p>extinguisher and basic fire hazards and controls (see A1.11.2 above). Sweeper system in place.</p> <p>Emergency information displayed/provided to all visitors, hirers and contractors</p>		
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A1.12 Any other Hazards

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.12.1	<p>Are there any other hazards which may have an impact on fire safety (please specify)?</p> <p>Is any other relevant information required (please specify)?</p>	<p>General public present for market on market days, meaning that numbers can't be controlled – currently outdoor markets only and no plans to reopen basement.</p> <p>Capacity stated to hirers of hall and classes are managed by leaders. Fire safety information given to hirers. Copy of hirers risk assessment displayed in hall.</p> <p>Market traders' equipment (e.g. fridges) was PAT tested (as per NTC T&Cs)– but now disposed of. Market</p>	N/A	Green

		<p>traders responsible for own PAT testing – spot checks done periodically. James also trained to PAT test.</p> <p>Stage and window curtains/blinds fire retarded again September 2022. Due again September 2026 or after 5 dry cleans (certificate seen)</p>		
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Appendix 2: Risk Definitions

A2.1 Risk Analysis Matrix

Fire Hazard (Likelihood)	Risk from Fire		
	Slightly Harmful <i>Very unlikely to result in serious injury or death of any occupant.</i>	Harmful <i>May harm occupants. Unlikely to result in serious injury or death or involve multiple people.</i>	Extremely Harmful <i>Potential for serious injury or death of one or more occupants.</i>
Low	Trivial risk No action is required, no detailed records need to be kept.	Tolerable risk No major additional controls required. Consider low-cost improvements	Moderate risk Essential that risk is reduced by implementing risk reduction measures
Medium	Tolerable risk No major additional controls required. May need to consider low-cost improvements	Moderate risk Essential that risk is reduced by implementing risk reduction measures	Substantial risk Urgent action needed. Considerable resources may be needed. Do not occupy building until risk reduced
High	Moderate risk Essential that risk is reduced by implementing risk reduction measures	Substantial risk Urgent action needed. Considerable resources may be needed. Do not occupy building until risk reduced.	Intolerable risk Building (or relevant area) should not be occupied until the risk is reduced

Appendix 3: Fire Safety Procedures and Inspection Schedules

A3.1 Training

- All employees and any other relevant persons must be provided with appropriate fire safety training and information. This is a legal requirement.
- Training frequency depends on the level of hazard and risk in relation to the number of occupants, location, layout and size of the premises
- and type of business operations.
- Fire safety training and information should be provided for all employees on the day of induction.
- Training records must be made and held on site for audit or inspection

A3.2 Fire Drills

- Fire evacuation drills should be carried out.
- Frequency of drills may be determined by the level of hazard and risk in relation to the number of occupants, location, layout and size of the premises
- and type of business operations.
- Records of evacuation exercises (including false alarm evacuations) must be made and held on site for audit or inspection.

A3.3 Flammable, Combustible, Hazardous Materials/Substances

- Storage of the above on site should be kept to a minimum.
- Store appropriately with warning and information signs as necessary.
- CoSHH (Control of Substances Hazardous to Health) Assessments and Material Safety Data Sheets should be provided for each item at point of use and made available for audit or inspection.

A3.4 Maintenance and Testing

- Maintenance and testing of fire safety provisions is a key part of fire safety management.
- Ensure proper recording of tests as required by legislation.

A3.5 Fire Alarm System (Bells, Sounders, Strobes)

- Test the fire alarm system weekly, during working hours, taking into account any shift working.
- Test the system by activating a different alarm point each time in rotation.
- Record alarm tests and keep records on site for audit or inspection.

A3.6 Emergency Lighting

- Frequency of tests / inspections may be determined by the number of units, layout and size of the premises and type of business operations.
- The test and inspection programme should be conducted by a competent engineer
- A certificate of inspection or engineer's worksheet should be issued
- Emergency lighting must be inspected:
- daily/weekly to ensure all indicator lights, where applicable, are operating.
- monthly (to include any auto-start generator if applicable) by simulating a mains failure, with each luminaire to be powered down long enough to ensure operation.
- Records should be held on site and made available for audit or inspection

A3.7 Fire Alarms/Smoke/Heat Detectors

- Frequency of tests / inspections may be determined by the number of units, layout and size of the premises and type of business operations
- The test and inspection programme should be conducted by a competent engineer
- A certificate of inspection or engineer's worksheet should be issued
- Records should be held on site and made available for audit or inspection

A3.8 Fixed Fire Fighting Equipment

- Fire fighting equipment must be inspected and serviced annually by a competent engineer.
- A certificate of inspection or engineer's worksheet should be issued for each visit.

- Records should be held on site and made available for audit or inspection

A3.9 Electrical System

- A competent engineer should visually inspect fixed electrical systems annually.
- A full certified test and inspection should be carried out at least every five years.
- A certificate of inspection or engineer's worksheet should be issued for each visit.
- Records should be held on site and made available for audit or inspection

A3.10 Portable Appliances

- Frequency of the test / inspection may be determined by the type, use, and location of the appliances.
- The test and inspection programme should be conducted by a competent engineer
- A certificate of inspection or engineer's worksheet should be issued for each visit.
- A comprehensive list of all portable appliances should be compiled.
- Records should be held on site and made available for audit or inspection

A3.11 Lightning Conductor System (if installed)

- The lightning conductor system should be inspected and tested annually by a competent engineer
- Records should be held on site and made available for audit or inspection

A3.12 Fire Doors, Escape Routes and Final Exit Doors

- Fire doors should be kept closed and never wedged open.
- Fire doors may be secured in the open position by means of a suitable fire alarm linked door keep system.
- Regular checks should be made on all fire doors, escape routes and final exit doors to ensure they remain functional and free of obstructions or damage.

A3.13 General Fire Safety Precautions

- Keep fire exit routes clear and free of obstructions at all times
- Keep fire doors closed, free of obstructions, not wedged open
- Keep final exit doors clear and free of obstructions at all times

- Keep combustible materials away from sources of heat
- Keep flammable materials secured (i.e. in a lockable metal cabinet)
- Keep fire safety signage free of obstructions
- Keep fire extinguishers free of obstructions
- Keep fire alarm points (red boxes) free of obstructions
- Do not overload electrical sockets or extension blocks
- Report defective electrical equipment

On Detection of a Fire

- Raise the alarm (if possible isolate the fire by closing any doors)
- Call the fire brigade
- Evacuate the building by the nearest available fire exit
- Close doors behind you
- Do not use the lifts (if installed)
- Do not take personal belongings
- Go to the designated assembly point
- Do not re-enter the building until instructed

Use of Fire Extinguishers

- If in any doubt, do not use a fire extinguisher
- Raise the alarm, Call the fire brigade and Evacuate the building
- Use correct extinguisher for the type of fire
- Be accompanied when attacking the fire
- Keep a clear means of escape behind you
- Evacuate if the fire becomes bigger or the risk of being trapped increases