4. Risk Assessment Ratings:

Risk Rating	Priority of Risk	Definition of Priority
URGENT	Immediate Action	Immediate actions required or if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written program be put in place for resolving the issue and remedial measures put in place to control the risk in the meantime. Considerable resources should be provided to resolve this.
HIGH	Should be addressed within 3 months MAXIMUM	Item deemed to be a substantial risk and a threat to the safety of persons within the premises and/or current precautionary measures.
MODERATE	Should be addressed within 6 months MAXIMUM	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within the defined time period.
LOW	Should be addressed within 12 months MAXIMUM	No major additional controls required. However, there may be a need for minor works or consideration of improvements
GENERAL	On-going Management	No material changes required. There is just the need for improvement and on-going management controls.
CONSIDERATION	Fire Safety Consideration	An area of possible concern which should be considered by the Responsible Person, a decision/solution agreed, and any actions deemed necessary to be implemented
INFORMATION	For Information/Guidance	No material changes required. Note is for information and/or fire safety guidance purposes only

The above table relates to the risk to allow the responsible person a guide to determine which risks should be addressed first and the best allocation of resources. Regardless of the severity of the rating, easy actions to resolve, should be addressed as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc., should be programmed in depending on their severity and their difficulty to resolve.
The amount of resources allocated to an action is dependent on risk. The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk, may be too high compared to their perception of the risk. These observations should be recorded, it is obviously strongly recommended that the higher risk recommendations are resolved and not just justified.
This fire risk assessment has been carried out for, and on behalf of the responsible person, with any information contained in this report for their consideration to adopt or not. The recommendations are not mandatory or compulsory, but advice for the responsible person to consider.

FINDINGS OF THE FIRE RISK ASSESSMENT

5. ACTION PLAN:

The following action plan is for compliance with the Regulatory Reform (Fire Safety) Order 2005. It is considered that the following actions should be implemented in order to reduce any potential fire risk, or to reduce it at a tolerable level:

	Action Plan	Priority
5.1	**GENERAL GUIDANCE:** 1. Operate a safe smoking policy in designated outside smoking areas, ensuring sufficient ashtrays or metal receptacles are provided and cleaned appropriately and prohibit smoking elsewhere. 2. Ensure any electrical equipment that is installed, is used maintained and protected in accordance with the manufacturer's instruction. 3. Any alterations, modifications or extensions to the electrical installation should be carried out by a competent electrician strictly in accordance with I.E.E. Regulations. Wiring should be examined regularly to ensure that the relevant standards are maintained. 4. The electrical installation should be checked annually and certified safe by a qualified Contractor every 5 years. 5. It is the law that all landlords and owners of commercial property have their gas appliances inspected and certified annually to ensure they are safe and working properly. 6. Ensure all windows and doors are closed at the end of each working day. 7. Ensure all non-essential electrical/gas items are switched off at the end of each working day. 8. Ensure there are no overflows of rubbish in and around the external bins, all bin lids are down (ideally locked) and all bins are safely secured away from the building. 9. Ensure that sources of heat are kept away from flammable materials. Particular attentions should be paid to the following: - • Materials on or near heaters. • Paper or stationery near electrical wires and sockets. • Paper storage and plastics next to electric intake. • Storage of paper or combustibles on or near electrical equipment. • Use of naked flames. 10. Never leave portable heaters unattended, never leave them on overnight, ensure that they are positioned well away from anything which could knock them over, ensure they are at least a metre away from any combustible materials, never buy second hand halogen heaters, never power a halogen heater from an extension lead – these can easily be overloaded and cause fires and regularly inspect your heater for any damage. If a heater is damaged DO NOT USE IT	GENERAL

5.2	**FIRE ALARM SYSTEM:** BS5839-1 *BS 5839-1:2017 Fire detection and fire alarm systems for buildings - Part 1: Code of practice for the design, installation, commissioning and maintenance of systems in non-domestic premises.* The primary purpose of an automatic fire detection and warning system is to alert people as early as possible in the event of a fire, by doing so this will enable them to move to a place of total safety (for example to the designated fire assembly point), whilst the escape routes are still clear of smoke. The fire alarm system has recently been upgraded and extended to conform fully to - BS 5839-1:2017 - Category L2 System. **Category L2 Explained** An L2 fire alarm system includes automatic fire detection in all escape routes all rooms leading onto the escape routes, as well as high-risk areas such as boiler rooms etc. All voids over 800mm should have smoke detection installed, voids less than 800mm in height need not have independent coverage, unless fire or smoke is able to spread from one area to another through the void. Manual Call Points - to be installed adjacent to all doors leading to fresh air, at the top of each stair level and where there would be a need for someone to travel over 45m to operate a call point, this distance is reduced to 25m where there is a high level of fire hazards. Fire Alarm Sounders - to be positioned to achieve a minimum of 65dB (A) in all areas/rooms throughout the building(s) with all doors shut. The sound pressure level can be reduced to 60dB in enclosed spaces such as small cellular offices and in stairways. In any areas of high ambient noise, the fire alarm sound levels should be 5dB (A) above the normal noise level although not exceeding 120dB (A). The use of a greater number of quieter sounders is always preferable to using fewer very loud sounders as this can cause disorientation or even damage to hearing. **Continued below;**	CONSIDERATION

5.2 Cont'd	RISK/COMMENT 1. It is advisable that any sound system(s) being used within the building, are interfaced with the fire alarm and will 'MUTE' on the activation of the fire alarm system. 2. Due to the numbers of the general public that could be utilising the facilities at any one time, especially as this could be at times when no staff members would be present on-site. It would be advisable that consideration be given to having the fire alarm system remotely monitored, to create an automatic fire brigade response in the event of a fire alarm activation. 3. There is fire alarm cabling running externally from the council chamber roof onto the flat roof, I would suggest that this exposed cable be verified suitable for exposed external use by Briggs Fire and Security. 4. There is an issue with the ceiling area above the lighting cage which needs to be rectified (See Section 5.5 below), once this issue has been resolved, I would strongly recommend a smoke detector be installed onto the new ceiling above the lighting cage.	

5.3	**FIRE DOORS – COMPARTMENTATION:** Fire compartmentation is vitally important, it is designed to prevent a fire from spreading rapidly and causing a danger to personnel within the building. This is achieved by subdividing buildings into manageable areas of risk to provide adequate Means of Escape. Good compartmentation reduces the danger to occupants, fire and rescue services and people in the vicinity of the building. A fire door is one of the most important fire safety products on your premises. It will prevent the smoke/heat or fire from spreading across the building and will keep the fire contained to a particular compartment or room, giving occupants longer to escape and the fire service longer to rescue anyone who is trapped within the building and provide them valuable time to put out the fire. They will also prevent more of your building and property from being lost to the fire than necessary. The fire door can only be effective if it is installed correctly to the relevant fire door standards. Although fire doors should always be closed, sometimes this can be inconvenient or difficult to manage. Wedging or holding a door open with a chair or fire extinguisher for example, is extremely unsafe and illegal. If there is a genuine need to hold a fire door open, always consider installing a fully compliant fire door retainer, which is designed to hold the door open legally and also to release the fire door in the event of the fire alarm sounding. Ensuring maximum access and safety at the same time. Smoke seals must be fitted to all fire doors. Smoke seals are important to enable occupiers to escape down the protected route without being subjected to smoke which can be toxic, impede breathing and affect vision. Cool smoke, often given off by smouldering furnishings and electrical equipment, is exceptionally toxic and tends not to rise, therefore smoke seals on fire doors are essential. Nylon brush or neoprene smoke seals (draught proofing kits) are acceptable. Smoke seals can be fitted into the door itself or, a better option is to apply to the door stop so that the fire door closes onto the seals. Intumescent strips are materials which, when subjected to heat, swell up and close the gaps between door and frame. In the event of a fire, the intumescent strips ensure a fire door retains fire resisting properties and holds back the blaze while occupiers escape. Fire door performance and integrity depends on the installation of such strips which can be fixed into a channel in the door or fitted to the frame. New doors and frames may come with these already factory fitted, it is useful to choose this option as it saves work on site and ensures the doors/frames perform to the British Standard. In this case smoke seals must be fitted independently as detailed above. When existing doors are not fitted with intumescent strips but do have 25mm door stops the requirement is only for smoke seals to be fitted. **Continued Below;**	HIGH

5.3 Cont'd	RISK/COMMENT The list below is not necessarily a comprehensive list, it provides an indication of some shortfalls noted with the fire doors during the assessment survey. 1. Several fire doors were found to be wedged open, this practice is extremely unsafe and illegal. If there is a genuine need to hold a fire door open, always consider installing a fully compliant fire door retainer, which is designed to hold the door open legally and also to release the fire door in the event of the fire alarm sounding. 2. The fire door at the back of the stage area has no intumescent strips and no cold smoke seals fitted, has no mandatory 'Fire door keep shut' signage fitted to both sides of the door and there is a gap over 4mm between the top of the door and the frame. 3. Both fire doors from the New Liskeard Room do not auto-close fully against the rebate, have no intumescent strips and no cold smoke seals fitted 4. The fire door between the office corridor and the New Liskeard Room does not auto-close fully against the rebate, have no intumescent strips and no cold smoke seals fitted 5. The right side (looking at the public hall from the stairway) double fire doors into/from the Public Hall have a gap between the doors when closed, the right side fire door needs an intumescent strip and cold smoke seal fitted down its leading edge to eliminate the gap. 6. The fire door from the main stairway into the Kitchen corridor, wedges open on the carpet which prevents it from auto-closing 7. Both Kitchen fire doors need adjusting so they close fully against the rebate 8. The door into/from the workshop, needs to be upgraded to an FD30(S) fire door set It is important that all fire doors meet the standards as laid out in Section 17 of this report.	

5.4	**PASSIVE FIRE PROTECTION:** BS9999 Passive fire protection (PFP) is an integral component of the three components of structural fire protection and fire safety in a building. PFP attempts to contain fires or slow the spread, through use of fire-resistant walls, floors, and doors (amongst other examples). Passive fire protection is intended to preserve life and property. Effective fire-stopping in fire resisting separating elements plays a critical role in containing a fire at its source. The degree of spread is controlled by creating fire-resisting compartments which subdivide the building. However, a major threat from fire in most building structures occur where concealed cavities between fire separating walls and floors are interlinked. It is therefore essential that all openings and gaps are fire-stopped to restrict lateral and vertical fire spread and to achieve the required degree of containment. Failure to do so may cause fire to spread uninterrupted in cavities and penetrations in a building. The fire protection of concealed spaces is of prime importance because any deficiencies in installation and materials are not readily apparent and may quickly be covered over. Any shortfalls in such fire protection cannot be observed by the building users and, unlike other engineering provisions within the building, will not be directly apparent by its impact on every-day life. Any inadequacies in the fire protection of concealed spaces will only become apparent during the very time that their effectiveness is required – during a fire. Mechanical and electrical services by necessity, breach compartment walls and floors allowing failure of integrity and insulation to occur where gaps around services have not been adequately fire-stopped. Fire-stopping products must be able to provide sufficient insulation to the penetrating services, in order to reduce the temperature, rise along conductive materials, in accordance with the required insulation criteria of the fire separating element. The movement of smoke is also often an under-rated feature of fires and needs to be carefully considered when specifying fire-stopping constructions. Compartmentation in roof voids is a particular issue with respect to hidden fire spread. **Continued Below;**	HIGH

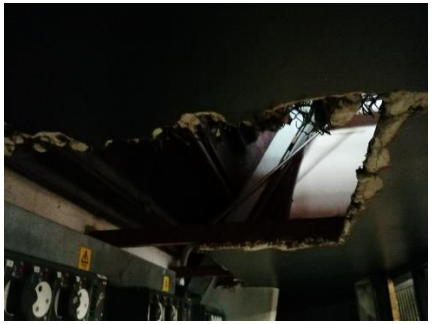
5.4 Cont'd

RISK/COMMENT

1. In the cupboard housing the electrical control equipment for the Solar panel has holes in the top where service cabling is breaching the compartment, this hole and any others need to be competently and adequately fire stopped.

2. A section of ceiling directly above the lighting cage has been removed for some unknown reason, which would allow for the vertical spread of smoke, heat, and fire from this high-risk area. The ceiling needs to be re-instated and a smoke detector installed as recommended in Section 5.2 above.

Item 1



Item 2

Fact?
If a square room measuring 6m x 6m x 3m has a hole the size of the thickness of a pencil between compartments and a fire breaks out in one of the rooms. It could take less than 4 minutes for the adjacent room to fill with smoke to such a thickness that you would not be able to see your hand half a meter in front of you. If this concentration of smoke compramised an escape route, it could well prevent occupants from utilising a vitally important/necessary escape route.

Continued below;

5.4 Cont'd	RISK/COMMENT 3. There is a Major area of concern between the under-stage workshop and the main hall as shown below. The existing wooden section at the top of the small concrete ramp fails to provide any form of fire resistance and the ramp area void is completely open underneath the Main Hall. Because this ramped area is required to enable staff to regularly furnish the stage with various items, serious consideration needs to be given to creating some form of removable fire-resistant divide between the workshop area and the ramp area. This may require removing brickwork etc to create a more useable and workable dividing area, but whatever solution is decided upon, the final product needs to provide a complete fire-resistant seal between these two areas of at least 30-minutes. 	

5.5	**EMERGENCY ESCAPE ROUTES:** The Regulatory Reform (Fire Safety) Order 2005, charges the responsible person(s) in control of non-domestic premises with the safety of everyone, whether employed in or visiting the building. • Under Article 14 of the RRFSO, this duty of care includes ensuring that "routes to emergency exits from premises and the exits themselves are kept clear at all times" (14: 1) and that these "emergency routes and exits must lead as directly as possible to a place of safety" (14: 2: a). In other words, the entire escape route up to and including the final exit from a building must remain unobstructed at all times, while the distance people have to go to escape (the travel distance) must be as short as possible. • In terms of fire safety, the final exits on an escape route in a public building are known as fire exits. They may or may not be located on the usual route of traffic when the premises are operating under normal circumstances. The final exit doors should open easily, immediately and, wherever practicable, "in the direction of escape", i.e. outwards into a place of safety outside the building. Sliding or revolving doors must not be used for exits specifically intended as fire exits. The emergency routes and fire exits must be well lit and indicated by appropriate signs, e.g. 'Fire Exit – Keep Clear'. In locations that require illumination, emergency lighting of adequate intensity must be provided in case the normal lighting fails, and illuminated signs used. • Only non-flammable items should ever be stored in any storage cupboards under escape stairways or adjacent to escape routes • Escape routes should be kept clear of all obstructions, including areas outside the premises that are included in the escape route. • Escape routes should generally be at least 1m wide and should lead to a place of safety, normally outside and away from the building. • Doors on escape routes must always be available for use without the use of a key, depending on the risk, push pads or panic bar devices should be used. • Security should never take precedence over safety. Where there are door bolts or other security devices fitted on an escape route door, these must be open when persons are on the premises. • Employees must be made aware of all possible escape routes and emergency drills should be used regularly to practice using them as part of emergency routines. • All premises should have an escape plan that clearly identifies the action that employees and others should take in the event of a fire. This may include duties for employees to check areas are clear, to close doors, assist others and the need to muster at the agreed fire assembly point. **Continued below;**	GENERAL

5.5 Cont'd

RISK/COMMENT

1. The Kitchen corridor which is also an escape route was found to be used to store a set of step ladders and a hoist. Escape routes are always to remain clear of all obstructions.

2. The cupboard ½ way up the main stairway which is located adjacent to the escape stairway and is also underneath an escape route was found to be used as a store for a variety of flammable items. Cupboards on, under or adjacent to escape routes should only be used to store non-flammable items.

3. There are flammable items also being stored in the main hall under the balcony stairwell

Item 1

Item 1

Item 2

5.6	**EMERGENCY LIGHTING SYSTEM:** BS 5266 Emergency lighting is lighting for an emergency situation when the main power supply is cut and any normal illumination fails. The loss of mains electricity could be the result of a fire or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a possible danger to the occupants, either through physical danger or panic. Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely. Lighting units and signs should be sited to clearly show the exit routes leading to the final exits from the premises. Where the exit route or final exit is not readily identifiable, a sign should be utilised rather than a lighting unit. Particular attention should be paid to individual stairways, changes in floor level, corridor intersections, changes in direction, the outside of each final exit, control / plant rooms, lifts, toilet areas over 8m^2. Access to fire alarm call points and firefighting equipment should be clearly illuminated. It is not always necessary to provide individual lights (luminaires) for each item above, but there should be a sufficient overall level of light to allow them to be visible and usable. In general, if careful consideration is given to siting the luminaires and signs to cover these areas, the completed scheme will meet most requirements. The British Standard BS 5266-1:2011 (Code of practice for the emergency lighting of premises) provides clear guidelines regarding lighting and necessary servicing requirements. Without a full site test I.e. turning the mains power supply off and doing a physical check of all areas, it is impossible to ascertain if there would be adequate illumination from the emergency lighting system, to provide enough light to illuminate emergency equipment and all escape routes to aid egress from all areas of the building. COMMENT/ADVICE From a visual aspect there appears to be sufficient emergency lighting throughout the premises, however, without a full site test I.e. turning the mains power supply off and doing a physical check of all areas, it is impossible to ascertain if there would be adequate illumination from the emergency lighting system, to provide enough light to illuminate emergency equipment and all escape routes to aid egress from all areas of the building. It is recommended that the emergency lighting system be tested during the hours of darkness to ensure the levels of illumination are adequate to enable all staff and visitors to evacuate safely in an emergency situation.	GENERAL

5.7	**SAFETY SIGNAGE:** BS5499 *Fire signage should be sighted conspicuously within the normal field of vision; Signs should be correctly located and mounted securely in position, to prevent them from falling or being removed. Correctly located and accurate signage can and does save lives and to avoid confusion, all escape and mandatory signs within buildings, should be of similar style, design, size and format, in compliance with the Code of Practice for escape route signage BS5499-4:2013* Direction Signage: Fire exit signs are provided to guide people from wherever they are in a building, via a place of relative safety (the escape route) to the place of ultimate safety (the assembly area). They need to be positioned to demonstrate the route you want people in your building to take in the event of a fire, effectively being the shortest route to safety. Fire escape signs are not needed on the main route into or out of a building (the one used by people for normal arrival and exit), but alternative escape routes and complicated escape routes do need to be signed. It must not be assumed that everyone will know all safe routes through the building. Similarly, it must not be assumed that, once outside the building via a final exit, people will know how to get to the assembly area, so signs directing to the assembly area will be needed as well. Mandatory - Fire door keep shut/locked & Fire escape keep clear Signs: Mandatory signs are usually blue and white, which symbolises a specific behaviour or action that is required by the reader. All fire doors should be marked with the appropriate fire safety sign complying with BS5499-5:2002 erratum BS5499-10:2014 according to whether the fire door is to; a. to be kept closed when not in use (Fire door keep shut) - Conventional fire doors should be marked on both sides b. to be kept locked when not in use (Fire door keep locked shut) or; c. held open by automatic release mechanism or free swing mechanism (Automatic fire door keep clear) Fire Action sign: Fire Action Signs/Notices are designed to clearly convey what action must be taken in the event of a fire or emergency. There are various types of Fire Action Signs available including some with spaces to fill in information such as "where the nearest assembly point is located", "telephone numbers to call the fire brigade" etc. All commercial premises must display a Fire Action Sign - with best practice guidelines recommending you should display one next to every Fire Alarm call-point, and also adjacent to all final Fire Exit Doors where they are most likely to be seen in the event of fire. an emergency. It is a requirement to display a 'Fire exit keep clear' sign on both sides of all fire/final exit doors as a reminder that the area always needs to remain clear. **Continued below;**	MODERATE

5.7 Cont'd

RISK/COMMENT

Correct fire safety signage is a vitally important as you have members of the public that use and visit the Public Hall. Correct signage that is designed to guide people safely out of the building, is not only important for those who maybe unfamiliar with the environment, but in the event of an emergency, those who are normally familiar with their environment may suddenly become disorientated and confused due to the sudden influx of toxic smoke.

It is important that staff are aware of and understand the meaning of safety signs and signals either seen or heard during their work, including providing training where necessary. Although most safety signs are self-explanatory, employees particularly if they are new, young, or inexperienced, may be unfamiliar with the meaning of some of the less commonly used signs. It is therefore important that the meaning of any sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign.

There are several incorrect signs being displayed throughout the building.

Example of incorrect sign

Displayed sign should be

I would recommend a full site signage survey be carried out and an action plan to correct all findings be put in place as soon as possible FRA Compliance can assist with this if required

5.8	**FIRE EMERGENCY EVACUATION PLANS:** Fire Emergency Evacuation Plan – (FEEP) The Regulatory Reform (Fire Safety) Order 2005 stipulates that it is no longer the duty of the Fire Service to make sure your premises are safe. The duty now lies solely with the Responsible Person, to ensure there is a suitable procedure in place to evacuate everyone staff, and all visitors, safely and within a reasonable time. The Responsible Person must nominate a sufficient number of competent persons to implement procedures in the event of an emergency evacuation from the premises. This calls for an emergency evacuation plan to be in place. Personal Emergency Evacuation Plan – (PEEP's) As part of the Disability Discrimination Act, it's a legal requirement to make the proper arrangements to ensure those who suffer from a physical disability are safe at all times within the premises. Fire safety measures include formulating an emergency fire action plan with evacuation arrangements for all people likely to be in the premises, including disabled people; To ensure escape routes remain clear and available for use at all times and providing appropriate signage and adequate illumination. Duty holders are responsible for implementing the emergency fire action plan and for nominating people to assist with implementing the plan, including the evacuation of people from the premises. The Personal Emergency Evacuation Plan must take account of the following general features: • Ability to hear or see an evacuation alarm, • Ability to follow evacuation routes, • Ability to negotiate obstacles such as stairs, • Availability of appropriate assistance during and outside normal working hours. Further information about the Fire Safety Law for the evacuation of Disabled People from buildings, the scope of the fire safety legislation and the type of premises covered is available at www.nifrs.org/firesafe RISK/COMMENT As there are different groups/organisations using the premises at varying times, some when there are no staff on-site. It is essential each group/organisation fully understand what they are to do in a fire emergency. A responsible person from each group/organisation must be identified, and if necessary (dependant on activities) produce an independent risk assessment and emergency plan for their specific group/organisation. All persons employed should be given instruction in what to do in the event of a fire. Those expected to use portable fire-fighting equipment should receive appropriate training.	GENERAL

5.9	**CARBON MONOXIDE DETECTION:** Carbon Monoxide (CO) is a highly poisonous gas produced by the incomplete burning of natural gas or liquefied petroleum gas (LPG). This can happen when a gas appliance has been incorrectly fitted, badly repaired, or poorly maintained. It can also occur if flues, chimneys, or vents are blocked. Solid fuels, such as coal, wood, petrol, as well as oil, can also produce carbon monoxide when they burn. CO can be deadly and is especially dangerous because you cannot see, taste, or smell it. RISK/COMMENT There were no obvious signs of a Carbon Monoxide leak detector, or audible CO alarm fitted within where the Gas Boilers have been installed. Installing an accredited carbon monoxide leak detector, or audible CO alarm is a good second line of defence, as they emit a warning sound when CO is detected. However, because an alarm only activates once there is CO present, you should never rely on them as your sole form of defence. The most important safety measure you can do to ensure you minimise the risk of Carbon Monoxide (CO), is to have all your gas appliances checked annually by a Gas safe registered engineer. From the gas boiler service records - the gas boilers were last serviced on the 08/11/19 	HIGH

5.10	ELECTRICAL EXTENSIONS & CABLES General - Beware of electric cable dangers: * Cables become damaged, due to leads being walked over, having items of furniture placed on them, cables continually bent at the same point, or stored badly. * Over taut / over-stretched cables. * Overuse of multi-way adapters or adapter blocks, which increases the risk of fire. When the use of an extension cable is unavoidable – follow these simple suggestions: * Extension leads should only be used when it is not possible to reach a wall socket with the equipment cable. * Only use an extension lead which was bought ready-assembled. * It is recommend that no extension lead be more than 15 metres long. * Only use extension leads fitted with suitably insulated connectors and plugs. * Position an extension lead carefully to prevent any risk of damage. * If the cable has to cross a pathway, cover it with a rubber protector strip. * Always check that leads, plugs and sockets are undamaged. * Always check the extension lead plug contains the correctly rated fuse for the equipment being used. * If using a cable drum extension lead, it should be completely unwound to avoid overheating. * For general use, 2-core extension leads should not be used. RISK/COMMENT It is important where using extension leads to. Check the current rating of all extension leads before plugging appliances into them, most are rated at 13A, but some are rated at only 10A, or less - the rating should be clearly marked on the back or underside of the extension lead. If not, refer to the manufacturer's instructions. Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. This could cause the plug in the wall socket to overheat and possibly cause a fire.	GENERAL

5.11	**COSHH – (*Control of Substances Hazardous to Health)***	GENERAL

To comply with COSHH regulations the employer must assess the risks to health arising from hazardous substances created by their work activities, and then decide what precautions are needed to prevent or adequately control exposure.

The regulations have a hierarchy of control measures which must be followed. If it is at all possible, the activity or process must be changed so that hazardous substances are not used or generated, or a safer alternative should be put into place.

If prevention is not reasonably practicable, exposure should then be controlled by methods such as ventilation or enclosure.

Personal Protective Equipment (PPE) should be the last control measure to be used and this is the last line of defence.

The employer must then make sure that all control measures are properly used and maintained. If necessary, Monitoring of Exposure and Health Surveillance must be provided.

Employees must always be properly informed, trained, and supervised. Just having HSE safety data sheets on file is not sufficient to comply with COSHH requirements.

To comply, you need to follow these eight steps.

Step 1 – Assess The Risks

Step 2 – Decide What Precautions Are Required

Step 3 – Prevent or Adequately Control Exposure

Step 4 – Ensure That Control Measures Are Used and Maintained

Step 5 – Monitor The Exposure

Step 6 – Carry Out Appropriate Health Surveillance

Step 7 – Prepare A Plan for Accidents and Emergencies

Step 8 – Ensure Employees Are Properly Informed, Trained and Supervised

Further information can be found at. https://www.hse.gov.uk/coshh/basics/index.htm

5.12	**PORTABLE APPLIANCE TESTING (PAT):** There is currently no strict legal requirement for PAT testing. The Government however has put regulations into place that pertain to the maintenance of electrical appliances and the most effective way to ensure that these regulations are met is through PAT testing. The UK Health and Safety Executive along with insurance companies will expect you to perform PAT testing to ensure that you are compliant with certain regulations including: 1) Health and Safety at Work Act of 1974 2) The Electricity at Work Regulations of 1989 3) The Provision and Use of Work Equipment Regulations of 1998 4) The Management of Health and Safety at Work Regulations of 1999 Not complying with the above-mentioned regulations can result in fines up to £5,000 and / or six months imprisonment. Fines have been seen to go as high as £20,000 and offences heard in the Crown Court have carried sentences of more than 2 years imprisonment in additional to unlimited financial penalties. So even though PAT testing itself is not legally required, it simply helps you to protect yourself by ensuring that you are complying with these regulations. Claims that PAT testing is required by law and that the client is breaking the law by not having it done are simply not true. The law does require however that employers, ensure that all electrical equipment that they provide in their business is safe and properly maintained. This means that PAT testing is a critical part of your company's health and safety and should be considered part of a solution to your safety concerns. PAT testing provides the most effective way to identify defects that can come with use. Faults in electrical equipment pose a potential hazard, particularly if they are not repaired readily. Even though PAT testing itself is not required by law, the consequences of electrical faults should be considered carefully.	INFORMATION

5.13	**OTHER ISSUES:** **EVAC CHAIRS** – Two of the evacuation Chairs should be relocated to more accessible positions. 1. Council Chambers – from the toilet lobby area into the council chambers room 2. Quimperle Room – from the room into the rear escape corridor between the two sets of steps on the rear wall **HALL CAPACITY** – The plate on the door leading into the Public Hall states the maximum number of people standing is 500, and 314 if seated. I would agree with the standing figure but disagree with the seating figure and suggest it be changed to 216. **STAGE CURTAINS** - Stage Drapes and Curtains must pass NFPA 705, a fire resistance regulation, and all properly made curtains arrive with this certification from their manufacturer. Look for one of these terms on your curtains: **IFR—Inherently Flame Resistant**, means the fabric is woven of fibres that will not burn under normal circumstances. **FR–Flame Resistant**, means the fabric has been treated with a chemical immersion process to prevent combustion. These include the cotton fabrics used onstage—velour, cotton muslin and scrim, Leno, Commando and Duvetyn, and some manufactured fabrics as well. Because the solution is applied to the surface of the fabric, it will wear off in time. Most flame proofing chemicals are water based, and will be dissipated by high humidity, repeated cleaning, or other contact with water. ***FR certification is only good for one year***.	GENERAL

5.14	FIRE SAFETY TRAINING: All staff should know what to do in the event of fire and all new employees must be shown what to do when they start employment and on-going training for all personnel, should be provided throughout their employment. The adopted Fire Action Plan, which forms part of your fire risk assessment, is the principle document and should be fully understood by all your employees. Staff should be aware of: • Discovering a fire – Personnel should be made aware of the method of raising the alarm in a premise, this should include the position of manual fire alarm call points and their method of operation. • Hearing the fire alarm – Personnel should be made aware of the evacuation procedures in their premises. They should be shown escape routes and final exits, they should also be made aware of fire doors and their purpose in protecting escape routes. • Assembly points – Personnel should be shown their 'Fire Assembly Point' and made aware of the need to ensure everybody have been accounted for. • Calling the Fire and Rescue Service – Personnel should be made aware of the method of calling the fire service and the location of telephones. • A basic knowledge of the theory of fire – The fire triangle • Use of fire extinguishers – Personnel should be trained in the safe use of fire extinguishers. It is not acceptable to say "employees are not expected to use an extinguisher and therefore they don't need to know". UK fire safety legislation requires the following with regards to fire safety training: • Refresher training should be delivered regularly, typically this is annually • Fire safety training updates are needed if there are any changes such as building alterations • You must carry out regular fire drills • You must appoint people, often known as Fire Marshalls or Wardens, to do the below in case of a fire alarm *1. Use extinguishers where appropriate* *2. Contact the emergency services* *3. Assist with the evacuation* *4. If possible close windows and doors* *5. Take control of roll call at the fire assembly/muster point* *6. Report to the fire service on their arrival*	GENERAL

Note: *The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.*

6. People at Risk:

	People at Risk	Observations & Findings	Recommendation & Action	Priority
6.1	Who are the people at risk?	Staff who work alone or in isolated areas, visitors who could be reliant on staff, new staff, contractors, people with language difficulties, young children and other persons in the immediate vicinity of the premises	N/A	N/A

7. Fire Hazard Identification & Control:

	Fire Hazard Identification & Control	Observation & Findings	Recommendation / Action	Priority
7.1	Are common areas free from any potential ignition sources?	YES	N/A	N/A
7.2	Are adequate control measures in place to prevent arson?	During my assessment there were no overspills of rubbish or flammable items present.	See Section 16 Measures to reduce Arson	INFORMATION

8. Building Design & Compartmentation:

	Building Design & Compartmentation	Observations & Findings	Recommendation / Actions	Priority
8.1	Is the building purpose-built?	NO – Originally built as a Hotel	N/A	N/A
8.2	Is it assumed that compartmentation was at an adequate standard at the time of construction?	YES	N/A	N/A
8.3	Do the elements of construction between offices and the common areas i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition?	YES	N/A	N/A
8.4	Do the flat entrance doors appear to offer a nominal period of fire resistance?	N/A	N/A	N/A
8.5	Are there limitations of linings that may promote fire spread?	NO	N/A	N/A

9. Escape Lighting

	Escape Lighting	Observations & Findings	Recommendation / Action	Priority
9.1	Is there adequate escape lighting present throughout the premises?	YES	See Section 5.7	GENERAL
9.2	Are the common areas/escape routes adequately lit by primary lighting?	YES	N/A	N/A
9.3	Is the primary lighting provided in the common areas in working order?	YES	N/A	N/A

10. Means of Escape:

	Means of Escape	Observations & Findings	Recommendations / Action	Priority
10.1	Are travel distances acceptable?	YES	N/A	N/A
10.2	Is there a 'Managed' or 'Zero Tolerance' policy on storage within the communal areas?	YES	N/A	N/A
10.3	Are the communal areas free from storage of combustible items or obstructions?	YES	N/A	N/A
10.4	Are escape routes free from storage of flammable liquids or gasses?	YES	N/A	N/A
10.5	Are the floor surfaces on escape routes free from tripping or slipping hazards?	YES	N/A	N/A

11. Fire Detection & Alarm

	Fire Detection & Alarm	Observations & Findings	Recommendation / Action	Priority
11.1	Is there a fire alarm system installed that meets the required level of detection?	YES	See section 5.2	CONSIDERATION
11.2	Is the communal fire alarm system remotely monitored for fire brigade response?	NO	Recommended	N/A

12. Fire-Fighting Equipment

	Fire-Fighting Equipment	Observations & Findings	Recommendation / Action	Priority
12.1	Is there reasonable provision of portable fire Extinguishers and are they suitable for the purpose? In accordance with BS5306-3)	YES	See Section 5.10	CONSIDERATION
12.2	Are the fire extinguishers maintained by a BAFE (or equivalent) approved engineer? In accordance with BS5306-3?	YES by Fire Crest – last serviced 03/18	N/A	N/A
12.3	Are there any other fixed installation systems?	NO	N/A	N/A

13. Records of Servicing & Maintenance

	Records of Servicing & Maintenance	Observations & Findings	Recommendations / Action	Priority
13.1	Has an electrical safety certificate been seen for fixed wiring within the common areas? Typically, 5-yearly.	NO Certification Seen, stickers on distribution panels show test was completed 02/14 due 02/19	N/A	GENERAL
13.2	If a communal fire alarm system is installed; is it tested weekly	YES on a Tuesday	N/A	N/A
13.3	Is the fire alarm system regularly serviced/ maintained by a competent person?	YES By Briggs Fire & Security last serviced December 18	N/A	N/A
13.4	Is the emergency lighting system regularly tested and maintained by a competent person?	YES By Briggs Fire & Security last serviced December 18	N/A	N/A
13.5	Is any portable firefighting equipment checked and maintained?	YES by Fire Crest last serviced 03/18	N/A	N/A
13.6	Are portable appliances PAT tested – are records / labels present?	YES Kettle in Refreshment Room has not been PAT tested	N/A	GENERAL

14. Action Plan Check-Off List:

YOUR PERSONAL CHECK-OFF LIST OF SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
Section No	Section Heading	Priority	Maximum Target Completion Date	Action by	Date Action Completed
5.1	General Guidance	GENERAL	On-going Management		
5.2 & 11.1	Fire Alarm Systems	CONSIDERATION	To be implemented if deemed necessary		
5.3	Fire Alarm Zone Plan	MODERATE	July 2019		
5.4	Fire Doors - Compartmentation	HIGH	April 2019		
5.5	Passive Fire Protection	HIGH	April 2019		
5.6	Emergency Escape Routes	GENERAL	On-going Management		
5.7 & 9.1	Emergency Lighting System	GENERAL	On-going Management		
5.8	Safety Signage	MODERATE	July 2019		
5.9	Fire Emergency Evacuation Plan	URGENT	ASAP		
5.10 & 12.1	Fire Extinguishers & Blankets	CONSIDERATION	To be implemented if deemed necessary		
5.11	Electrical Extensions & Cables	GENERAL	On-going Management		

YOUR PERSONAL CHECK-OFF LIST OF SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
Section No	Section Heading	Priority	Maximum Target Completion Date	Action by	Date Action Completed
5.12	Fire Safety Training	GENERAL	On-going Management		
13.1	Electrical Installation Certification	GENERAL	On-going Management		
13.6	Portable Appliance Testing (PAT)	GENERAL	On-going Management		

RECORD BELOW THE ACTIONS TAKEN AS A RESULT OF THIS RISK ASSESSMENT:

Action Plan Check Off List	*Date*	*Signature*

Fire safety doesn't happen by accident