

MEETING REPORT

Meeting: Assets Committee, 2nd September 2024
Agenda item: AS24/010
Report subject: Fire Risk Assessment – Ivybridge Town Hall and The Watermark
Report author: J Gilbert, Assistant Town Clerk

PROPOSAL

- To receive and note the Fire Risk Assessment Reports for the Town Hall and The Watermark;
 - To delegate the Town Clerk to instruct works to the Council's preferred contractors following actions required in the Fire Risk Assessment Action Plans for the Town Hall and The Watermark.
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Background

The Council's Health and Safety Risk Assessor's action plan highlighted the need for fire risk assessments for The Watermark and Town Hall to be conducted by external experts rather than officers undertaking these in-house, as had previously been the situation.

FRA Compliance Limited conducted the Fire Risk Assessments for both buildings on 28 June 2024, and subsequently provided the reports of their findings (copies attached).

The action plan for the findings are categorised with a risk rating and priority of risk. The Town Clerk, Assistant Town Clerk and Watermark Manager have gone through the actions together in order to identify the works required and the order of urgency. These range from basic tasks that can be performed by staff in-house to further expert external consultancy and works, eg compartmentation and fire door surveys and regular servicing of solar panels.

Financial

The financial implications are yet to be established, but it is requested that delegated authority be given to the Town Clerk for works which exceed emergency expenditure. Such expenditure shall be reported back to Committee on completion.

Staffing

Staff involvement to oversee the in-house tasks are completed as recommended in the reports, and to arrange for quotations and the carrying out of identified expert external works.