

FIRE RISK ASSESSMENT

Report of audit and inspection

December 2016
Revised April 2017
Revised April 2018
Revised April 2019
Revised June 2019
Revised April 2020
Revised April 2021

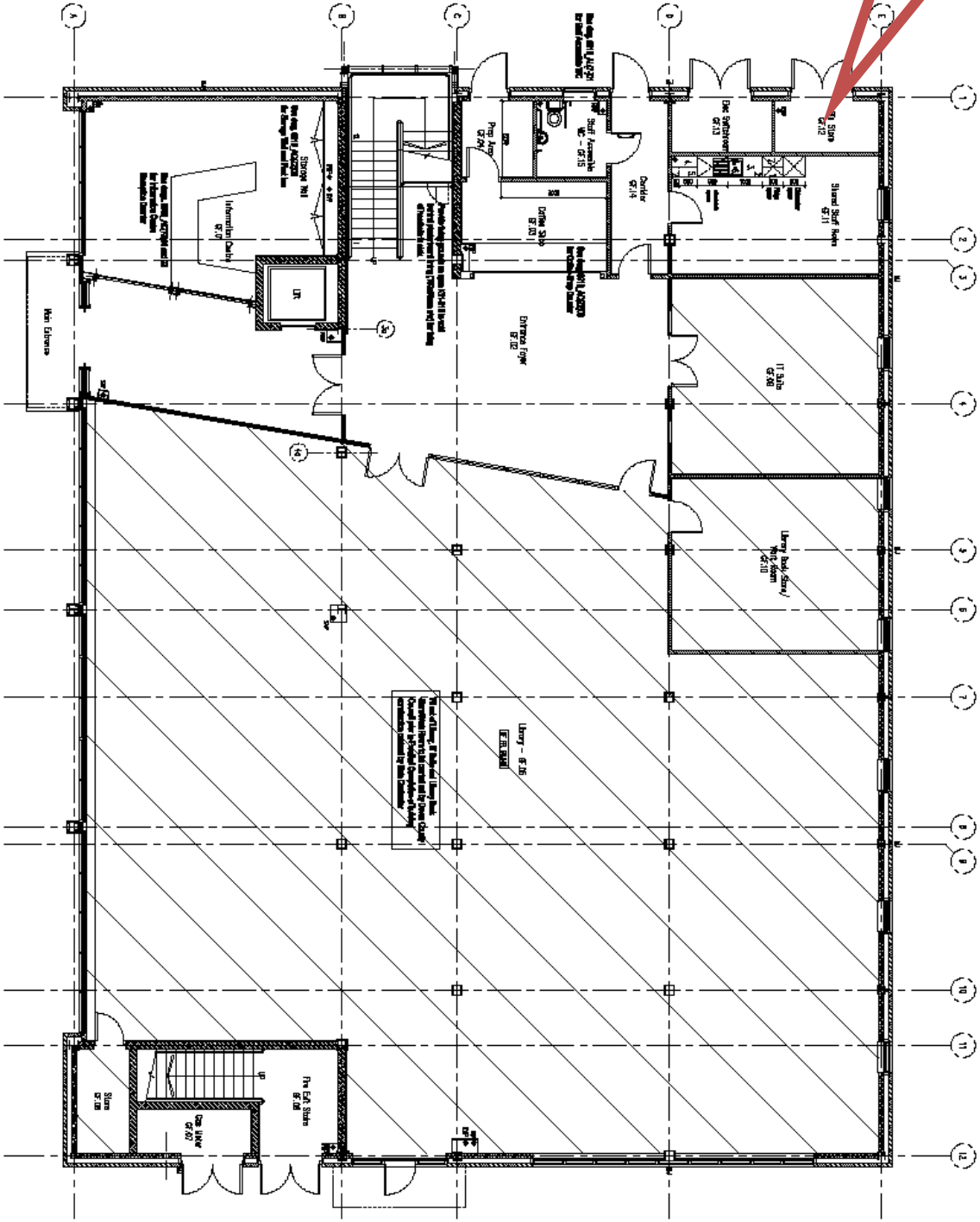
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1. PREMISES DETAILS

PREMISES ADDRESS	The Watermark, Erme Court, Leonards Road, Ivybridge, PL21 0SZ
OCCUPIER	Ivybridge Town Council, Libraries Unlimited and various tenants on top floor
OWNER	Ivybridge Town Council
RESPONSIBLE PERSON	
USE & MAXIMUM NUMBER OF PERSONS PRESENT	Varied use, up to 350 people. No sleeping in.
HOURS PREMISES ARE IN USE	Varied – core M-F 9am-6pm, Sat 9am-2pm, Sunday Henlake Suite 1.30pm – 5pm, various evenings until midnight, occasionally later
CONSTRUCTION	Standard – steel and concrete. Built to 2008 building regs.
DIMENSIONS	
No. OF FLOORS IN PREMISES	3
No. OF FLOORS IN BUILDING	3
DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING	
NAME OF ASSESSOR INCLUDING CONTACT DETAILS	Jonathan Parsons/Julie Gilbert
TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR	H&S Coordinators – 9 and 3 years' experience respectively IOSH Certified
DATE ASSESSMENT CARRIED OUT	December 2016, revised April 2017, revised April 2018, April 2019, June 2019, April 2020, April 2021
REVIEW DATE	April 2022

2. PREMISES PLAN (Optional but recommended)

Paint Store



Construction Notes

1. The height of the ceiling is 8.00 m from the floor level.
2. The floor is concrete with a thickness of 100 mm.
3. The walls are masonry with a thickness of 200 mm.
4. The roof is flat with a slope of 1:20.

Materials

Concrete: C20
 Steel: S235
 Masonry: Brickwork
 Timber: Plywood

Dimensions

Overall Length: 12.00 m
 Overall Width: 8.00 m
 Column Spacing: 3.00 m

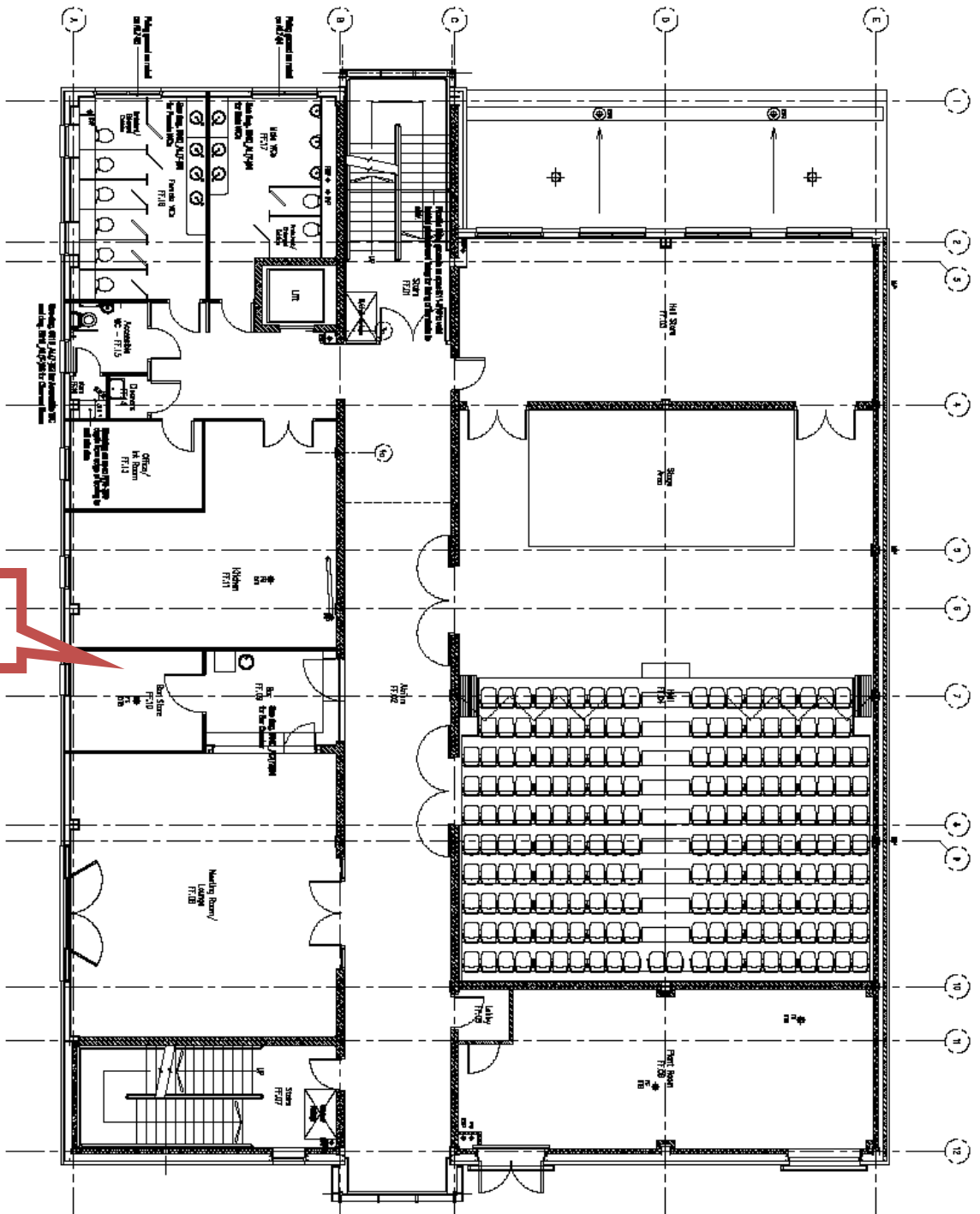
Slide Treglown

Architectural Services
 123 Main Street
 London, UK

REV	DATE	BY	CHK
1	10/10/2021	JT	DK

PROJECT: 2010_AL/2301

DR: D



2 x CO₂ cylinders

Legend

- Room to be removed as shown
- Room to be added as shown
- Room to be modified as shown
- Room to be retained as shown
- Room to be retained as shown, but with modifications as shown
- Room to be retained as shown, but with modifications as shown, and with modifications as shown
- Room to be retained as shown, but with modifications as shown, and with modifications as shown, and with modifications as shown
- Room to be retained as shown, but with modifications as shown, and with modifications as shown, and with modifications as shown, and with modifications as shown

Scale: 1/8" = 1'-0"

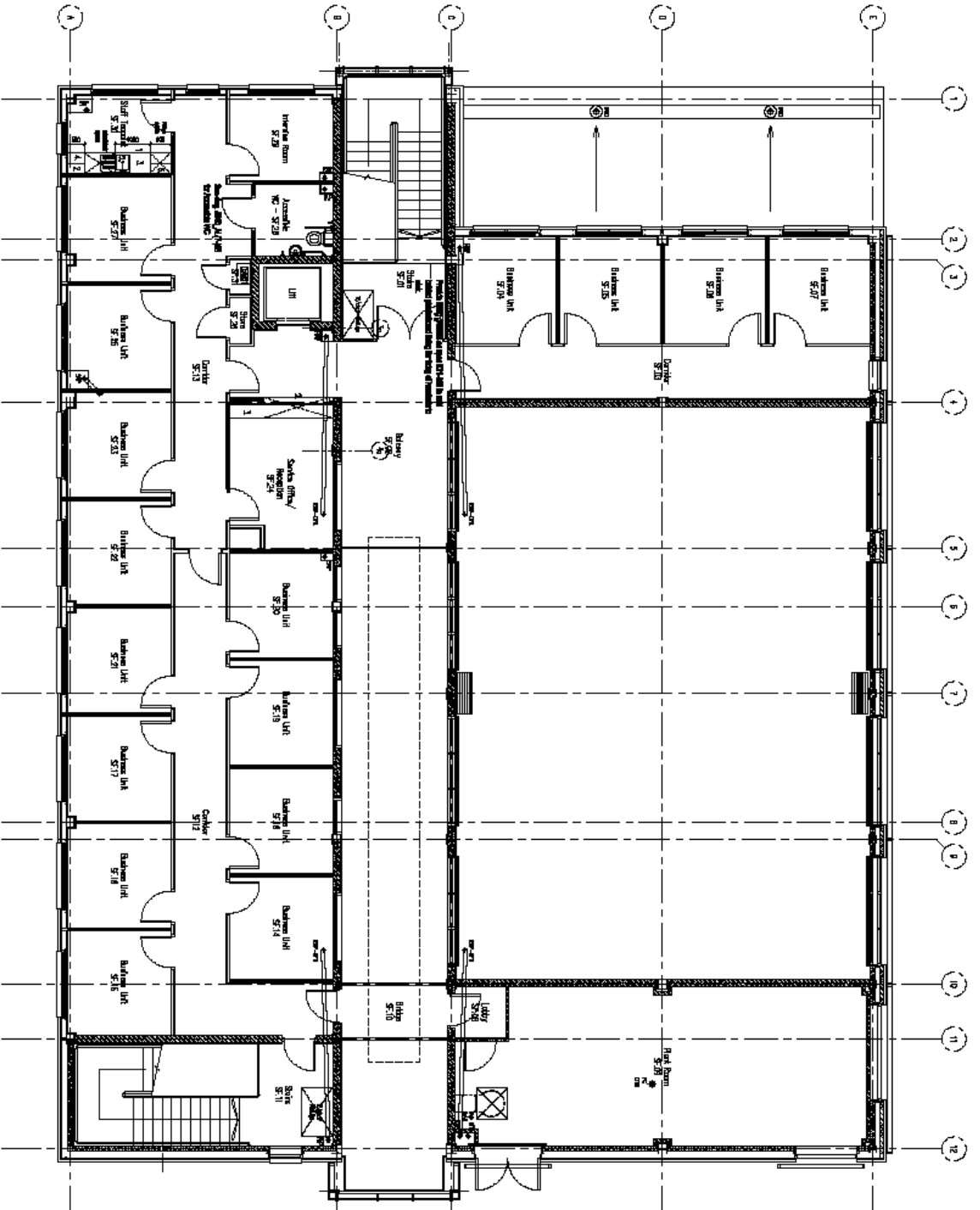
Orientation: North

Project Name: Stride Treglown

Client: Stride Treglown

Architect: [Firm Name]

Project Number: SP10.AUG2022



Legend

1 20' x 20' Grid

2 10' x 10' Grid

3 5' x 5' Grid

4 1' x 1' Grid

5 1/2' x 1/2' Grid

6 1/4' x 1/4' Grid

7 1/8' x 1/8' Grid

8 1/16' x 1/16' Grid

9 1/32' x 1/32' Grid

10 1/64' x 1/64' Grid

11 1/128' x 1/128' Grid

12 1/256' x 1/256' Grid

13 1/512' x 1/512' Grid

14 1/1024' x 1/1024' Grid

Notes

1. All dimensions are in feet and inches.

2. All dimensions are rounded up to the next integer.

3. All dimensions are rounded up to the next integer.

4. All dimensions are rounded up to the next integer.

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13. All dimensions are rounded up to the next integer.

14. All dimensions are rounded up to the next integer.

Room Schedule

Room Name | Room No. | Area (sq ft) | Comments

Assembly RM | S-228 | 10000 |

Hygiene Room | S-229 | 500 |

Locker Room | S-229 | 500 |

Men's | S-230 | 100 |

Women's | S-230 | 100 |

Men's | S-231 | 100 |

Women's | S-231 | 100 |

Men's | S-232 | 100 |

Women's | S-232 | 100 |

Men's | S-233 | 100 |

Women's | S-233 | 100 |

Men's | S-234 | 100 |

Women's | S-234 | 100 |

Men's | S-235 | 100 |

Women's | S-235 | 100 |

Men's | S-236 | 100 |

Women's | S-236 | 100 |

Men's | S-237 | 100 |

Women's | S-237 | 100 |

Men's | S-238 | 100 |

Women's | S-238 | 100 |

Men's | S-239 | 100 |

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Men's | S-241 | 100 |

Women's | S-241 | 100 |

Men's | S-242 | 100 |

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Women's | S-254 | 100 |

Men's | S-255 | 100 |

Women's | S-255 | 100 |

Men's | S-256 | 100 |

Women's | S-256 | 100 |

Men's | S-257 | 100 |

Women's | S-257 | 100 |

Men's | S-258 | 100 |

Women's | S-258 | 100 |

Men's | S-259 | 100 |

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Women's | S-266 | 100 |

Men's | S-267 | 100 |

Women's | S-267 | 100 |

Men's | S-268 | 100 |

Women's | S-268 | 100 |

Men's | S-269 | 100 |

Women's | S-269 | 100 |

Men's | S-270 | 100 |

Women's | S-270 | 100 |

Slide Treglow

Architectural Firm

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City, State, ZIP

Phone: (123) 456-7890

Website: www.slide-treglow.com

Architectural Firm and Design Team

Architect: Slide Treglow

Interior Design: Slide Treglow

Structural Engineer: Slide Treglow

Mechanical Engineer: Slide Treglow

Electrical Engineer: Slide Treglow

Plumbing Engineer: Slide Treglow

Fire Protection Engineer: Slide Treglow

Historic Preservation Consultant: Slide Treglow

Cost Estimator: Slide Treglow

Construction Manager: Slide Treglow

General Contractor: Slide Treglow

Project Manager: Slide Treglow

Site Preparation: Slide Treglow

Foundation: Slide Treglow

Concrete Structure: Slide Treglow

Steel Structure: Slide Treglow

Roofing: Slide Treglow

Exterior Finishes: Slide Treglow

Interior Finishes: Slide Treglow

MEP Installation: Slide Treglow

Furniture Installation: Slide Treglow

Final Inspection: Slide Treglow

Handover: Slide Treglow

3. FIRE HAZARDS

3.1. SOURCES IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	<ol style="list-style-type: none"> 1. Electrical Equipment 2. Cooking equipment 3. Smoking 4. Hot works 5. Arson
EXISTING CONTROL MEASURES	<ol style="list-style-type: none"> 1. PAT testing and 5yr Periodic Electrical Installation Inspections completed. Any hirers using their own equipment are required to ensure it is PAT tested. 2. Only experienced members of staff to use kitchen cooking equipment. Regular cleaning regime. Annual maintenance contract to maintain and test gas installations. 3. Smoking limited to one outside area away from combustible materials. 4. All contractors provide RA and detailed method statement for hot works and situation is managed by a single member of staff. 5. All combustible materials (rubbish) stored outside are in locked bins
ACTION REQUIRED	None

3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	<ol style="list-style-type: none"> 1. Paints and aerosols 2. Paper/cardboard based supplies in storage area/plant rooms 3. Stored items 4. Furniture, decorative items and wall displays 5. Structure and permanent fixtures and fittings
EXISTING CONTROL MEASURES	<ol style="list-style-type: none"> 1. Stored in small quantities in sealed containers in defined storage areas away from sources of ignition. Low volatile paints used. 2. Stocks kept to a minimum and away from sources of ignition. 3. Good level of house keeping maintained and storage kept to a minimum i.e. if not used at least once a year then disposed of. 4. All furniture complies with commercial standards for safety and fire retardancy. Wall displays are kept to a minimum. 5. All wall and floor coverings and fittings comply to modern standards (as at 2008).

ACTION REQUIRED	None
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3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:

HAZARDS IDENTIFIED	1. CO2 cylinders in bar (x2)
EXISTING CONTROL MEASURES	1. None
ACTION REQUIRED	1. None

3.4. HAZARDS FROM WORK PROCESSES - DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:

HAZARDS IDENTIFIED	<ol style="list-style-type: none"> 1. Cooking 2. Stage lighting 3. External electrical items
EXISTING CONTROL MEASURES	<ol style="list-style-type: none"> 1. Adequate training and fire fighting equipment provided. Thermostatically controlled fryer. 2. Lighting operated by experience operators and specialist periodic check carried out. 3. All items supplied by customers must have had a PAT check as per the hirer Terms and Conditions.
ACTION REQUIRED	None

3.5. STRUCTURAL HAZARDS:

HAZARDS IDENTIFIED	None
EXISTING CONTROL MEASURES	Any changes to building layout will be assessed for fire safety
ACTION REQUIRED	None

3.6. POTENTIAL FOR ARSON:

DETAILS	Bins
EXISTING CONTROL MEASURES	Bins are locked shut at all times.
ACTION REQUIRED	None

4. MITIGATING THE EFFECTS OF FIRE

4.1. MEANS OF FIGHTING FIRE:	
DETAILS	<ol style="list-style-type: none"> 1. Sufficient maintained fire extinguishers and blankets. 2. Fire awareness training delivered to staff. 3. Monitored automatic fire detection system. 4. Fire action signs in each room and verbal instruction given to hirers on arrival. 5. Detailed instruction for staff action in the event of a fire alarm including plan for evacuation and dealing with fire brigade.
MATTERS OF CONCERN	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None 5. None
ACTION REQUIRED	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None 5. None

4.2. MEANS FOR RESTRICTING FIRE SPREAD:	
HAZARDS IDENTIFIED	<ol style="list-style-type: none"> 1. Cupboards containing a source of ignition 2. Fire doors 3. Automatic systems
EXISTING CONTROL MEASURES	<ol style="list-style-type: none"> 1. Electrical cupboards contain fire detection systems and are kept locked shut and free of stored items. 2. Fire doors are automatic and close on sounding of alarm. 3. AHUs shut down automatically on sounding of alarms.

ACTION REQUIRED	None
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4.3. MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:

HAZARDS IDENTIFIED	None
EXISTING CONTROL MEASURES	None
ACTION REQUIRED	None

5. HISTORY

HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:

DETAILS	None
ACTION REQUIRED	None

6. IDENTIFYING PEOPLE AT RISK

6.1. IDENTIFY PEOPLE AT RISK

DETAILS OF OCCUPANTS	<ol style="list-style-type: none"> 1. Members of the public – unfamiliar with building 2. Lone Workers 3. People with special needs/mobility issues
DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARLY AT RISK E.G LONE WORKERS, VISITORS, PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP	<ol style="list-style-type: none"> 1. Public building so people come and go whilst building is open. But clear signage is in place and building is swept where safe to do so in the event of an evacuation. Hirers are instructed on arrival and ensure their delegates are familiar and evacuated in the event of an evacuation. 2. Lone Working Policy applies 3. Anyone with difficulties will be assisted where possible by the building sweep process. Those with mobility issues that cannot use the stairs will wait in the designated stairwell refuge area with intercom and await assistance.

ACTION REQUIRED	1. None 2. None 3. None
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6.2. YOUNG PERSONS EMPLOYED TO WORK IN PREMISES:	
DETAILS	None
ADDITIONAL ACTION REQUIRED	None

7. RAISING THE ALARM

MEANS OF DETECTING & GIVING WARNING OF FIRE:	
DETAILS	Smoke and fire detectors in all areas plus call points at all exits and stairwells.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

8. ESCAPE ROUTES

8.1. ARE TRAVEL DISTANCES ACCEPTABLE AND CAN OCCUPANTS REACH A PLACE OF SAFETY BEFORE A FIRE OR SMOKE PREVENTS THEM DOING SO:	
EXISTING PROVISION	As designed - sufficient
MATTERS OF CONCERN	None

ACTION REQUIRED	None
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8.2. ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:

EXISTING PROVISION	A safe and an alternative exit available to all floors. A safe refuge area is available for all users who cannot use the stairs. Intercom communication maintained with fire marshal at front door until evacuation is possible.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

8.3. MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:

EXISTING PROVISION	<ol style="list-style-type: none"> 1. Maglock doors have emergency releases plus doorclosers all close on sounding of alarm. 2. Good level of housekeeping, all areas are checked at least once per day for obstruction.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

9. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:

EXISTING PROCEDURES	See 'Other Information'
MATTERS OF CONCERN	None

ACTION REQUIRED	None
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10. FIRE SAFETY MANAGEMENT

10.1. FIRE SAFETY POLICY STATEMENT:

DETAILS	<p>We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.</p> <ul style="list-style-type: none"> Regular inspection of the premises for fire safety. Adequate means of detecting and warning of a fire Fire extinguishers will be placed at clearly signed fire points. Emergency exit routes will be kept clear at all times. We will train in the use of extinguishers, procedures for fire drills and evacuation. Records of training and drills will be kept. Undertake an annual fire risk assessment Regular inspection of the premises for fire safety.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

10.2. FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:

DETAILS	<p>The Council members have the ultimate responsibility and sign off the Health and Safety policy. The Town Clerk and Assistant Town Clerk are responsible for ensuring policies and procedures are in place. An annual general Health and Safety inspection is carried out by an independent inspector and their recommendations as well as actions resulting from any Risk Assessment are notified to the P&R committee as well as progress against the actions.</p>
MATTERS OF CONCERN	None
ACTION REQUIRED	None

10.3. PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:

DETAILS	Fire RA to be reviewed annually with all other RAs. Policy signed off by P&R Committee.
MATTERS OF CONCERN	None
ACTION REQUIRED	Annual review must be carried out

11. MAINTENANCE OF EQUIPMENT**MAINTENANCE PROGRAMME FOR PREVENTITIVE & PROTECTIVE MEASURES:**

DETAILS	Annual contracts are in place for the Lift, HVAC systems, fire and intruder alarm systems. Annual inspections take place
MATTERS OF CONCERN	None
ACTION REQUIRED	None

12. TRAINING**FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS:**

DETAILS	New members of staff receive instruction as part of induction. Fire safety awareness e training provided to all staff.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

13. RECORDS

RECORDS OF MAINTENANCE & TRAINING:	
DETAILS	<ol style="list-style-type: none">1. Certificates of Awareness Training held on personnel files.2. Maintenance certificates and details, plus contracts on file.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

14. CO-OPERATION & CO-ORDINATION

14.1. PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:	
DETAILS	No adjacent properties. Tenants follow all our procedures and are inducted into the building accordingly. Tenancy agreements require compliance.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

14.2. CONSULTATION CARRIED OUT WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS. E.G. EMPLOYEES/SAFETY REPRESENTATIVES:	
DETAILS	RA is the result of several discussions with staff, experts and personal experience of the building.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

14.3. PROCEDURES IN PLACE FOR ANY NECESSARY CONTACT WITH EXTERNAL EMERGENCY SERVICES, PARTICULARLY AS REGARDS FIRE-FIGHTING, RESCUE WORK, FIRST-AID AND EMERGENCY MEDICAL CARE:

DETAILS	D&SFRS have carried out familiarisation visits and know they are welcome to do so whenever they feel necessary.
MATTERS OF CONCERN	None
ACTION REQUIRED	None

15. CONCLUSIONS

CONCLUSION:

There are no significant concerns arising from the assessment. Staff training is monitored as part of the action plan.

ACTION REQUIRED:

See action plan

17. ACTION PLAN

DEFICIENCY	REMEDIAL ACTION REQUIRED	TO BE COMPLETED BY DD/MM/YY	DATE COMPLETE D DD/MM/YY	VERIFIED BY NAME
Fire awareness refresher training due	E-learning on fire safety awareness being ordered	Various dates in 2021		J Parsons
Fixed electrical building inspection	Quotations currently being provided	June 2021		J Parsons

18. ANY OTHER RELEVANT INFORMATION

Fire evacuation procedures – Updated April 2019

On the sounding of the fire alarm

Business Manager/Supervisor

Go to fire panel, identify location of fire/call point activated and if safe go to that area to decide if a genuine fire/incident, ensuring evacuation has commenced. If required, as a backup make 999 call using the cordless phone, giving the address as

**The Watermark, Erme Court,
Leonards Road, Ivybridge, PL21 0SZ**

Keep fire brigade/monitoring company up to date with any developments

Grab evacuation bag from Manager's office

If safe to do so, wait at front door to stop people entering the building. If not safe at front door, go to muster point.

If safe to do so, instruct the other staff members/volunteers to sweep specific areas not already checked or report to muster point, which ever appropriate

Maintain communication via the intercom with any occupants waiting at refuge areas on floor 1 & 2. Note number of people present and advise Brigade when they arrive.

Other staff members

Sweep immediate work area and wait for Supervisor at the front door if safe, else go straight to muster point. Supervisor will inform staff where the incident is and any areas that need checking to ensure full evacuation. One member of staff to take the fire register to muster point and call it.

If Library is staffed the Senior Librarian will sweep Library and IT suite, staff room and toilet.

Procedure for top floor occupants working out of hours - In the event of no staff in the building evacuate immediately via the fire exit stairs, sweeping the offices on your exit route as you go. When safe to do so, call 999 as a backup.