

# **FIRE RISK ASSESSMENT**

**Report of audit and inspection**

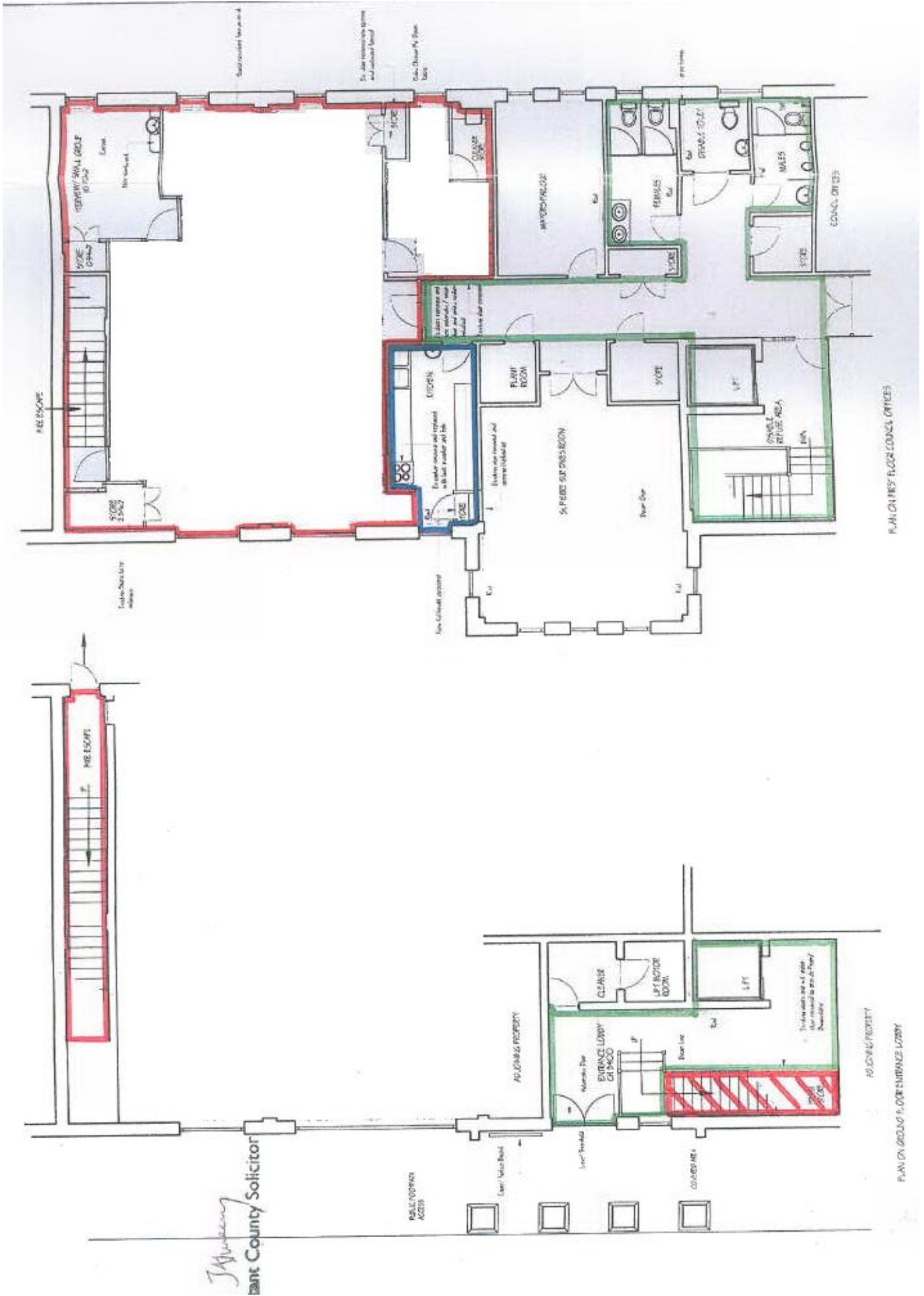
April 2017  
Reviewed April 2018  
Reviewed September 2018  
Reviewed March 2019  
Reviewed April 2019  
Reviewed April 2020  
Reviewed April 2021  
Reviewed April 2022

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## 1. PREMISES DETAILS

<b>PREMISES ADDRESS</b>	Town Hall, Erme Court, Leonards Road, Ivybridge, PL21 0SZ
<b>OCCUPIER</b>	Ivybridge Town Council
<b>OWNER</b>	Ivybridge Town Council
<b>RESPONSIBLE PERSON</b>	
<b>USE &amp; MAXIMUM NUMBER OF PERSONS PRESENT</b>	Varied use, up to 60 people. No sleeping in.
<b>HOURS PREMISES ARE IN USE</b>	Normally M-F 9am-5pm occasionally weekends and evenings
<b>CONSTRUCTION</b>	Standard block construction
<b>DIMENSIONS</b>	
<b>No. OF FLOORS IN PREMISES</b>	2
<b>No. OF FLOORS IN BUILDING</b>	2
<b>DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING</b>	Erme Court Tenants – Ivybridge Pharmacy, Feelgood Fitness Centre, Carpet and Pine Shop, Ivybridge Accountants
<b>NAME OF ASSESSOR INCLUDING CONTACT DETAILS</b>	Jonathan Parsons/Julie Gilbert
<b>TRAINING &amp; EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR</b>	H&S Coordinators – 10 and 4 years' experience respectively IOSH Certified
<b>DATE ASSESSMENT CARRIED OUT</b>	April 2017, April 2018, September 2018, March 2019, April 2019, April 2020, April 2021, April 2022
<b>REVIEW DATE</b>	<b>April 2023</b>

# 2. PREMISES PLAN



*J. M. M. M.*  
**East County Solicitor**

PLAN ON FIRST FLOOR COUNCIL OFFICES

PLAN ON GROUND FLOOR ENTRANCE LOBBY

### 3. FIRE HAZARDS

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

3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
<b>HAZARDS IDENTIFIED</b>	<ol style="list-style-type: none"> <li>1. Aerosols</li> <li>2. Paper/cardboard based supplies in photocopier room</li> <li>3. Stored items</li> <li>4. Furniture, decorative items and wall displays</li> <li>5. Structure and permanent fixtures and fittings</li> <li>6. Shrubbery at rear of building</li> </ol>
<b>EXISTING CONTROL MEASURES</b>	<ol style="list-style-type: none"> <li>1. Stored in small quantities in sealed containers in defined storage (cleaning cupboard).</li> <li>2. Stocks kept to a minimum and away from sources of ignition</li> <li>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.</li> <li>4. All furniture complies with commercial standards for safety and fire retardancy. Wall displays are kept to a minimum.</li> <li>5. All wall and floor coverings and fittings comply to commercial standards</li> <li>6. Regular maintenance programme by Erme Court Management Company/</li> </ol>

<b>ACTION REQUIRED</b>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. And 4. All staff to be made aware of responsibilities and actions that need to be taken ie disposal of items and minimising quantities stored. All areas visited by all staff almost daily through normal duties so no opportunity for build-up.</li> <li>5. Any new floor coverings or other changes to comply also</li> <li>6. None</li> </ol>
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<b>3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:</b>	
<b>HAZARDS IDENTIFIED</b>	None
<b>EXISTING CONTROL MEASURES</b>	None
<b>ACTION REQUIRED</b>	None

<b>3.4. HAZARDS FROM WORK PROCESSES - DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:</b>	
<b>HAZARDS IDENTIFIED</b>	<ol style="list-style-type: none"> <li>1. Cooking</li> <li>2. External electrical items</li> </ol>
<b>EXISTING CONTROL MEASURES</b>	<ol style="list-style-type: none"> <li>1. Adequate training and fire fighting equipment provided.</li> <li>2. All items supplied by customers must have had a PAT check as per the hirer Terms and Conditions.</li> </ol>
<b>ACTION REQUIRED</b>	None

<b>3.5. STRUCTURAL HAZARDS:</b>	
<b>HAZARDS IDENTIFIED</b>	None
<b>EXISTING CONTROL MEASURES</b>	Any changes to building layout will be assessed for fire safety
<b>ACTION REQUIRED</b>	None

<b>3.6. POTENTIAL FOR ARSON:</b>	
<b>DETAILS</b>	Bins and shrubbery at rear of building
<b>EXISTING CONTROL MEASURES</b>	External bins are locked shut at all times and kept a long distance from building. Shrubby part of regular maintenance plan of Erme Court Management Company
<b>ACTION REQUIRED</b>	None

#### **4. MITIGATING THE EFFECTS OF FIRE**

<b>4.1. MEANS OF FIGHTING FIRE:</b>	
<b>DETAILS</b>	<ol style="list-style-type: none"> <li>1. Sufficient maintained fire extinguishers and blankets – not required for main office area</li> <li>2. Fire awareness training delivered to staff</li> <li>3. Automatic fire detection system</li> <li>4. Fire action signs in appropriate locations and verbal instruction given to hirers on arrival</li> <li>5. Detailed instruction for staff action in the event of a fire alarm including plan for evacuation and dealing with fire brigade.</li> </ol>
<b>MATTERS OF CONCERN</b>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> </ol>
<b>ACTION REQUIRED</b>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> </ol>

<b>4.2. MEANS FOR RESTRICTING FIRE SPREAD:</b>	
<b>HAZARDS IDENTIFIED</b>	<ol style="list-style-type: none"> <li>1. Cupboards containing a source of ignition</li> <li>2. Fire doors</li> </ol>
<b>EXISTING CONTROL MEASURES</b>	<ol style="list-style-type: none"> <li>1. Electrical cupboards contain fire detection systems and are kept locked shut and free of stored items.</li> <li>2. Fire doors in place and are not pegged open.</li> </ol>

<b>ACTION REQUIRED</b>	None
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#### 4.3. MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:

<b>HAZARDS IDENTIFIED</b>	None
<b>EXISTING CONTROL MEASURES</b>	None
<b>ACTION REQUIRED</b>	None

#### 5. HISTORY

##### HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:

<b>DETAILS</b>	None
<b>ACTION REQUIRED</b>	None

#### 6. IDENTIFYING PEOPLE AT RISK

##### 6.1. IDENTIFY PEOPLE AT RISK

<b>DETAILS OF OCCUPANTS</b>	<ol style="list-style-type: none"> <li>1. Members of the public – unfamiliar with building</li> <li>2. Lone Workers</li> <li>3. People with special needs/mobility issues</li> </ol>
<b>DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARLY AT RISK E.G LONE WORKERS, VISITORS, PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP</b>	<ol style="list-style-type: none"> <li>1. Public building so people come and go whilst building is open. 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.</li> <li>2. Lone Working Policy applies</li> <li>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 will be noted by fire marshal and await assistance.</li> </ol>



<b>ACTION REQUIRED</b>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. Lone Working Policy needs revising to accommodate occupants working outside of office hours.</li> <li>3. None</li> </ol>
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<b>6.2. YOUNG PERSONS EMPLOYED TO WORK IN PREMISES:</b>	
<b>DETAILS</b>	None
<b>ADDITIONAL ACTION REQUIRED</b>	None

## 7. RAISING THE ALARM

<b>MEANS OF DETECTING &amp; GIVING WARNING OF FIRE:</b>	
<b>DETAILS</b>	Smoke and fire detectors in all areas plus call points at all exits and stairwells. Smoke alarm replaced with heat sensor up to 57°C in kitchen in Community Room
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

## 8. ESCAPE ROUTES

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

## 8.2. ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:

<b>EXISTING PROVISION</b>	A safe and an alternative exit available to all floors. A safe refuge area is available for all users who cannot use the stairs.
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

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

<b>EXISTING PROVISION</b>	<ol style="list-style-type: none"><li>1. Maglock front door has emergency release on sounding of alarm. Maglock on Committee Room door has now been decommissioned as key code no longer necessary.</li><li>2. Regularly tested for operation</li><li>3. Good level of housekeeping, all areas are used by staff every day so no chance for obstructions.</li></ol>
<b>MATTERS OF CONCERN</b>	<ol style="list-style-type: none"><li>1. None</li></ol>
<b>ACTION REQUIRED</b>	<ol style="list-style-type: none"><li>1. None</li></ol>

## 9. EVACUATION PROCEDURES

### EMERGENCY ACTION PLAN:

<b>EXISTING PROCEDURES</b>	See 'Other Information'
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

## 10. FIRE SAFETY MANAGEMENT

<b>10.1. FIRE SAFETY POLICY STATEMENT:</b>	
<b>DETAILS</b>	<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"> <li>• Regular inspection of the premises for fire safety.</li> <li>• Adequate means of detecting and warning of a fire</li> <li>• Fire extinguishers will be placed at clearly signed fire points.</li> <li>• Emergency exit routes will be kept clear at all times.</li> <li>• We will train in the use of extinguishers, procedures for fire drills and evacuation.</li> <li>• Records of training and drills will be kept.</li> <li>• Undertake an annual fire risk assessment</li> <li>• Regular inspection of the premises for fire safety.</li> </ul>
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None
<b>10.2. FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:</b>	
<b>DETAILS</b>	<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&amp;R Committee as well as progress against the actions.</p>
<b>MATTERS OF CONCERN</b>	none
<b>ACTION REQUIRED</b>	None
<b>10.3. PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:</b>	
<b>DETAILS</b>	<p>Fire RA to be reviewed annually with all other RAs. Policy signed off by P&amp;R Committee.</p>

<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	Annual review must be carried out

## 11. MAINTENANCE OF EQUIPMENT

<b>MAINTENANCE PROGRAMME FOR PREVENTITIVE &amp; PROTECTIVE MEASURES:</b>	
<b>DETAILS</b>	Contracts are in place for the lift, fire alarm systems and equipment. 6 monthly/annual inspections take place
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

## 12. TRAINING

<b>FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS:</b>	
<b>DETAILS</b>	Fire safety training delivered with e-learning on fire safety awareness. All members of staff attend. New members of staff receive instruction as part of induction and receive e-learning on fire safety awareness.
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

## 13. RECORDS

<b>RECORDS OF MAINTENANCE &amp; TRAINING:</b>	
<b>DETAILS</b>	<ol style="list-style-type: none"> <li>1. Certificates of Awareness Training held on training or personnel files.</li> <li>2. Maintenance certificates and details, plus contracts on file.</li> </ol>

<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

#### 14. CO-OPERATION & CO-ORDINATION

<b>14.1. PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:</b>	
<b>DETAILS</b>	Fire alarm for building is maintained by Ivybridge Town Council however owners of other premises within the building are responsible for their own fire evacuation procedures and risk assessments.
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

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

<b>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:</b>	
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<b>DETAILS</b>	D&SFRS know they are welcome to do so whenever they feel necessary.
<b>MATTERS OF CONCERN</b>	None
<b>ACTION REQUIRED</b>	None

## 15. CONCLUSIONS

<b>CONCLUSION:</b>
There are no significant concerns arising from the assessment and the action plan has been completed.
<b>ACTION REQUIRED:</b>
See action plan

**16. ACTION PLAN**

<b>DEFICIENCY</b>	<b>REMEDIAL ACTION REQUIRED</b>	<b>TO BE COMPLETED BY DD/MM/YY</b>	<b>DATE COMPLETED DD/MM/YY</b>	<b>VERIFIED BY NAME</b>





# IVYBRIDGE TOWN HALL

## EMERGENCY PROCEDURES

### IN THE EVENT OF FIRE

- ◆ Raise the alarm within the building by activating a red alarm call point located in either the kitchen, first floor corridor beside the door to the main staircase or on the ground floor near to the front door, or in the Committee Room by the main door, at the top of the rear fire exit stairs or on the ground floor at the bottom of the rear fire exit
- ◆ **Ensure that the Emergency Services (999) have been contacted**
- ◆ Do not attempt to use fire fighting equipment *unless* fire is blocking your exit from the building
- ◆ Leave by the nearest fire exit – ie the main staircase/front door for the Town Hall or via the Committee Room fire exit. Please note –
  - ★ There is a *disabled refuge* area adjacent to the lift
- ◆ Assemble at the fire muster point located on the grass verge at the entrance to the Town Hall/Erme Court car park
- ◆ A roll-call will be carried out to ascertain that all individuals have evacuated the building including those from the Pine Shop, Unit 8 and the Pharmacy (but not including Ivybridge Accountants who have independent fire alarm and evacuation procedures)
- ◆ Do not re-enter the building for any reason until instructed by the Emergency Services or Fire Marshall that it is safe to do so

**NB: Do not use the lift**

## **Allocated Staff Responsibilities**

**Fire Marshall (identifiable by High-Visibility Waistcoat)  
Julie Gilbert (Pauline Cleal in Julie's absence)**

### **Duties –**

- ◆ Telephone Emergency Services
- ◆ Collect the any delegate registers and conduct roll-call at Assembly Point; informs Fire & Rescue if anyone is missing.
- ◆ Conduct trawl of offices, meeting rooms and toilets to check all rooms have been evacuated
- ◆ Ascertain that other associated premises have been evacuated (Unit 8, Pine Shop, Fitness Centre and Pharmacy).

## **IN THE EVENT OF A GAS LEAK**

- ◆ Open all windows as wide as possible
- ◆ DO NOT turn ON or OFF electrical appliances (lights, computers, dishwasher etc)
- ◆ Call the National Gas Emergency Number (0800-111-999)
- ◆ If all the above is carried out there should be NO NEED to evacuate the building prior to the arrival of National Grid UK UNLESS a gas leakage to an unventilated area such as an attic or basement is suspected; if an evacuation is deemed advisable then follow guidance above concerning evacuation, assembly and roll-call
- ◆ The Fire Marshall will advise other building tenants of the need to evacuate.

## **EMERGENCY CONTACTS**

**Town Hall Emergency Number – 01752 891190**

**Emergency Services – 999 (Devon & Somerset Fire & Rescue)**

**National Gas Emergency Number – 0800 111 999**