

Health and Safety Report – P&R Committee April 2023

Accidents and Near Misses.

On 25.02.23 a member of public attending a performance in the Stowford Hall allegedly tripped on the staircase. This was not reported by the person involved to either staff or volunteer stewards and no first aid was requested.

Action

No further action.

On 28.02.23 a member of the public suffered a medical incident whilst visiting the Library and a Watermark supervisor called an ambulance.

Action

Medical incident. No further action.

On 28.02.23 the catering volunteer was pouring hot water from the coffee machine into a teapot when some hot water splashed onto her hand. Her hand was held under cold water for ten minutes and then burn gel applied. The volunteer was fine after this and no other first aid was required.

Action

Caution must be exercised when filling the teapot from the hot water tap, and the Catering Risk Assessment has been amended accordingly.

On 20 March 2023 at 13.30 the catering volunteer went to dip her hand into the washing up bowl in the Coffee Shop sink where cloths are kept. She was shocked that the water was hotter than the usual hand temperature. The right hand of her little finger that had entered the hot water was red in colour. Her finger was held under cold water for ten minutes and then burn gel applied. She was fine after this and no other first aid was required.

Action

One of the coffee shop assistants had poured some boiling water from a pan down the sink and a small quantity had entered the bowl of water. Caution to be used when pouring away boiling water so that it goes directly down the drain and does not enter the bowl. Caution to be applied before dipping hands into a bowl of water. If unsure of water temperature gloves which are provided to be worn. The Catering Risk Assessment has been amended accordingly.

Health and Safety Policy

Improvements to the wording of the Health and Safety Policy have been made following input from Councillors. The revised policy is attached for approval.

Fire Risk Assessments

The Fire Risk Assessments for the Town Hall and Watermark have been subject to their annual review and are attached for approval.

Visits and Inspections

The Town Council's insurers conducted a Risk Management Survey at The Watermark on 7 March 2023. The purpose of our survey was to evaluate the exposures present and respective controls and procedures in lieu of the Property, Business Interruption and Liability insurances provided. The surveyor was very satisfied with the Council's Health and Safety procedures, in particular highlighting the staff training matrix in place. Some minor issues were raised during the property survey and these are being addressed by the Town Clerk.

Parks

The schedule of recommended tree works identified in the last arboricultural report is almost complete. Week commencing 3 April a large ash tree next to the highway is planned for felling and yew trees at the cemetery are scheduled for trimming and retieing.

The Town Council has been receiving increasing reports plus photos and videos of riders going off the bridleway, including galloping, in Filham Park. The Town Clerk has posted a statement on social media advising of the byelaws and that action may need to be taken if this continues as it could put other park users in danger. Clear signage is being produced so all bridleway users are fully informed where they are permitted to go.

Julie Gilbert
Assistant Town Clerk

Jonathan Parsons
Town Clerk

FIRE RISK ASSESSMENT

Report of audit and inspection

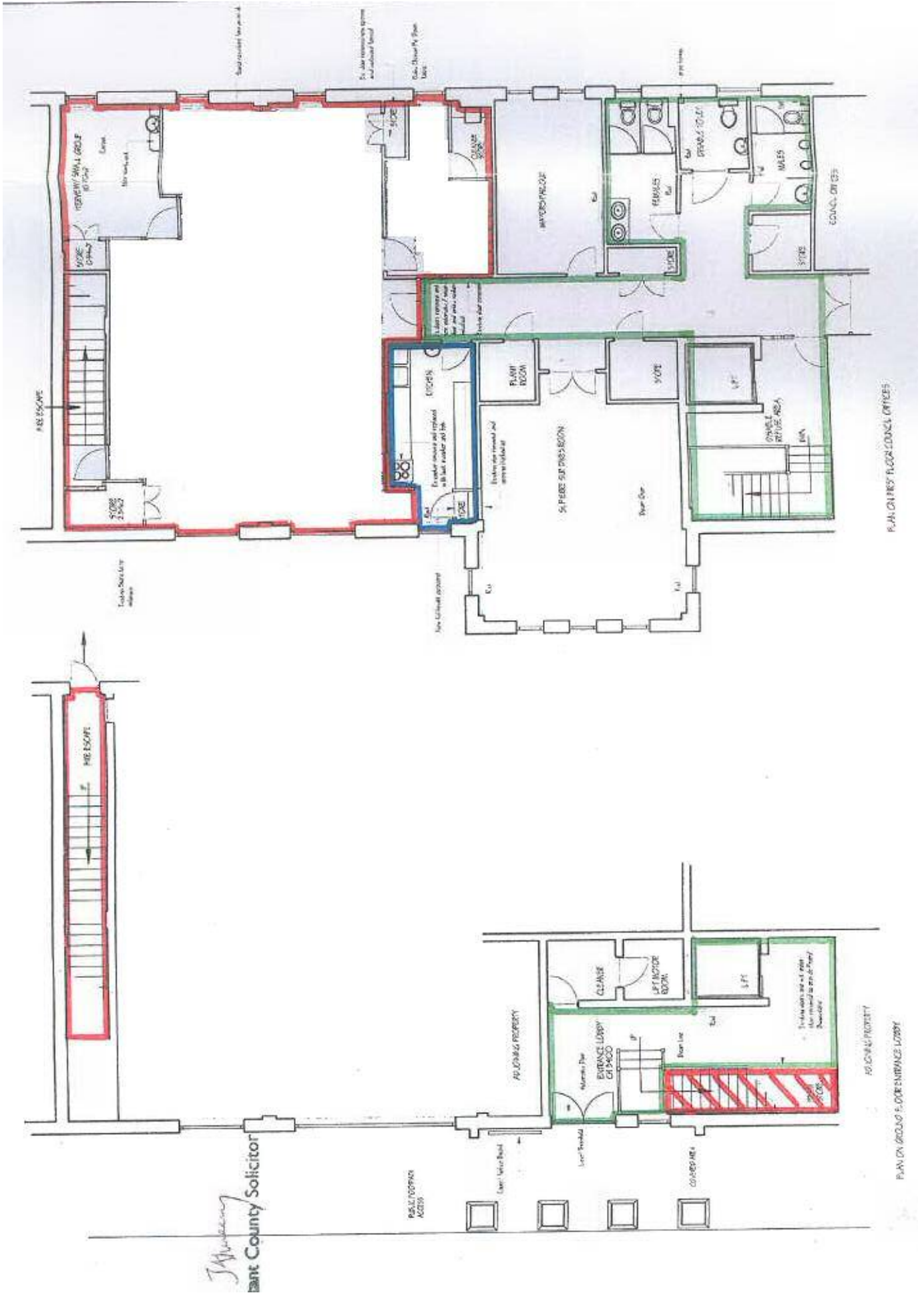
Reviewed April 2023

- 1. PREMISES DETAILS**
- 2. PREMISES PLAN**
- 3. FIRE HAZARDS**
- 4. MITIGATING THE EFFECTS OF FIRE**
- 5. HISTORY**
- 6. IDENTIFY PEOPLE AT RISK**
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- 16. REMEDIAL ACTION PLAN**
- 17. EMERGENCY PROCEDURES**

1. PREMISES DETAILS

PREMISES ADDRESS	Town Hall, Erme Court, Leonards Road, Ivybridge, PL21 0SZ
OCCUPIER	Ivybridge Town Council
OWNER	Ivybridge Town Council
RESPONSIBLE PERSON	
USE & MAXIMUM NUMBER OF PERSONS PRESENT	Varied use, up to 60 people. No sleeping in.
HOURS PREMISES ARE IN USE	Normally M-F 9am-5pm occasionally weekends and evenings
CONSTRUCTION	Standard block construction
DIMENSIONS	
No. OF FLOORS IN PREMISES	2
No. OF FLOORS IN BUILDING	2
DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING	Erme Court Tenants – Ivybridge Pharmacy, Unit 8 (currently empty), Carpet and Pine Shop, Ivybridge Accountants
NAME OF ASSESSOR INCLUDING CONTACT DETAILS	Jonathan Parsons/Julie Gilbert
TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR	H&S Coordinators – 11 and 5 years' experience respectively IOSH Certified
DATE ASSESSMENT CARRIED OUT	April 2023
REVIEW DATE	April 2024

2. PREMISES PLAN



PLAN ON 1ST FLOOR COUNCIL OFFICES

PLAN ON GROUND FLOOR ENTRANCE LOBBY

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 to maintain and test gas installations. 3. Smoking limited to outside area away from entrance. 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 away from the building
ACTION REQUIRED	None

3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	<ol style="list-style-type: none"> 1. Aerosols 2. Paper/cardboard based supplies in photocopier room 3. Stored items 4. Furniture, decorative items and wall displays 5. Structure and permanent fixtures and fittings 6. Shrubbery at rear of building
EXISTING CONTROL MEASURES	<ol style="list-style-type: none"> 1. Stored in small quantities in sealed containers in defined storage (cleaning cupboard). 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 commercial standards 6. Regular maintenance programme by Erme Court Management Company

ACTION REQUIRED	<ol style="list-style-type: none"> 1. None 2. None 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 5. Any new floor coverings or other changes to comply also 6. None
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3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:	
HAZARDS IDENTIFIED	None
EXISTING CONTROL MEASURES	None
ACTION REQUIRED	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. External electrical items
EXISTING CONTROL MEASURES	<ol style="list-style-type: none"> 1. Adequate training and fire fighting equipment provided. 2. 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 and shrubbery at rear of building
EXISTING CONTROL MEASURES	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
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 – not required for main office area2. Fire awareness training delivered to staff3. Automatic fire detection system4. Fire action signs in appropriate locations and verbal instruction given to hirers on arrival5. 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. None2. None3. None4. None5. None
ACTION REQUIRED	<ol style="list-style-type: none">1. None2. None3. None4. None5. None

4.2. MEANS FOR RESTRICTING FIRE SPREAD:

HAZARDS IDENTIFIED	<ol style="list-style-type: none">1. Cupboards containing a source of ignition2. Fire doors
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 items2. Fire doors in place and are not pegged open

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. 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 will be noted by fire marshal and await assistance.

ACTION REQUIRED	<ol style="list-style-type: none"> 1. None 2. Lone Working Policy needs revising to accommodate occupants working outside of office hours 3. None
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6.2. YOUNG PERSONS (UNDER 18's) 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 Smoke alarm replaced with heat sensor up to 57°C in kitchen in Community Room
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

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.
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 front door has emergency release on sounding of alarm. Maglock on Committee Room door has now been decommissioned as key code no longer necessary.2. Regularly tested for operation3. Good level of housekeeping, all areas are used by staff every day so no chance for obstructions
MATTERS OF CONCERN	<ol style="list-style-type: none">1. None
ACTION REQUIRED	<ol style="list-style-type: none">1. None

9. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:

EXISTING PROCEDURES	See 'Other Information'
MATTERS OF CONCERN	None
ACTION REQUIRED	None

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	<p>Fire RA to be reviewed annually with all other RAs. Policy signed off by P&R Committee.</p>

MATTERS OF CONCERN	None
ACTION REQUIRED	Annual review must be carried out

11. MAINTENANCE OF EQUIPMENT

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

12. TRAINING

FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS:	
DETAILS	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.
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 training or 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	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.
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:	
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DETAILS	D&SFERS 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 and the action plan has been completed.
ACTION REQUIRED:
See action plan

16. ACTION PLAN

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

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 during working hours

Town Clerk / Assistant Town Clerk / Senior Finance Officer

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 mobile phone giving Town Hall address as

**Town Hall, Erme Court, Leonards Road,
Ivybridge, PL21 0SZ**

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

Grab evacuation bag from Town Hall 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 to sweep building including offices, meeting rooms and toilets or report to muster point, which ever appropriate. If main stairwell accessible check lift not in use

Occupants unable to leave the building to wait at disabled refuge area on 1st floor main landing.

Conduct roll-call at Assembly Point, ascertaining that other associated premises have been evacuated (Unit 8, Pine Shop and Pharmacy)

Note number of people present and advise Fire Brigade of any unaccounted when they arrive.

Other staff members

Sweep immediate work area and wait for senior manager at the front door if safe, or else go straight to muster point. Manager 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.

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
- ◆ 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

FIRE RISK ASSESSMENT

Report of audit and inspection

Revised April 2023

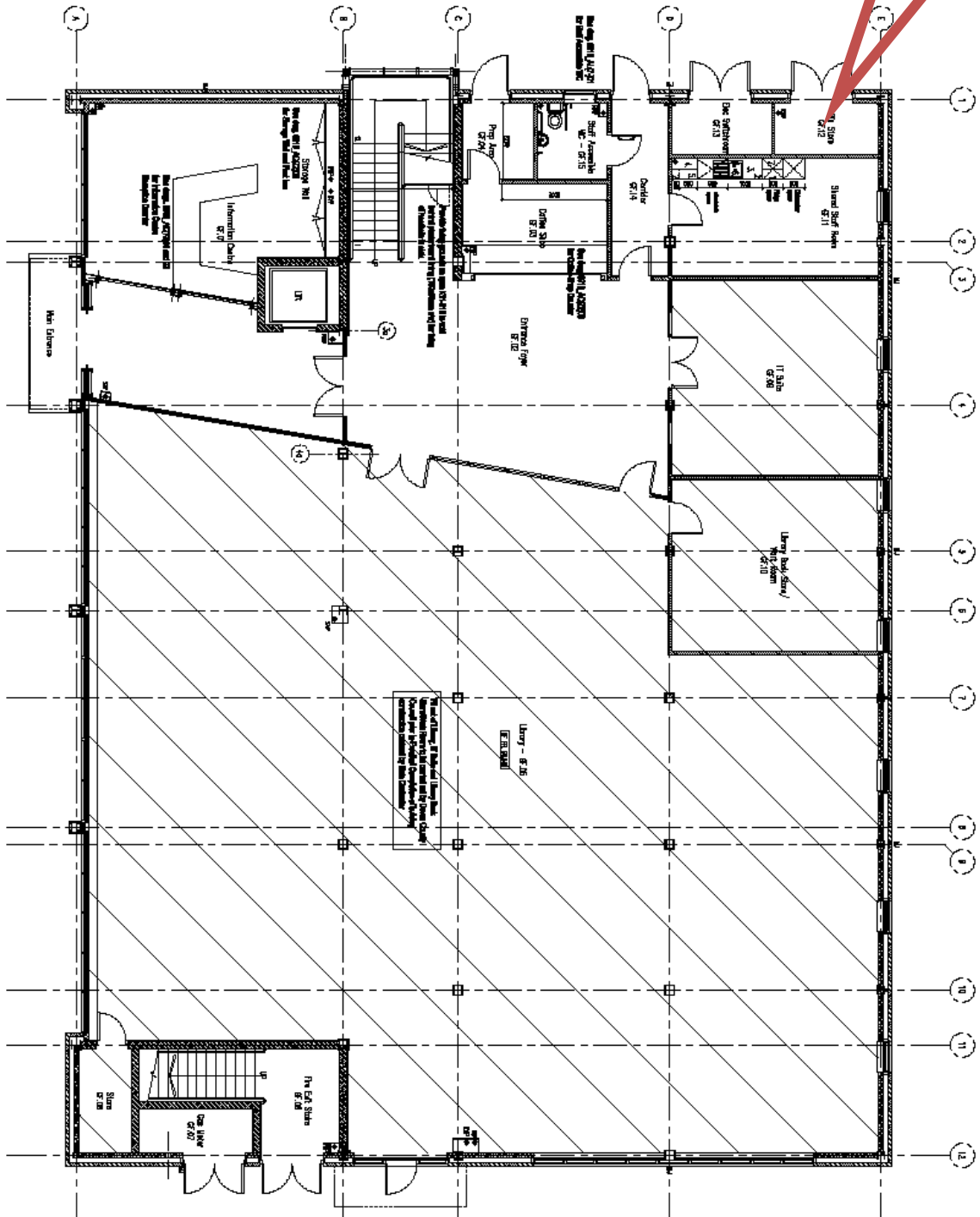
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- 14. CONCLUSIONS**
- 15. REMEDIAL ACTION PLAN**
- 16. ANY OTHER RELEVANT INFORMATION**

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 – 11 and 5 years' experience respectively IOSH Certified
DATE ASSESSMENT CARRIED OUT	April 2023
REVIEW DATE	April 2024

2. PREMISES PLAN (Optional but recommended)

Paint Store



Slide Treglown

Architectural Services

1000 West 10th Street, Suite 1000
 Anchorage, Alaska 99501
 Phone: (907) 562-1234
 Fax: (907) 562-1235
 Email: info@slidetreglown.com

Project: [Project Name]

Client: [Client Name]

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

Date: [Date]

Sheet: [Sheet Number]

Revision: [Revision Number]

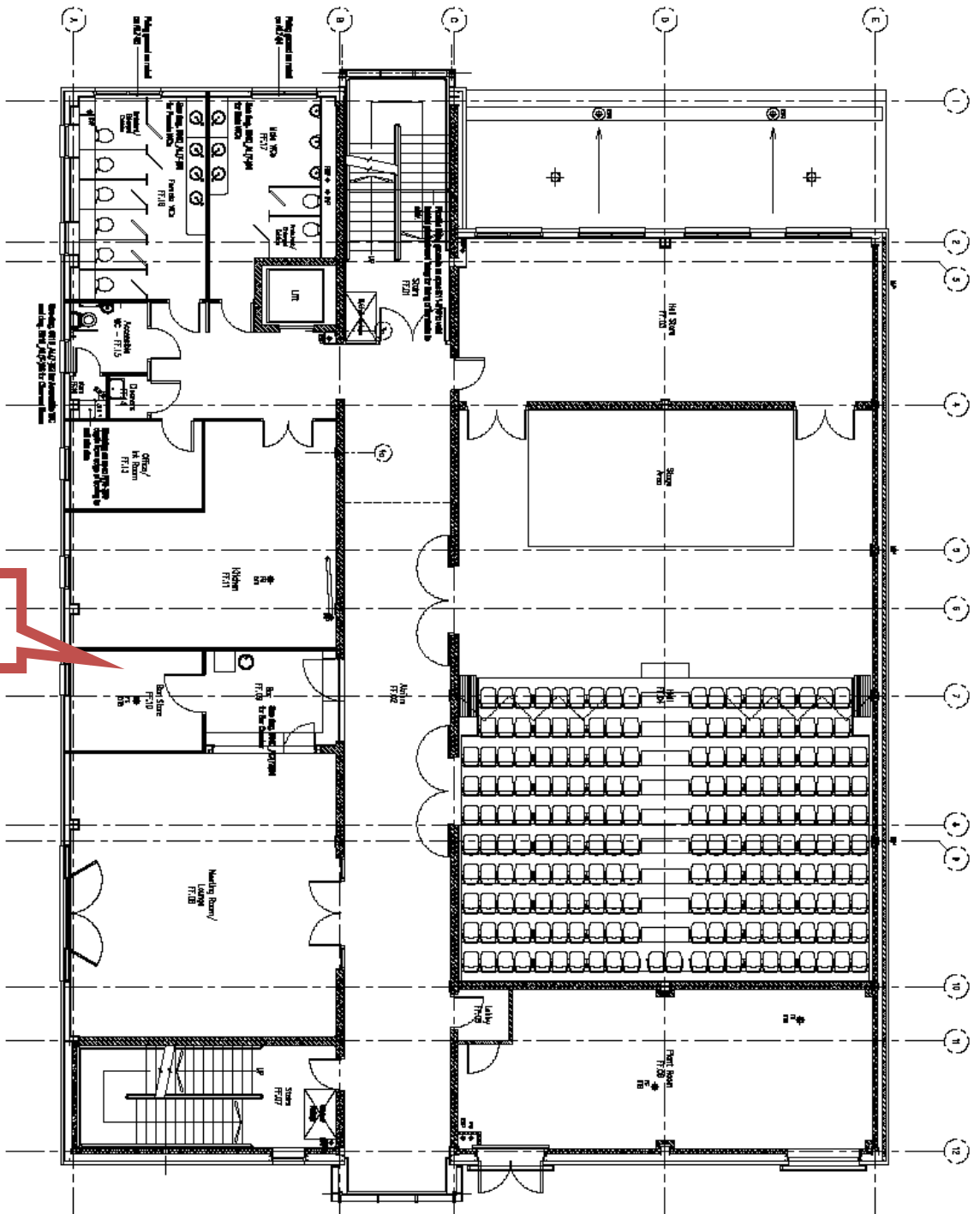
Author: [Author Name]

Checker: [Checker Name]

Approver: [Approver Name]

Notes:

1. This drawing is for informational purposes only.
2. All dimensions are in feet and inches.
3. All materials are to be specified by the client.
4. All work is to be done in accordance with the applicable building codes.
5. All work is to be done in accordance with the applicable fire codes.
6. All work is to be done in accordance with the applicable health and safety codes.
7. All work is to be done in accordance with the applicable environmental codes.
8. All work is to be done in accordance with the applicable accessibility codes.
9. All work is to be done in accordance with the applicable energy codes.
10. All work is to be done in accordance with the applicable sustainability codes.



2 x CO₂ cylinders

Legend

- Wall
- Door
- Window
- Staircase
- Lift
- Fire Exit
- Fire Alarm Bell
- Fire Extinguisher
- Fire Hose Reel
- Fire Blanket
- Fire Alarm Control Panel
- Fire Alarm Call Point
- Fire Alarm Sounder
- Fire Alarm Indicator Lamp
- Fire Alarm Reset Button
- Fire Alarm Test Button
- Fire Alarm Maintenance Bypass
- Fire Alarm Trouble Signal
- Fire Alarm Alarm Signal
- Fire Alarm Clear Signal
- Fire Alarm Fault Signal
- Fire Alarm Trouble Signal
- Fire Alarm Alarm Signal
- Fire Alarm Clear Signal
- Fire Alarm Fault Signal

Scale

1:50

Grid

A-M

Coordinate

1-12

Notes

1. All dimensions are in millimeters unless otherwise stated.

2. All dimensions are to the centerline of walls and columns.

3. All dimensions are to the face of walls and columns.

4. All dimensions are to the centerline of windows and doors.

5. All dimensions are to the face of windows and doors.

6. All dimensions are to the centerline of stairs and ramps.

7. All dimensions are to the face of stairs and ramps.

8. All dimensions are to the centerline of lifts and escalators.

9. All dimensions are to the face of lifts and escalators.

10. All dimensions are to the centerline of fire exits.

11. All dimensions are to the face of fire exits.

12. All dimensions are to the centerline of fire alarm call points.

13. All dimensions are to the face of fire alarm call points.

14. All dimensions are to the centerline of fire alarm sounders.

15. All dimensions are to the face of fire alarm sounders.

16. All dimensions are to the centerline of fire alarm indicator lamps.

17. All dimensions are to the face of fire alarm indicator lamps.

18. All dimensions are to the centerline of fire alarm reset buttons.

19. All dimensions are to the face of fire alarm reset buttons.

20. All dimensions are to the centerline of fire alarm test buttons.

21. All dimensions are to the face of fire alarm test buttons.

22. All dimensions are to the centerline of fire alarm maintenance bypass.

23. All dimensions are to the face of fire alarm maintenance bypass.

24. All dimensions are to the centerline of fire alarm trouble signal.

25. All dimensions are to the face of fire alarm trouble signal.

26. All dimensions are to the centerline of fire alarm alarm signal.

27. All dimensions are to the face of fire alarm alarm signal.

28. All dimensions are to the centerline of fire alarm clear signal.

29. All dimensions are to the face of fire alarm clear signal.

30. All dimensions are to the centerline of fire alarm fault signal.

31. All dimensions are to the face of fire alarm fault signal.

Project Information

Project Name: **Stride Treglown**

Project Location: **Hydegate Library and Community Resource Centre**

Project Address: **Hydegate, Treglown, Cornwall, PL20 9AP**

Project Contact: **John Treglown**

Project Phone: **01747 831111**

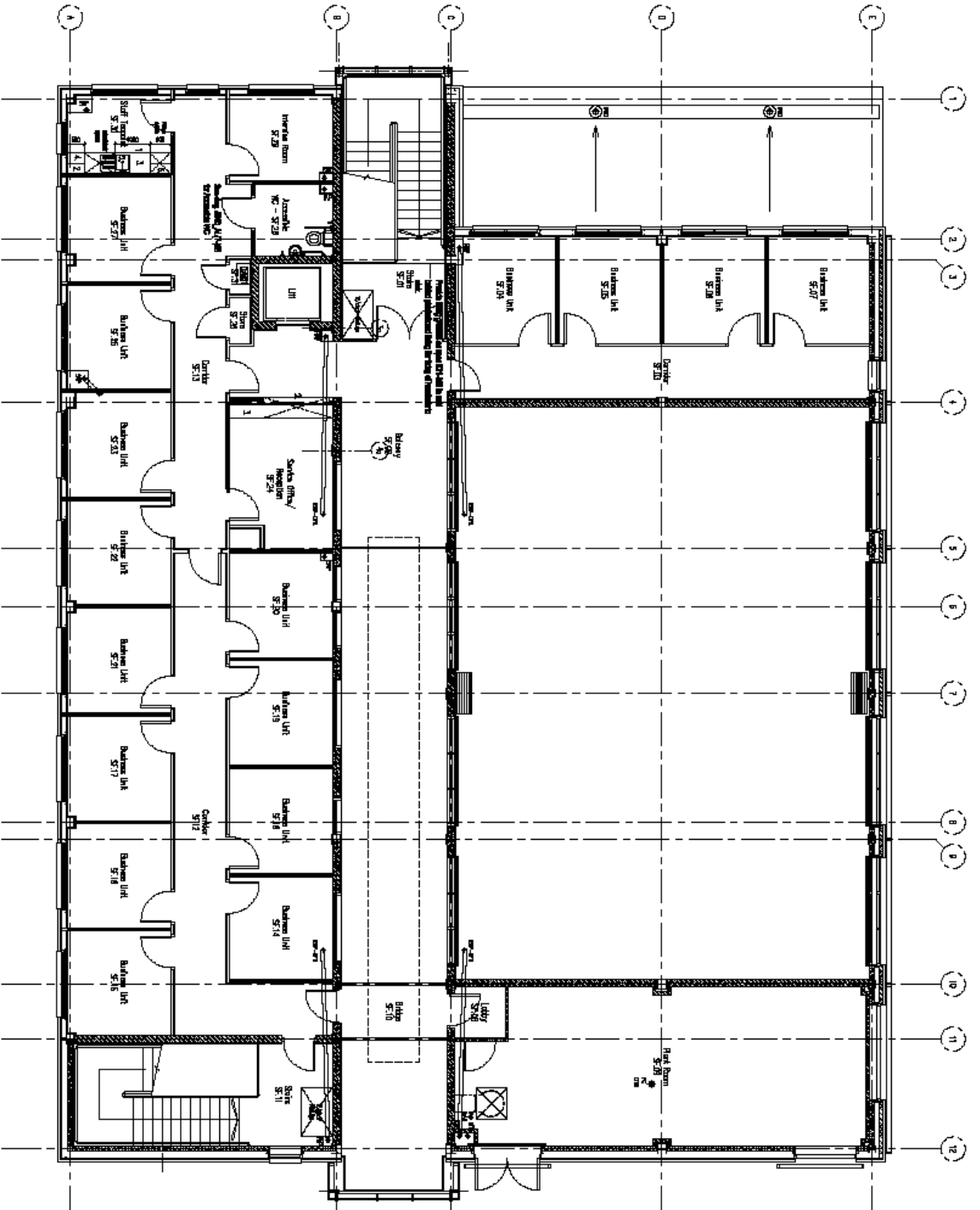
Project Email: **john@stridetreglown.co.uk**

Project Website: **www.stridetreglown.co.uk**

Project Date: **2010-01-01**

Project Status: **Completed**

Project Reference: **SP10_AUG2010**



NOTES:

1. All work to be done in accordance with the contract documents.
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CONSTRUCTION NOTES:

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GENERAL NOTES:

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12. All work to be done in accordance with the contract documents.

REVISIONS:

NO.	DATE	BY	REVISION
1			
2			
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12			

Stride Treglown

Architectural Services

10000 10th Avenue, Suite 100, Richmond, BC V6X 1A7

TEL: (604) 273-8888 FAX: (604) 273-8889

WWW: www.stridetreglown.com

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PROJECT: [Redacted]

DATE: [Redacted]

BY: [Redacted]

SCALE: [Redacted]

PROJECT NO.: [Redacted]

DATE: [Redacted]

BY: [Redacted]

SCALE: [Redacted]

PROJECT NO.: [Redacted]

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 and located away from any combustible building materials.
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	<ul style="list-style-type: none"> 1. None 2. None 3. None
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6.2. YOUNG PERSONS (UNDER 18's) 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

18. ANY OTHER RELEVANT INFORMATION

Fire evacuation procedures – Updated April 2022

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. Library have evacuation policy for this area.

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.