

Great Dawley Town Council

Dawley House, 22 Burton Street, Dawley, TF4 2ES

Location: Burton Street, Dawley**Business Name - The legal entity (Responsible Person) responsible for Fire Safety**

Great Dawley Town Council

Property Address : Dawley House, 22 Burton Street, Dawley, TF4 2ES**Title :** Fire Risk Assessment**Location :** Burton Street, Dawley**Person(s) appointed to take charge of Fire Safety at these premises :** Clare Turner & Claire Morris**Person leading this Assessment :** Claire Morris

Signature (if necessary): _____

Date of Fire Risk Assessment : 18/06/2017**Date set for Review :** 18/06/2019**The Premises:****Construction Of Building :** Brick build**Number of Floors :** 1**Number of People :** 80**Building Use :** Community Use**These premises do not include the provision of sleeping accommodation.****Location of Emergency Shut-offs:****Electric :** Cupboard located in the computer suite**Gas :** Front of the building to the right of the main doors**Water :** Rear of property next to disabled parking space**Other :** Internal stop taps located in the men's toilets and the storage cupboard. Emergency gas shut off button located in the computer suite.**Significant Findings:****Sources of Ignition:** Electrical equipment, Pilot lights, Gas and oil fired equipment, Kitchen and catering equipment, Arson**Sources of Fuel:** Wood, Paper, Card, Plastics, Furniture, Fixtures and fittings, Packaging, Waste materials, etc, Electrical equipment**People at Risk:** Councillors, Hirers, Employees, Contractors, Members of the Public, Volunteers, Service Users, Children & Young Persons

Fire Safety Control Measures
Fire fighting equipment
Fire detection equipment
Fire alarms
Emergency lighting
Fire exit signs
Fire and emergency procedures
Trained staff
Fire Drills
No smoking policy

Further Control Measures Required	R	Added Documents	Assignee	Due Date	Status
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Fire Risk Assessment Checklist Supporting Evidence or Comments			
Sources Of Fuel			
1.	Is there a system for controlling the amounts of combustible materials, flammable liquids or gases kept in the workplace?	Yes	Risk assessment and regular checks in place
2.	Is the waste control system operating effectively?	Yes	Contract is in place for collection of waste weekly by local company FCC. Recycling is collected fortnightly by local company Veolia.
3.	Are all the combustible materials and flammable liquids or gases stored safely?	Yes	All COSHH and potentially flammable and combustible materials are stored in a locked cleaning cupboard.
4.	Is the upholstery of furniture in good condition?	Yes	All chairs are in tact and checked each time they are used, blinds in the hall are in good condition and checked regularly. Furniture and blinds in the Library and Computer Suite also regularly checked.
5.	Is the workplace free of rubbish and combustible waste materials?	Yes	Waste bins are in place in the main hall, kitchen and toilets, these are emptied daily. Any extra waste is removed from the building as soon as possible.
Sources Of Heat			
6.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	Radiator covers in place.
7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	PAT testing is performed annually by local contractors JCE.

8.	Is the fixed electrical installation inspected periodically by a competent qualified electrician?	Yes	Servicing is carried out by a qualified electrician every 5 years. This has been done in 2018.
9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes	Extension leads only used when absolutely necessary and they are all PAT tested. Avoidance of use for long periods of time. Must be unravelled completely to avoid overheating.
10.	Are flexes run in safe places, where they will not be damaged?	Yes	All flexes are situated in a safe place and checked regularly for any damage. Checked annually as part of the Health & Safety review.
11.	Is there a designated external smoking area provided with adequate ashtrays?	No	There is not currently a designated smoking area with an ashtray provided. This needs reviewing.
12.	Have suitable measures been taken to protect against the risk of arson?	Yes	Smoke alarms and building alarms all fitted. Daily removal of any products and materials which can be used to cause fire.
13.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	Yes	All procedures try to reduce the use of combustible materials wherever possible.
14.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	All measures have been taken to try and prevent arson.
Staff and People at Risk			
15.	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency? Has it been explained to all employees?	Yes	The emergency evacuation procedure is used alongside peninsula's fire safety log. All new employees have been advised of the evacuation procedure as part of their induction. It is displayed throughout the building.
16.	Does this emergency plan take account of any disabled or vulnerable people who may be in the building - whether as workers or visitors?	Yes	The procedure takes into account any disabled or vulnerable people. Wherever possible regular users are identified and a PEEP evaluation takes place.
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	N/A	There is a PEEP evaluation form available for both staff and visitors to fill in if required.
18.	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?	N/A	None identified
Means of Escape			
19.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	Fire doors are installed throughout the building.
20.	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?	Yes	There are 3 main fire exits 1 - Main Hall 2 - Main Foyer 3 - Community Library

21.	Do the exits lead to a place of safety?	Yes	All exits lead to the front or rear of the building and both are located closely to our muster point away from the building.
22.	Are all gangways and escape routes free from obstructions?	Yes	We keep gangways free from obstructions. Cleaning and caretaking staff would remove any obstructions left by hirers daily and staff have completed fire safety awareness on OLLY so know the importance of keeping these areas free from obstructions wherever possible.
23.	Are the escape routes free from tripping and slipping hazards?	Yes	We keep escape routes free from slipping and tripping hazards. Cleaning and caretaking staff would remove any hazards left by hirers daily and staff have completed fire safety awareness on OLLY so know the importance of keeping all areas free from slipping and tripping hazards wherever possible.
24.	Are steps and stairs in a good state of repair?	Yes	Monthly building checks are in place to monitor the state of the steps outside the building and repairs are carried out where reasonably possible if any faults are found.
25.	Are final exits always unlocked when the premises are in use?	Yes	Final exits are always unlocked regardless of the building being in use, any doors with mag locks are automatically released when the fire alarm sounds.
26.	Can the final exits be immediately opened without the use of a key?	Yes	All final fire exits have push bars attached so the door can be easily opened without a key. These doors are not locked at any time
27.	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?	Yes	All escape route fire doors open outwards.
28.	Are internal fire doors labelled, as such, and normally kept closed?	Yes	All fire doors are labelled and are kept closed. Fire alarm signs are illuminous
29.	Are the self-closers on fire doors operating correctly?	Yes	Weekly checks are taken to ensure the self closers are in working order, any faults found are reported via the hazard log.
30.	Are escape routes clearly signed?	Yes	Fire action signs are in place near all escape routes, these are also checked on a weekly check.
31.	Are escape routes adequately lit?	Yes	All fire exit signs are well lit and emergency lighting is checked on the monthly audit.
32.	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes	Checked weekly as part of a fire safety routine and serviced annually by JCE Electrical.
Fire Fighting Equipment			
33.	Is an adequate number of suitable fire extinguishers provided?	Yes	Portable fire extinguishers are in place throughout the building - adequacy for the building is checked annually with Churchesfire.
34.	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	Fire extinguishers are located in the foyer, main hall, computer suite, kitchen and community library. There is a fire blanket in the main kitchen.
35.	Are the fire extinguishers serviced annually by a competent company or person?	Yes	Fire extinguishers are serviced annually by a local company - Churchesfire

Fire Warning Systems			
36.	Is there an automatic fire detection and alarm system?	Yes	The main panel is located in the main foyer.
37.	Is the fire alarm and any detection system in good working order?	Yes	This is checked and tested on a weekly basis and 6 monthly by JCE.
38.	Is the fire alarm tested weekly?	Yes	Tested weekly and recorded in the fire safety log which is in the red H&S folder in the cleaning cupboard.
39.	Can the fire alarm be raised without placing anyone in danger?	Yes	Fire alarm call points are situated in the foyer, main hall, kitchen, computer suite and library.
40.	Are the fire alarm call points clearly visible and unobstructed?	Yes	All points are kept clear at all times.
41.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	Yes	The monitoring centre is ADT 0844 8001999 quoting ref: A0200319
42.	Is the fire alarm system, and all its components, continuously monitored?	Yes	The monitoring centre is ADT 0844 8001999 quoting ref: A0200319
43.	Is any fixed fire-fighting installation (e.g. sprinkler system) in working order?	N/A	N/A
Fire Safety Administration			
44.	Have all members of staff been trained in how to call the Fire Authority, the use of the fire extinguishers and basic fire prevention?	Yes	All staff are trained and regularly kept up to date with any changes. Two members of staff have attended Fire Marshal training.
45.	Have you asked your insurers for advice regarding the fire protection of your premises?	Yes	See insurance details
46.	Have you told, will you tell your staff or their representatives about your findings?	Yes	Staff would be updated of any findings in our regular team meetings.
47.	If you have prepared a formal report, has it been shown to your staff or their representatives?	N/A	
48.	If you share the workplace with others, do they know about the risks that you have identified?	Yes	Staff would be updated of any findings in our regular team meetings.
49.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A	N/A
50.	Has an emergency plan been drawn up in case of a major fire?	Yes	In the H&S folder located in the cleaning cupboard.
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes	A copy of the emergency plan is saved with the fire risk assessment on Peninsula.
52.	Are Fire Action Notices displayed prominently throughout the workplace?	Yes	Fire action signs are prominently placed throughout the building and toilets.
Revised or Reviewed			
53.	Has a procedure been established to review the Fire Risk Assessment periodically?	Yes	Annual review - reminder system in place on peninsula.