

Great Dawley Town Council

Dawley Town Hall, New Street,, Dawley, TF4 3JR

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

Great Dawley Town Council

Property Address : Dawley Town Hall, New Street,, Dawley, TF4 3JR**Title :** Fire Risk Assessment**Location :** New 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 : 29/07/2016**Date set for Review :** 20/06/2019**The Premises:****Construction Of Building :** Brick build**Number of Floors :** 1**Number of People :** 250**Building Use :** Community Use**These premises do not include the provision of sleeping accommodation.****Location of Emergency Shut-offs:****Electric :** Electrical Cupboard (By Toilets)**Gas :** Main Hall**Water :** Located by Main Gate**Other :** Internal stop taps located in toilets and main kitchen and office kitchen**Significant Findings:****Sources of Ignition:** Electrical equipment, Smoker's materials, Pilot lights, Gas and oil fired equipment, Kitchen and catering equipment, Arson**Sources of Fuel:** 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 or vaping policy
illuminous signage throughout

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 assessments and regular checks in place.
2.	Is the waste control system operating effectively?	Yes	Contract is in place for collection of waste from the site weekly by local company FCC, rubbish removed daily from the kitchen, office, hall daily.
3.	Are all the combustible materials and flammable liquids or gases stored safely?	Yes	Kept in a COSHH cabinet in a locked cleaning cupboard Bottled gases for the Bar are kept upright and chained to the wall in a cool storage area which is also locked.
4.	Is the upholstery of furniture in good condition?	Yes	All Chairs are in Tact and checked each time they are in use. Blinds in the hall are in tact and checked on a regular basis. Office furniture also regularly checked
5.	Is the workplace free of rubbish and combustible waste materials?	Yes	Waste bins are in place in the office and kitchen areas. Waste bins are emptied on a daily basis. Any extra waste is removed form 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?	N/A	Not applicable

7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	PAT testing is performed annually by a reputable company JCE electrical. All electrical equipment must be checked for faults before use. Hazard reporting system in place and briefed to all staff.
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 was done in 2018.
9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes	If extension leads are required to be used then only ones which have been PAT Tested are used. 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 Health & Safety review.
11.	Is there a designated external smoking area provided with adequate ashtrays?	Yes	Ashtray is located outside by the bin storage area away from the building. This needs reviewing.
12.	Have suitable measures been taken to protect against the risk of arson?	Yes	Smoke alarms/ building alarms all fitted. 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 if combustible materials where 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 evacuation procedure is used along side peninsula's fire safety log, All new employees have been advised of the evacuation procedure and it is displayed throughout the building. This is also part of the induction process for all staff and volunteers
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 in to account any disabled or vulnerable people Where possible regular users are identified and a PEEP evaluation form is completed.
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	N/A	There is a PEEP form available for 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	we have 3 main fire exits - 1x main hall 1x office 1 x main foyer area
21.	Do the exits lead to a place of safety?	No	2/3 exits lead to the front of the building and to our fire muster point away from the building. The fire exit in the office at the Town Hall leads to an enclosed community garden which then has side access to the front of the building so this could mean people becoming trapped if the fire affects the side of the building where the exit leads to.
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 check the state of the steps 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 routes open outwards
28.	Are internal fire doors labelled, as such, and normally kept closed?	Yes	All fire doors are labelled and are kept closed. some do have mag-locks attached which release when the fire alarm is sounded this is checked when fire alarm is tested Fire alarms signs are illuminous
29.	Are the self-closers on fire doors operating correctly?	Yes	Weekly checks - Taken to ensure the self closers are in working order. Any faults found are reported and fixed, staff would report any issues also via the hazard log.
30.	Are escape routes clearly signed?	Yes	Fire Action signs are in place near all escape routes - checked on weekly check.
31.	Are escape routes adequately lit?	Yes	All fire exit signs are well lit and all lighting is checked on a monthly basis.

32.	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes	Annual serving takes place on all emergency lighting by the company 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 office area, the main hall, foyer, area by the kitchen and there is a fire blanket in the kitchen.
35.	Are the fire extinguishers serviced annually by a competent company or person?	Yes	Fire extinguishers are serviced annually by a company - Churchesfire
Fire Warning Systems			
36.	Is there an automatic fire detection and alarm system?	Yes	the fire alarm panel is situated in the main reception
37.	Is the fire alarm and any detection system in good working order?	Yes	Is checked and tested on a weekly basis and 6 monthly by JCE.
38.	Is the fire alarm tested weekly?	Yes	See Fire Safety folder on Asset & Facilities officers desk
39.	Can the fire alarm be raised without placing anyone in danger?	Yes	Alarms are situated in the office area, main reception and main hall
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 EMCS 08448099980 code: H853
42.	Is the fire alarm system, and all its components, continuously monitored?	Yes	The monitoring centre is EMCS 08448099980 code: H853
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 regular kept up to date with any changes
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
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
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	Asset & Facilities officers desk in Fire Safety folder.
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes	There is a copy attached to the Fire Risk Assessment on Peninsula

52.	Are Fire Action Notices displayed prominently throughout the workplace?	Yes	Fire action signs are displayed prominently 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 on Peninsula