



*Awarded for excellence*



## Fire Risk Assessment



## Fire Risk Assessment

Premises Name: Address:	Arundel Town Hall Maltravers Street, Arundel, West Sussex, BN18 9AP
Premises Description:	3 Storey Building, Brick built 1836 Base, Ground Floor, Upper floor
Hours of Business:	09:00 to 13:00 weekdays Open all hrs for events, Meetings etc
Max No. of persons at any one time:	4 persons on weekdays Max capacity of 80+ staff during events
Responsible Person:  Position Held:  Contact Number:	Carolyn Baynes  Town Clerk  01903 881564
Building Owner:  Contact Number:	Arundel Town Council  01903 881564
Assessment date:	Feb 2021
By:	A J Hine
Review Date:	
By:	

## Hazard identification

Sources of Ignition	NA	Yes	No
Electrical installation regularly inspected?		x	
Electrical equipment PAT tested?		x	
Portable or fixed heating kept away from combustibles?		x	
Multipoint adaptors/ extension leads kept to a minimum?		x	
Electrical flexes safe from physical damage?		x	
Hot works permit procedure in force?			x
Smoking Permitted in and around premises? (Terrace & outside Jailhouse)		x	
Any processes that produce heat?		x	
Any other sources of ignition not mentioned above?			x
Sources of Fuel			
Safe storage of combustible materials?		x	
Flammable liquids kept on premises stored safely?		x	
Standard of housekeeping satisfactory		x	
Procedures to protect from arson in place?		x	
Any other sources of fuel not mentioned above?			x
Sources of O <sup>2</sup>			
Any sources of oxygen other than air?			x

Comments:

### Sources of ignition/Fuel/Oxygen

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
Undercroft	Combustible material stored on unused stairway to Town hall	ALL	M	Jailhouse staff have been told about the on previous occasions	Town Council to write to Jailhouse	Town Clerk 15 <sup>th</sup> March 2021
Undercroft	Combustible material (large supply of half used candles) stored in old cell	ALL	M	Dispose items from Undercroft	Town Council to write to Jailhouse	Town Clerk 15 <sup>th</sup> March 2021

## Means for Giving Warning

Fire Alarm and Detection System	NA	Yes	No
Does the building have a means for giving warning in case of fire?		x	
Is the means for giving warning appropriate and does it meet the building requirements?		x	
Is the alarm audible throughout the building?		x	
Is the number and siting of call points satisfactory?		x	
Is the detection sufficient and appropriate for the building needs?		x	
Are any detectors or call points obstructed?			x
Are all employees aware of how to raise the alarm?		x	
Are employees trained on how to raise the alarm?			x
Is the fire alarm system tested on a weekly basis?		x	
Is the fire alarm system serviced/maintained in accordance with BS 5839?		x	
Does the system have a battery back up?		x	

Comments:

- New members of staff and councillors need formal training on raising alarm - ongoing

Means for giving warning

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
Town Hall	Inappropriate means for giving warning of fire	ALL	H	None	New members of staff and all councillors to review and sign off emergency evacuation procedure training	Town Clerk/Town Hall Events Manager Ongoing
Undercroft	Inappropriate means for giving warning of fire	All	H	None	Evidence (documented) of any training giving to Jailhouse staff as what to do in the event of a fire?	Town Clerk/Town Hall Events Manager Ongoing

## Means of escape

General	NA	Yes	No
Is there an alternative exit from all areas of the premises?		x	
Are travel distances acceptable?		x	
Are there any dead end situations			x
Are all escape routes unobstructed and free from combustibles?			x
Suitable arrangements in place for inner room conditions?		x	
Are escape routes adequately protected?		x	
Doors			
Are there sufficient exits of suitable size to allow egress for all occupants?		x	
Can all exits be immediately opened without the use of a key?		X *	
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?		x	
Are any internal doors wedged open?			x
Are all automatic door fastenings fail safe open & provided with an override facility		x	
Signage			
Is the premises fitted with sufficient exit signage?		x	
Are all escape routes clearly identified?		x	
Does the signage comply with BS 5499?		x	
Are all doors fitted with appropriate label signage?		x	
Any external signage required?			x
Are there adequate staff notices?		x	
Are illuminated exit signs required?			x
Lighting			
Is emergency lighting required?			x
Are all escape routes adequately illuminated?		x	
Are additional emergency lighting luminaries needed?			x
Does existing artificial lighting appear satisfactory?		x	
Do emergency lighting units appear to be charging?			
Is emergency lighting maintained and tested according to BS5266?		x	

Comments:





### Means of Escape

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
Undercroft	Rear fire exit door to car park sometimes blocked with cardboard and bottles	ALL	H	Ensure this exit is kept clear during and after events in the Jailhouse	Town Hall staff to monitor on weekly basis	Action Town Clerk to add to Keepers weekly checks - Ongoing
All	Terrace fire escape into Car park can sometimes be blocked with a car	ALL	M	Ensure Bollard is kept at base of external fire escape stairs to ensure to cars are parked in this location	Town Hall staff to monitor on weekly basis	Action Town Clerk Town Keepers weekly checks - Ongoing

Portable Fire fighting equipment

	NA	Yes	No
Are Additional extinguishers required?			x
Are extinguishers correctly positioned?		x	
Are extinguishers appropriate to the risk & of sufficient capacity?		x	
Are fire blankets required?			x
Are extinguishers obstructed?			x
Are extinguisher signs required?			x
Have extinguishers been serviced?		x	

Comments:

Portable Fire fighting Equipment

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned

## Fixed Installations

	NA	Yes	No
Is the building provided with a sprinkler system?			x
Is the building provided with a dry/wet riser?			x
Is the building provided with a gas flooding system?			x
Is the building provided with a smoke control system?			x
Is the building provided with any other Fixed installation?			x
Are hose reels provided?			
Are fixed installations tested to current BS standards?		x	
Are all protection systems provided with appropriate signage?		x	
Are all protection systems provided with appropriate alarms		x	

Comments:

Fixed Installations

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
All	Electrical	ALL	M	5 yr Electrical test done March 2019	Next Test 2024	
ALL	Portable Electrical	ALL	M	Pat Testing done Jan 2020	Next Test due 2023	
Undercroft	Portable electrical	ALL	M	Pat Testing done Feb 2021	Next Test due 2024	
ALL	Gas	ALL	M	Gasolier service done March 2021	Next Test due 2022	
ALL	Extinguishers	ALL	M	Fire extinguishers serviced September 2020	Next service Sept 2021	

Arson

	NA	Yes	No
Are the premises reasonably secure during hours of darkness?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a reasonable standard of external lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could external rubbish/ waste put the building at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are Wheelie bins lockable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are wheelie bins remote from the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is CCTV provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Arson

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned

## Maintenance and Record Keeping

	NA	Yes	No
Is there a suitable and sufficient risk assessment?		x	
Is the risk assessment reviewed on a regular basis?		x	
Is there a Suitable and sufficient emergency action plan?			x
Is a log book kept within the building?		x	
<b>Are there up to date records of:</b>			
Fire Alarm testing?		x	
Fire alarm actuations?		x	
Emergency light testing?		x	
Means of escape testing?		x	
Fire extinguisher testing?		x	
Fixed installation testing?		x	
Staff fire training?			x
Fire Drills?			x

Comments:

- Ongoing fire extinguishers training required
- Ongoing staff fire training, procedure in place
- Ongoing Fire drills to take place



Maintenance and record keeping

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
All	Electrical	ALL	M	5 yr Electrical test done March 2019	Next Test 2024	
ALL	Portable Electrical	ALL	M	Pat Testing done Jan 2020	Next Test due 2023	
Undercroft	Portable electrical	ALL	M	Pat Testing done Feb 2021	Next Test due 2024	
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ALL	Extinguishers	ALL	M	Fire extinguishers serviced September 2020	Next service Sept 2021	

Section K	Emergency Action Plan
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	NA	Yes	No
Is there a written site-specific fire emergency action plan?		x	
Is the location of the fire assembly point specified on staff fire notices?		x	
<b>Does the fire emergency action plan include details of the following:</b>			
Action on discovering a fire		x	
How to raise the alarm		x	
Action on hearing fire alarm		x	
Procedure for alerting members of the public/visitors		x	
Evacuation procedure to reach the assembly point		x	
Location &, when appropriate, use of fire fighting equipment		x	
Importance of closing fire doors		x	
Isolation of machinery		x	
Reason for not using lifts (unless specifically designed for evacuation)		x	
Information on specific hazards in your premises		x	

Comments:

### Emergency Action Plan

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
ALL	Fire	ALL	M	Emergency Plan	Update for 2021	Town Clerk (A Hine)

## Staff Training

	NA	Yes	No
Are staff given information as to the contents of the Fire risk assessment?			x
Are staff given written copies of the premise's emergency action plan?			x
<b>Are staff being trained in the following areas:</b>			
Action on discovering a fire?			x
How to raise the alarm?			x
Action on hearing fire alarm?			x
Procedure for alerting members of the public/visitors?			x
Evacuation procedure to reach the assembly point?			x
Location &, when appropriate, use of fire fighting equipment?			x
Importance of closing fire doors?			x
Isolation of machinery?			x
Reason for not using lifts (unless specifically designed for evacuation)?			x
Information on specific hazards in your premises?			x
The requirements for any specific role such as a fire marshal?			x
Are fire drills undertaken			x

**Comments:**

- To review with Town Hall Events Manager

## Staff Training

Location	Hazard	Persons at risk	Risk H/M/L	Existing controls	Further Action	By whom & date actioned
Town Hall	Inappropriate means for giving warning of fire	ALL	H	None	ALL New & existing members of staff and all councillors to review and sign off emergency plan training	Town Hall Events Manager
Undercroft	Inappropriate means for giving warning of fire	All	H	None	Evidence (documented) of any training giving to Jailhouse staff as what to do in the event of a fire?	Town Clerk ASAP
Town Hall	Fire fighting	ALL	H	Out of date	Arrange fire extinguisher training	Town Hall Events Manager/Cllr. Johnstone ASP
Town Hall	Fire drill	ALL	H	None	Fire drill program required	Town Hall Events Manager ASAP

Works Action Plan

Item	Action	Date	Responsible person
Fire evacuation	ALL New & existing members of staff to read and sign emergency plan		Town Hall Events Manager
Fire evacuation	Perform quarterly fire drills and document		Town Hall Events Manager
Fire evacuation	Evidence required that Jailhouse staff have procedures for what to do in the event of a fire and staff trained		Town Clerk
Training	Fire extinguisher training required		Town Hall Events Manager
Emergency Plan	Update for 2021and produce copies for staff		Town Hall Events Manager