



Risk assessment form

Activity / location /area : Town Hall – Fire Management			Assessment date: 29/10/2019		Review date: 29/10/2020	
Hazard and risk (column 1)	People at risk (column 2)	Our current controls (column 3)	Our future controls (column 4)	Risk level (column 5)	Target date & by whom (column 6)	
Fire – lack of appropriate risk management and insurance increasing the risk of inability to reduce the impact of fire on property and people	Owing to the nature of this activity, fire risk could affect many people, including public passing, living near or visiting the site, contractors, volunteers, stakeholders, hirers, employees etc., on site (hereafter referred to as 'all').	Annual review of risk management and insurance arrangements.	This new risk assessment to be considered for adoption by Council. Annual review to include a review of this risk assessment.	2	Clerk to ensure risk assessment to staff meeting and Full Council agenda in November 2019 and that review of risk assessment and insurance on Full Council agenda.	
Fire – risk to people and property owing to failure to review this document in a building that is subject to structural change and	All	This is a new risk assessment. A review date is included within the risk assessment and the interim internal audit and annual audit picks up whether appropriate risk assessments are in place. A suitably qualified Town Clerk and FCM are employed.	All procurement processes will pick up the need to risk assess the situation in which the contractor is appointed.	10	Town Clerk to ensure procurement controls satisfactory by end of 2019.	

different contractors and personnel.		Suitable tender processes pick up competent suppliers of services.			
Fire – risk of damage to people and property from LTC staff not having the knowledge, skills and experience required for the management of risks, including high risk matter such as fire – risk of non-compliance with legislation and good practice	All.	<p>The Town Clerk has a background of trading standards enforcement (including bulk fuel and liquid fuel measuring instruments where a high level of specialist fire safety knowledge was required), being an assessor of quality systems, a local council advisor, clerk and responsible financial officer, with relevant risk management awareness.</p> <p>The Facilities and Contracts Manager (FCM) has a facilities management degree, many years working within asset management at Waveney District Council and the IOSH Managing Safely certificate.</p> <p>Deputy Clerk has many years clerking experience with related risk management awareness.</p> <p>Other staff have to occasionally visit the Town Hall and/or deal with related matters. General staff awareness of fire safety, extinguishers and emergency exist also undertaken. Most staff have undertaken some fire safety training, such as Albac Mat training and a basic Fire Safety course.</p>	<p>Town Clerk undertaking NEBOSH National General Certificate.</p> <p>FCM and Town Clerk (and Deputy Clerk) to attend specialist training as needed to assist with fire and other risk management.</p> <p>Specialist and fully insured contractors to be appointed to perform Health and Safety functions wherever appropriate and reasonably possible.</p> <p>Health and Safety – fire risk management to be on staff agenda at least annually to increase awareness for all.</p> <p>Depth of cover of staffing arrangements needs reviewing and securing.</p> <p>External consultant to be secured through Council agreement.</p>	5	<p>Training – ongoing assessment of options as they arise or are needed, by FCM and Clerk</p> <p>Clerk to ensure review of contractor arrangement by end of 2019</p> <p>Clerk - NEBOSH completion 4 December 2019</p> <p>Clerk - Staff meeting agenda 5 November 2019</p> <p>Clerk – to progress depth of cover and resource for external consultants – agreement by Council by end of 2019 and implementation by 1 April 2010</p>
Fire – risks increasing owing to lack of staff cover to fulfil the functions specified in this		<p>The Clerk ensures that there is cover for any FCM or Deputy Clerk functions during staff absence. Deputy Clerk covers for Clerk absence. This can be difficult to achieve as the Council as some of the needed working information on</p>	<p>Ongoing work to ensure increased H & S resource available to help the Town Clerk execute the Council's health and safety duties and responsibilities.</p> <p>Fire risk management procedures clear.</p>	10	<p>Clerk – to progress depth of cover and resource for external consultant – agreement by</p>

risk assessment.		checks needed etc is not clear.			Council by end of 2019 and implementation by 1 April 2010
Fire – increased risk to lone workers and vulnerable people given the size, isolated nature, and dilapidated nature of the site.	All	FCM and other staff attend the site alone from time to time and take reasonable precautions. Sometimes staff have taken longer than anticipated, which triggers concerns about their safety. There is an increased risk that a lone worker or vulnerable person will be unable to escape or alert others to fire.	Instructions given to all staff not to attend the site unaccompanied. No vulnerable persons permitted to be alone on site (including those under 18 or those with impaired mobility). Accompanied attendance only as permitted by risk assessment signed off by the Town Clerk	2	Clerk implementing new instructions in November 2019.
Fire – increased risk of damage to people and property owing to lack of information about exit/access to site to escape from, address or prevent problems	All	The building is vacant and kept locked except for limited access needs. Access is controlled by staff at the LTC office. Keys for the Town Hall and codes for alarms and contacts, are under a key management system in a key cupboard within a secure staff office and on an electronic server. All are accessible to all staff, which is essential in a small team where depth of cover needed. Emergency exit routes from the area of the site being used are kept clear. Emergency vehicles can access the Town Hall which sits between main roads, and access at the rear is possible by moving temporary fencing erected for health and safety purposes around the East Suffolk Council land which adjoins the site; readily achievable by the fire service.	FCM to ensure that emergency exit by users and access for emergency services is covered in the individual risk management for use/external hires. FCM to review fire exit signage and fire evacuation procedure notices (see below). FCM and other staff checking premises to ensure fire doors kept closed.	5	FCM – action immediately and for each hire/use Clerk to ensure all staff aware of the need to check fire doors closed.

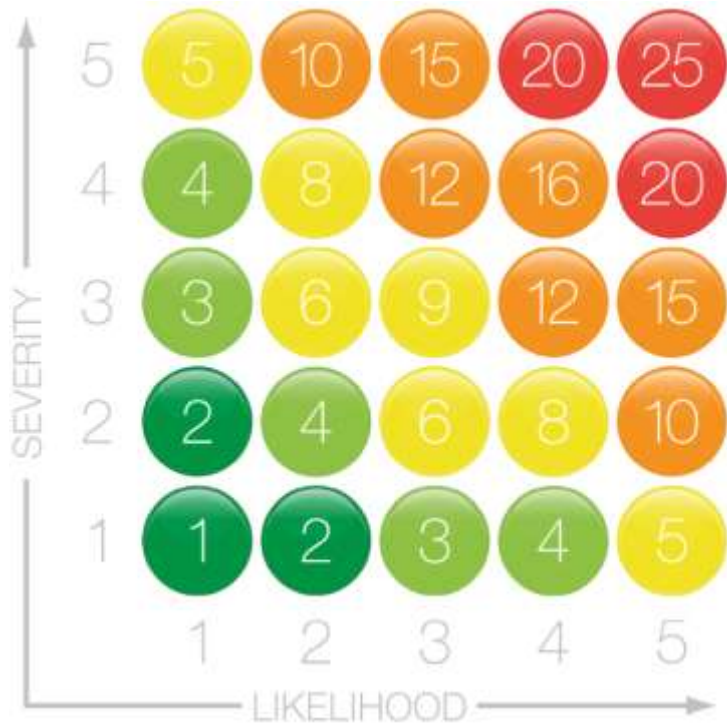
		<p>Improvements to fire-fighting equipment being progressed by FCM which will improve the chance of escape.</p> <p>Fire doors to be kept closed to help prevent spread of fire.</p>			
Fire – risk from Stakeholder/ councillor users of the site for events		<p>The FCM conducts a risk assessment for every external use. This is usually unpaid use by stakeholders who know the site or councillors for local or national heritage events.</p> <p>A risk assessment and insurance check is conducted by the Deputy Clerk for every event by those using the site. The Deputy Clerk sees the risk assessment conducted by the FCM to ensure that the event management risk assessments are in line with LTC's.</p>	<p>The Deputy Clerk to ensure the FCM considers the event organiser risk assessment and that risk assessment covers access to and exits from the site in emergencies, measures to reduce fire risk and clearance of rubbish from the site after the event.</p> <p>Event organisers to be provided with fire evacuation procedure and procedure to be displayed in one or more prominent places, including near any fire alarm activation points.</p>	5	Clerk to ensure Deputy Clerk reviews event risk assessment processes and that FCM ensures appropriate notices are displayed by end of 2019 latest.
Fire – risk of damage to people and property from unknown hazards arising from break-ins, arson, damage or visible changes to the building structure etc.	All	<p>The FCM conducts should conduct checks on the Town Hall weekly external to the building.</p> <p>The FCM should conduct monthly checks of the inside of the building.</p> <p>A record of checks is logged and maintained under Management Plans/Vacant Property Inspections. However, the checks are not always happening or they are not being logged. (Town Clerk audit of log and diary records 191029)</p>	<p>Town Clerk to audit including, logs of checks, at least quarterly and to perform random inspections of the site.</p> <p>Depth of cover to be introduced so that external checks are undertaken at least every 10 days and as and when we are alerted to problems or alarms sound etc. Likewise depth of cover to be provided for monthly internal checks and the Deputy Clerk will conduct quarterly checks where the Clerk is unavailable.</p>	10	Ongoing

<p>Fire – risk of damage to people or property from failure to execute an effective planned maintenance regime</p>	<p>All</p>	<p>The FCM has determined a plan for condition surveys which should assist the Council with planning to maintain the building in an appropriate condition.</p> <p>The FCM plans in maintenance and specialist checks e.g. fire alarm, fire extinguisher, emergency lighting, fire doors, Evac chair, asbestos, electrical safety to ensure they are conducted at appropriate intervals. They are either delivered in-house or outsourced. The following documents are among those maintained: Compliance Matrix Master, Service Agreements_cyclical, Fire Risk Assessments Actions 2019.</p> <p>FCM maintained AMASTER Condition_FRA delivery contains the programme for condition surveys. The vacant Town Hall is assessed as needing a condition survey every 5 years, last carried out 24th November 2017.</p> <p>The FCM conducts the outsourcing arrangements under an arrangement set by Council and overseen by the Town Clerk – suitable checks should be undertaken on suppliers before contract (skills, insurance etc).</p>	<p>Town Clerk to audit condition survey, maintenance and compliance plans.</p> <p>Not clear what record there is that in house or outsourced checks have taken place and any findings actioned.</p> <p>Standard processes for contractor arrangements and specific risk assessments not in place e.g. hot permit blank form in place but no log of permits issued and no related risk assessment found (hence this assessment has been established by the Town Clerk and a log has been introduced). Compliance Matrix Master has conflicting information e.g. landlord outsourced colour code but text states that being conducted in house and landlord outsourced colour code rather than n/a for items such as water machine which would not be in use on site (Town Clerk audit 191029).</p> <p>There are no fire risk assessment actions for the Town Hall logged but recent review of fire extinguisher equipment has been undertaken and should be logged in a master document – to be introduced.</p> <p>Town Clerk to audit procurement arrangements to ensure appropriate checks on suppliers and their risk and insurance arrangements are being undertaken.</p> <p>Review condition survey programme depending on what developments there are in plans for the Town Hall. Condition surveys have been carried out by the contractors recently. Town Clerk to check why the condition survey programme master does not refer.</p>	<p>10</p>	<p>Clerk – to audit further and ensure improvements to record-keeping for procurement, condition survey and compliance checks by end of 2019.</p>
<p>Fire – risk of non-compliant</p>	<p>All</p>	<p>The FCM has reviewed the use of fire extinguishers within the Town Hall.</p>	<p>Records of checks and actions taken to be clearly made and accessible.</p>	<p>5</p>	<p>Town Clerk to check revised and</p>

<p>fire safety equipment (extinguishers)</p>		<p>The building is largely unused, except for events and when condition checks, surveys, compliance checks take place. The reviewed arrangement has been agreed by Council and this has been communicated to the FCM.</p> <p>FCM tasked with ensuring all needed safety checks conducted, using external contractors for specialist tasks.</p>	<p>Clarity that system established to ensure extinguishers replaced as needed.</p>		<p>additional extinguishers have been progressed by FCM by end of November 2019.</p> <p>Town Clerk to check whether routine fire and entry alarm checks take place by end of November 2019.</p>
<p>Fire – risk of harm to people from asbestos and other hazardous substances in the event of a fire.</p>	<p>All</p>	<p>The main focus is reducing the risk of fire to a minimum so that hazardous material is not released into the air.</p> <p>Where possible the Council removes asbestos and this will be considered as plans for redeveloping the Town Hall progress. At this stage the asbestos is contained appropriately and there is related evidence.</p>	<p>Consider the removal of asbestos when the Town Hall is redeveloped.</p>	<p>4</p>	<p>Ongoing as plans progress for the Town Hall</p>
<p>Fire – risk of harm to people and property owing to failure of contractors to properly control fire risks</p>	<p>All</p>	<p>Appropriate tender specification for project manager/specialist contractor for any works above the tender procurement threshold – checks for specialist credentials, and appropriate insurance and risk management.</p> <p>Where works below the tender threshold, contractor arrangements checked by FCM and, for significant projects, by the Town Clerk.</p> <p>Sub-contractor arrangements covered by the tender process to date.</p> <p>In all circumstances where high risk activities are proposed, the potential for avoiding that activity should be reasonably explored.</p>	<p>Town Clerk to oversee all contract arrangement to increase potential for health and safety concerns to be picked up at contract and delivery stage.</p> <p>Clarity that appropriate fire risk assessment is taking place for contractors appointed and instructed direct by the FCM.</p> <p>FCM to ensure sub-contractor arrangements are covered by any contractor agreements and that checks are carried out when contractors signal use.</p> <p>Town Clerk to sign off significant works e.g. where hot work permits required.</p> <p>Recent experience with emergency Town</p>	<p>10</p>	<p>Clerk to ensure fire risk assessment in place which takes account of the need for hot work permits by 29 November 2019</p> <p>Clerk to ensure other actions in place by the end of the year or sooner, if needed.</p>

		<p>In all cases where a permit system is appropriate as the high-risk activity cannot be avoided, a robust permit system is to be applied.</p> <p>A Hot Work Permit form is available but there is not an evident underlying risk assessment.</p> <p>All hot works must only be conducted in line with the procedure and specification within LTC's hot work permit which shall include relevant legal requirements and good practice, including:</p> <ul style="list-style-type: none"> • A risk assessment • Checks on suitability of operative, their insurance and their risk management • The names of the workers performing the hot work • The specific tasks and period covered by the permit • The need for a fire-watcher and post-work fire checks and clear-up • The need to isolate the work from conditions creating fire risks e.g. removal of flammable material from the site • Suitable provision for fire extinguishment and restrictions on the disablement of fire detectors • The need for responsible signatories in all four parts of the permit (5 if extension granted by LTC) 	<p>Hall repairs contract have underlined the need to check contractor and sub-contractor arrangements, even where a project manager contractor is in place. Insurance too low for sub-contractor. Statutory highways permission for MEWP not obtained.</p> <p>Hot Work Permit system to be progressed within the context of this risk assessment when adopted.</p> <p>Review Hot Work Permit use in practice and revise wording and use as needed.</p>		
Fire – increased risks of damage owing to storage of items on site	All	No inappropriate items are to be stored on site e.g. ignition sources or volatile products.	<p>Any items to be stored to be checked with insurers.</p> <p>All furniture to comply with relevant</p>	2	Town Clerk responsible for obtaining appropriate

		No items currently stored on site, except chairs.	regulations. Consideration to be given to the protection of valuable items from fire risk. All waste material and unnecessary packaging to be cleared from site.		insurance and checking compliance with this assessment.
Assessor's signature:			Signed off by:		
Date:			Date:		



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first-aid injury
3 = possible	3 = lost -time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk score = Likelihood x severity

Dark green (score 1 to 2) – acceptable risk, suitable controls

Light green (score 3 to 4) – acceptable risk, suitable controls which should be reviewed to ensure no deterioration of the circumstances; easy to achieve controls which would further reduce score should be introduced if reasonable

Yellow – Tolerable level of risk, suitable controls to be introduced if and when reasonably possible, taking account of the circumstances

Orange – Tolerable in the short-term, suitable controls to be implemented at the earliest opportunity

Red – Unacceptable risk with immediate danger of death or life-changing injury, requiring immediate action to eliminate the risk or, if this is not possible, to reduce it to an acceptable level