



Risk assessment form

Activity / location /area : Town Hall – Fire Management		Assessment completed: 21/01/2020		Review date: 31/5/2020	
Hazard and risk	People at risk and how	Our current controls	Our future controls	Risk level	Target date & by whom
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.	8	Clerk to ensure risk assessment to staff meeting and Full Council 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 different	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 is employed. Contractor arrangements are being	All procurement processes will pick up the need to risk assess the situation in which the contractor is appointed. An H&S competent persons service is being appointed.	6	Ongoing for procurement. Town Clerk Within the financial year for the H&S competent person. Town Clerk

contractors and personnel.		implemented to replace staff routine internal and external inspections. All specialist contractors are carefully assessed for their credentials. 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.	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, and she has recently undertaken the NEBOSH National General Certificate in Occupational Health and Safety. Deputy Clerk has many years clerking experience with related risk management awareness. Other staff have to occasionally visit the Town Hall and/or deal with related matters. General staff awareness of fire safety, extinguishers and emergency exists for staff who are also booked in for training on fire extinguishers and all staff have undertaken the Albac Mat training and a basic Fire Safety course.	Town Clerk undertaking NEBOSH National General Certificate, result pending. Town Clerk (and Deputy Clerk) to attend specialist training as needed to assist with fire and other risk management. Specialist and fully insured contractors to be appointed to perform Health and Safety functions wherever appropriate and reasonably possible. Health and Safety – fire risk management to be on staff agenda at least annually to increase awareness for all. Depth of cover of staffing arrangements needs reviewing and securing. External consultant to be secured through Council agreement.	8 Training – ongoing assessment of options as they arise or are needed by Clerk Clerk to ensure review of contractor arrangements by end of 2020 Committee Clerk to ensure staff meeting agendas actioned - ongoing Clerk – to progress depth of cover and resource for external consultants – agreement by Council by end of 2019 and implementation by 1 April 2010
Fire Risks increasing owing to lack of staff cover to fulfil the functions specified in this risk assessment.	All	The Clerk ensures that there is cover for any 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 checks needed etc is not clear but this is being reviewed. However, Town Hall is vacant and current risk	Ongoing work to ensure increased H & S resource available to help the Town Clerk execute the Council's health and safety duties and responsibilities. Fire risk management procedures clear but to be reviewed with H&S contractor. Norse covering external and internal	10 Clerk – to progress depth of cover and resource for external consultant – agreement by Council by end of 2019 and implementation by 1 April 2010

		management measures are reasonable given the regular routine checks, the low level of use, and the low-level of ignition sources.	routine checks.		Other matters within three months. Town Clerk
Fire Increased risk to lone workers and vulnerable people given the size, isolated nature, and dilapidated nature of the site.	All	Staff attend the site, previously alone. The Town Clerk directed that this practice is to cease and all internal inspections on site have to be undertaken by at least two people with proper information within the diary about when inspections are taking place. 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, pregnant women, nursing mothers, or those with impaired mobility, or visual impairment). Accompanied attendance only as permitted by this risk assessment. Clerk is implementing new arrangements so that ES Norse attend site to conduct routine internal and external inspections as of 22 January 2020.	2	Clerk implementing instructions on accompanied inspection from November 2019 and contractor inspections from January 2020. Monitoring to take place of whether these arrangements are working well within three months. Town Clerk.
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. ES Norse (and Broadland Security who cover the fire and burglar alarms) also hold keys. Emergency exit routes from any 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	Where users are permitted within the hall, emergency exit by users and access for emergency services will be covered in the individual risk assessment for use/external hires. Fire exit signage and fire evacuation procedure notices to be reviewed (see below). Fire doors to be kept closed within the hall including by users/external hirers; this to be specified in individual risk assessments. Improvements to fire-fighting equipment being progressed which should improve the chance of escape etc to be reviewed.	5	Clerk to action as relevant within the next three months and, where relevant, for each hire/use Clerk to ensure all staff and ES Norse aware of the need to check fire doors closed.

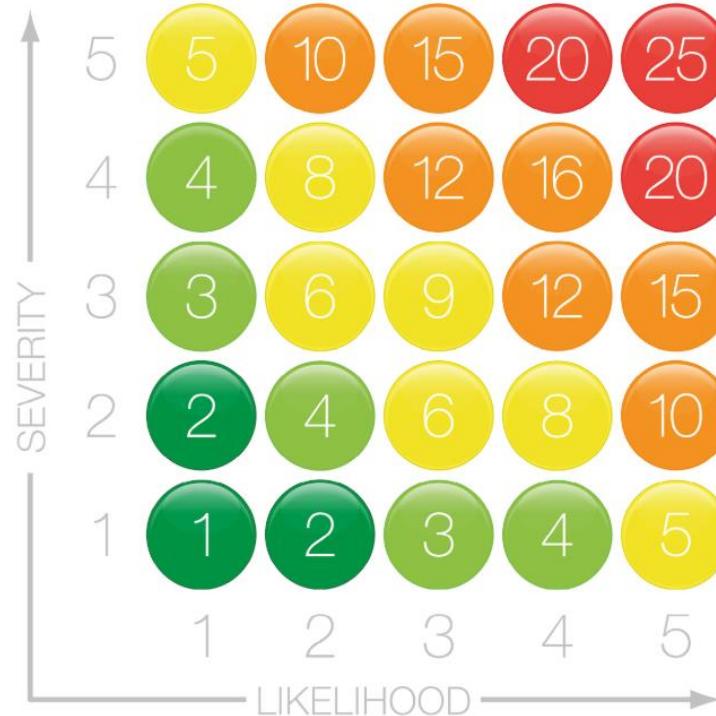
		<p>purposes around the East Suffolk Council land which adjoins the site; readily achievable by the fire service.</p> <p>Fire doors to be kept closed to help prevent spread of fire.</p> <p>Maps of fire evacuation, alarm points, extinguishers etc are maintained.</p>			
Fire Risk from Stakeholder/councillor users of the site for events	All	<p>Staff conduct 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 or professional contractors.</p> <p>A risk assessment and insurance check is conducted by a nominated member of staff (currently the Deputy Clerk) for every event by those using the site. The Deputy Clerk sees any risk assessment conducted by another member of staff to ensure that the event management risk assessments are in line with LTC's asset risk management.</p>	<p>The Deputy Clerk to ensure any other staff members responsible for Town hall risk assessments consider 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 and Deputy Clerk to review any user/event risk assessment processes and ensure that appropriate notices are displayed before next use and, in any event within 6 months.
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>Staff, and in future ES Norse, conduct checks on the Town Hall weekly external to the building.</p> <p>Staff conduct monthly checks of the inside of the building and measures being implemented for fortnightly checks through ES Norse.</p> <p>A record of checks is logged and maintained under Management Plans/Vacant Property Inspections. However, the checks were not always</p>	<p>Town Clerk to audit including, logs of checks, at least quarterly and to perform random inspections of the site.</p> <p>Move to ES Norse performing the routine checks underway.</p>	10	Ongoing and changed to be implemented within three months.

		<p>happening or they are not being logged. (Town Clerk audit of log and diary records 191029) and a recent inspection revealed a significant ingress of water and related damage, hence a move to ES Norse conducting more regular, monitored, routine inspections.</p>			
Fire Risk of damage to people or property from failure to execute an effective planned maintenance regime	All	<p>A planned cycle of condition surveys has been created which should assist the Council with planning to maintain this building and others in an appropriate condition.</p> <p>Routine maintenance and specialist checks e.g. fire alarm, fire extinguisher, emergency lighting, fire doors, Evac chair, asbestos, electrical safety are conducted at appropriate intervals. Appropriate specialists are used including Broadland Security who maintain fire and burglar alarms. The following documents are among those maintained on LTC's database: Compliance Matrix Master, Service Agreements_cyclical, Fire Risk Assessments Actions 2019.</p> <p>The document 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. However, the Council will have hoped to have progressed the redevelopment of the site by then, which will require a fundamental review of this assessment.</p>	<p>Town Clerk to audit condition survey, maintenance and compliance plans.</p> <p>Not clear what coherent record there is that in house or outsourced checks have taken place and any findings actioned. The Clerk to review.</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). This to be reviewed.</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>	10	Clerk – to audit further and ensure improvements to record-keeping for procurement, condition survey and compliance within 6 months.

			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.		
Fire Risk of non-compliant fire safety equipment (extinguishers)	All	The quantity and location of fire extinguishers within the Town Hall has been reviewed. 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 a review is needed of implementation. Specialist contractors used for fire extinguisher services.	Records of checks and actions taken to be clearly made and accessible. Clarity that system established to ensure extinguishers checked and replaced as needed.	5	Town Clerk to check revised and additional extinguishers have been progressed and to check whether routine fire and entry alarm checks take place through Broadland Security within six months.
Fire Risk of harm to people from asbestos and other hazardous substances in the event of a fire.	All	The main focus is reducing the risk of fire to a minimum so that hazardous material is not released into the air. 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 plus asbestos warnings are displayed where asbestos is known to exist.	Consider the removal of asbestos when the Town Hall is redeveloped. If not possible, asbestos to be carefully managed.	4	Ongoing as plans progress for the Town Hall. Town Clerk.
Fire Risk of harm to people and property owing to failure of contractors to properly control fire risks	All	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. Where works below the tender threshold, contractor arrangements checked by Town Clerk or other nominated member of staff/contractor.	Town Clerk to oversee all contract arrangements to increase potential for health and safety concerns to be picked up at contract and delivery stage. Review that appropriate fire risk assessment is taking place for all contractors appointed and instructed. Ensure that sub-contractor arrangements are covered by any contractor agreements and that checks are carried	10	Clerk ensures this fire risk assessment in place which takes account of the need for hot work permits by end of January 2020 and that suitable individual risk assessments are in place for any

		<p>Sub-contractor arrangements covered by project management under 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>In all cases where a permit to work system is appropriate as the high-risk activity cannot be avoided, a robust permit to work system is applied.</p> <p>For the emergency repairs, a draft Hot Work Permit form was available but has had to be amended considerably and there was not an evident underlying risk assessment, although this has now been addressed.</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 	<p>out on sub-contractors before use.</p> <p>Town Clerk to sign off significant works e.g. where hot work permits required.</p> <p>Recent experience with emergency Town 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 albeit that the contractor's insurance agreed to cover their work in this case. Statutory highways permission for MEWP not obtained.</p> <p>Review Hot Work Permit use in practice and revise wording and use as needed.</p>	<p>contractor works.</p> <p>Clerk to ensure other actions in place by the end of 2020 or sooner, if needed.</p>
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Fire Increased risks of damage owing to storage of items on site	All	<p>No inappropriate items are to be stored on site e.g. ignition sources or volatile products.</p> <p>No items currently stored on site, except chairs.</p>	<p>Any items to be stored to be checked with insurers.</p> <p>All furniture to comply with relevant regulations.</p> <p>Consideration to be given to the protection of valuable items from fire risk.</p> <p>All waste material and unnecessary packaging to be cleared from site.</p>	2	Town Clerk responsible for obtaining appropriate insurance and checking compliance with this assessment when required.
Assessor's signature:			Agreed by Full Council		
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