

GRASSINGTON DEVONSHIRE INSTITUTE

Fire Risk Assessment Action Plan

Date of initial Fire Risk Assessment: 11th May 2018 (Undertaken by Capital Fire Risk Assessment UK Ltd)

Previous Risk Assessment Action Plans Review dates: 6th July 2021 & 3rd November 2021

Latest Plan Review and Update: 4th January 2022

Reviewed and Updated (on behalf of the Trustees) by: N Fielden

Significant amendments since previous Plan review are highlighted in yellow.

Outstanding or new actions are highlighted in green

This Action Plan is subject to routine ongoing review by the Trustees of the Grassington Devonshire Institute (GDI), and provides a significant input to the GDI's Health & Safety Policy and General Risk Assessment documentation applicable to the maintenance and operation of the Town Hall (TH) premises for the benefit of the local community.

GDI's H&S issues and actions arising are routinely reviewed and assessed as a key agenda item at all Trustees meetings.

Date of next Plan formal review/update: recommended to be not later than 30th June 2022

Risk	Priority	What Preventative Action is Currently in Place?	What Additional Preventative Action is Needed?	Current position	Action Delegated to:	Date Action Complete
ELECTRICAL SOURCES OF IGNITION	High	Electrical Installation Inspection undertaken on 5 year schedule by qualified contractors consistent with regulatory guidelines		Last full electrical installation inspection undertaken 10 th November 2021 by Spot On Theatre Services Ltd as a scheduled TH maintenance activity	B Doyle	
		Portable (Electrical) Appliance safety testing (PAT) is undertaken by qualified contractors (or in-house - this is under consideration by the Trustees) when the need is identified following routine visual inspections.		Trustees are planning to schedule a portable equipment audit and inspection in the January/February 2022 timeframe as a routine TH maintenance activity. Specific equipment testing and labelling will be undertaken as deemed necessary, with defective items quarantined for repair or disposed of.	B Doyle	

Risk	Priorty	What Preventative Action is Currently in Place?	What Additional Preventative Action is Needed?	Current position	Action Delegated to:	Date Action Complete
GAS	High	Gas Installation testing and boiler servicing is undertaken annually by qualified contractors (currently HCS Ltd) consistent with regulatory guidelines.		Last inspection/servicing undertaken July 2021 by HCS Ltd. Next full Gas installation inspection scheduled in July 2022 timeframe as a routine TH maintenance activity		
SMOKING		Smoking is not allowed on the premises.		No further action required		

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ARSON		<p>Premises are locked during periods of inactivity, preventing access by unauthorised persons.</p> <p>The Caretaker undertakes regular daily safety and security patrols of the TH premises.</p>		<p>Routine TH operations and caretaking activity.</p> <p>The Trustees have contracted with Keybury Fire & Security to update the TH premises' public access and security controls. An installation survey of the premises was undertaken by Keybury on 3rd November 2021, and the work is to be completed by Keybury before the end of January 2022, with physical and technical access control solutions on the 2 main access doorways and additional CCTV security coverage.</p>	<p>Caretaker (ongoing process)</p> <p>B Doyle/ N Fielden</p>	

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PORTABLE HEATERS AND HEATING INSTALLATIONS		A single portable electric heater is normally located in the Main Hall lighting control room and is subject to formal PAT testing.		No further action required other than routine TH operations activity		
COOKING FACILITIES		The kitchen areas and facilities are equipped with low fire-risk devices (which are routinely tested as noted above) and recommended fire control/safety equipment		No further action required		
HOUSEKEEPING	High	Storage of items and equipment throughout the premises is under continuous review by Trustees. Caretaker ensures storage of COSHH items in an appropriate cupboard which is not accessible to members of the public.		Routine TH operations and caretaking activity.	Caretaker (ongoing process)	

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HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		All on-site contractors are made aware of the TH premises' fire safety conditions and their responsibility to adhere to TH H&S Policy requirements by the Caretaker or other responsible attending host		Routine TH operations and caretaking activity.	Caretaker / Trustees (ongoing process)	
MEANS OF ESCAPE	High	The premises have appropriate fire exits which are normally secured but which can be easily opened when required. Escape routes are adequately designed and equipped, and are maintained free from obstacles. Emergency Evacuation Policy and procedures in place and posted on the TH notice board and on its website.		No further action required Routine TH operations and caretaking activity. No further action required beyond routine review and update as necessary		

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MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	High	TH is equipped with fire doors and fire-fighting equipment (wall-mounted extinguishers). Previously identified holes and gaps around pipes and wiring through walls, flooring or ceiling in the chair storage room have been sealed with fireproof tape.		No further action required		
FIRE DOORS	High	Numerous fire doors are installed within the premises, all are fitted with thumb locks, not key locks (confirmed under previous outstanding action).	Existing fire doors to be checked for correct operation and serviced as necessary to ensure proper functionality. Ensure fire doors are not wedged or latched in open position.	Operation of fire safety doors is checked regularly by the Caretaker (routine TH operations activity) Routine TH operations and caretaking activity.	Caretaker (ongoing process) Caretaker (ongoing process)	

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FIRE SAFETY SIGNS AND NOTICES		Fire safety and emergency exit signs and notices are in place throughout the TH premises. Fire Action Plan notices are in place near all TH exits and emergency call/trigger points.		No further action required		
EMERGENCY ESCAPE LIGHTING		<p>Approved emergency lighting (including escape route lighting) is in place throughout the TH premises.</p> <p>Emergency lighting functionality and luminance levels are routinely checked by the Caretaker in accordance with regulatory requirements, with records retained and routinely inspected by the Trustees.</p> <p>Faulty or ineffective lighting units is repaired or replaced as appropriate</p>		<p>Routine TH operations and caretaking activity.</p> <p>Some inadequate emergency lighting has been identified. Cost estimates are being obtained for in-house replacement of deficient light fittings in the February 2022 timeframe.</p>	<p>Caretaker (ongoing process)</p> <p>N Fielden/ B Doyle</p>	

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MEANS OF GIVING WARNING IN THE EVENT OF FIRE	High	<p>The premises are protected by a fully functioning Fire Alarm system which is tested and serviced on a 6-month rolling contract by a designated, competent contractor (Keybury).</p> <p>Routine in-house testing of the fire alarm system is undertaken and documented by Caretaker in accordance with statutory requirements under normal building operation and caretaking process</p>			Caretaker (ongoing process)	

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FIRE EXTINGUISHERS		Fire extinguishers are wall-mounted as per Fire Officer's recommendations, and are serviced/checked annually. They are located throughout the premises and are readily accessible by all TH Users if required		Annual maintenance is provided under a rolling service contract with Keybury Fire & Safety; last service visit in October 2021 Next annual routine inspection planned in October 2022 timeframe	N Fielden	

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FIRE SAFETY PROCEDURES		<p>TH premises emergency evacuation policy and procedures are in place and posted on the Main Notice Board and on the TH website. Room-specific evacuation route and fire-fighting equipment location plans are fixed in each room.</p> <p>Competent persons are present on the TH premises to assist in implementing fire safety arrangements should the need arise.</p>		No further action required – fire safety procedures incorporated into TH premises’ emergency operations processes	Caretaker	

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<p>FIRE TRAINING AND DRILLS</p>	<p>High</p>	<p>Fire Marshal training was provided for 14 staff, Trustees and volunteers in November 2018 with a validity period of 3 years.</p> <p>Refresher and/or initial training for Trustees, staff and representatives of regular Users of the TH is being undertaken individually on-line) by nominated personnel.</p> <p>The TH Fire Policy and Emergency Evacuation Action Plan is included in the terms and conditions for every hire agreement and is posted on the TH Main Notice Board.</p> <p>All personnel designated as Fire Marshalls for TH events are made aware of the Fire Policy and fire emergency</p>	<p>Fire Marshal re-certification and refresher training has been completed by 4 Trustees and 2 other nominated personnel by end-December 2021. A further 14 on-line training course places have been purchased by the Trustees, for which 7 additional personnel have now been enrolled. Training should be complete by end-January 2022.</p> <p>Routine evacuation drills are not mandatory under current legislation., but Government advice on-line is to run an exercise drill at least once per year.</p> <p>OSHA (the Government’s Occupational Safety and Health Administration)</p>	<p>TH “emergency” evacuations were carried out safely as per the agreed Evacuation Plan and procedures following separate false alarm events in June and August 2021</p> <p>The TH Trustees plan to run future evacuation drills on an approximately 6-month schedule, with the next exercise to be held in the February/March 2022 timeframe. The Trustees have accepted an offer by the local Fire Station team to be active participants in</p>	<p>N Fielden/ D Wood</p> <p>N Fielden/ D Wood</p>	

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ALARM SYSTEM TESTING AND MAINTENANCE		<p>In accordance with Government/HSE regulations, the TH Fire Alarm system is activated and its operation checked at least once per week.</p> <p>Daily checks are undertaken of all emergency lighting unit back-up power indicators, and weekly full emergency lighting activation tests are performed</p> <p>A log of all system tests and inspections is maintained by the Caretaker.</p> <p>The log records are inspected regularly by the Trustees, and archived as appropriate</p>		Ongoing actions incorporated into normal building operation and caretaking process	<p>Caretaker</p> <p>Caretaker (ongoing process)</p> <p>Trustees</p>	