



Awarded for excellence



Fire Risk Assessment



Basic Premises information

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: | Max capacity of 130 + staff during events |
| Responsible Person: | Nichola Taylor |
| Position Held: | Town Hall Manager |
| Contact Number: | 01903 881564 |
| Building Owner: | Arundel Town Council |
| Contact Number: | 01903 881564 |
| Assessment date: | Feb 2024 |
| By: | Nichola Taylor |
| Review Date: | February 2024 |
| By: | Town Clark |

Hazard identification

| Sources of Ignition | N A | Ye s | N o |
|---|--------------------------|-------------------------------------|-------------------------------------|
| Electrical installation regularly inspected? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Electrical equipment PAT tested? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Portable or fixed heating kept away from combustibles? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Multipoint adaptors/ extension leads kept to a minimum? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Electrical flexes safe from physical damage? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Hot works permit procedure in force? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Smoking Permitted in and around premises? (Terrace & outside Jailhouse) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any processes that produce heat? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any other sources of ignition not mentioned above? | <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"/> |
| Sources of Fuel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safe storage of combustible materials? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Flammable liquids kept on premises stored safely? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Standard of housekeeping satisfactory | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Procedures to protect from arson in place? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any other sources of fuel not mentioned above? | <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"/> |
| Sources of O ² | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any sources of oxygen other than air? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Sources of ignition/Fuel/Oxygen

| Location | Hazard | Persons at risk | Risk H/M/L | Existing controls | Further Action | By whom & date actioned |
|----------|--------|-----------------|------------|-------------------|----------------|-------------------------|
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Means for Giving Warning

| Fire Alarm and Detection System | N A | Ye s | N o |
|---|--------|---------|--------|
| 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 | |
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Comments:

- New members of staff and councillors need formal training on raising alarm - **New Staff added in 2023/24 will need to complete the training for fire awareness and sign off document**

Means for giving warning

Portable Fire fighting equipment

| | N A | Ye s | 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 |
|------------------|--|-----------------|------------|---|----------------|-------------------------------------|
| Atherley Chamber | Hidden fire extinguisher behind table and radiator | ALL | M | Place extinguishers in visible location | | Town Hall event manager Feb 2023 |
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Fixed Installations

| | N A | Ye s | No |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Is the building provided with a sprinkler system? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the building provided with a dry/wet riser? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the building provided with a gas flooding system? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the building provided with a smoke control system? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the building provided with any other Fixed installation? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Are hose reels provided? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fixed installations tested to current BS standards? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are all protection systems provided with appropriate signage? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are all protection systems provided with appropriate alarms | <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"/> |

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 Feb 2023 | Next Test due 2025 | |
| Undercroft | Portable electrical | ALL | M | Pat Testing done Feb 2021 | Next Test due 2024 | |
| ALL | Gas | ALL | M | Gasolier service done December 2023 | Next Test due 2024 | |
| ALL | Extinguishers | ALL | M | Fire extinguishers serviced July 2023 | Next service 2024 | |
| ALL | Gas | ALL | M | Boiler service done June 2023 | Next Test due 2024 | |
| ALL | Fire alarm and emergency lighting | ALL | M | Rolling service every 6 months Done in Feb 2023 | Next Test due February 2024 | |

Arson

| | N A | Ye s | No |
|--|--------|---------|----|
| Are the premises reasonably secure during hours of darkness? | | x | |
| Is there a reasonable standard of external lighting? | | x | |
| Could external rubbish/ waste put the building at risk? | | | x |
| Are Wheelie bins lockable? | | x | |
| Are wheelie bins remote from the building? | | | x |
| Is CCTV provided? | | | x |
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Comments:

Arson

| Location | Hazard | Persons at risk | Risk H/M/L | Existing controls | Further Action | By whom & date actioned |
|----------|--------|-----------------|------------|-------------------|----------------|-------------------------|
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Maintenance and Record Keeping

| | N A | Ye s | 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 | |
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| Are there up to date records of: | | | |
| 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 | |
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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 Feb 2023 | Next Test due 2025 | |
| Undercroft | Portable electrical | ALL | M | Pat Testing done Feb 2021 | Next Test due 2024 | |
| ALL | Gas | ALL | M | Gasolier service done December 202 | Next Test due 2024 | |
| ALL | Extinguishers | ALL | M | Fire extinguishers serviced July 2023 | Next service 2024 | |
| ALL | Gas | ALL | M | Boiler service done June 2023 | Next Test due 2024 | |
| ALL | Fire alarm and emergency lighting | ALL | M | Rolling service every 6 months Done in August 2023 | Next Test due February 2024 | |
| All | Electrical | ALL | M | 5 yr Electrical test done March 2019 | Next Test 2024 | |
| ALL | Portable Electrical | ALL | M | Pat Testing done Feb 2023 | Next Test due 2025 | |

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|-----------|-----------------------|
| Section K | Emergency Action Plan |
|-----------|-----------------------|

| | N A | Ye s | No |
|--|--------------------------|-------------------------------------|--------------------------|
| Is there a written site-specific fire emergency action plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the location of the fire assembly point specified on staff fire notices? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Does the fire emergency action plan include details of the following: | | | |
| Action on discovering a fire | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| How to raise the alarm | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Action on hearing fire alarm | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Procedure for alerting members of the public/visitors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Evacuation procedure to reach the assembly point | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Location &, when appropriate, use of fire fighting equipment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Importance of closing fire doors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Isolation of machinery | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason for not using lifts (unless specifically designed for evacuation) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Information on specific hazards in your premises | <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"/> |

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 | New Staff to Town hall and must Update for 2023/24 | |
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Staff Training

| | N A | Ye s | 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 | |
| Are staff being trained in the following areas: | | | |
| 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 | |
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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 members of staff and all councillors to review and sign off emergency plan training | |
| Undercroft | Inappropriate means for giving warning of fire | All | H | None | Confirmation needed that any new staff have received any training to Jailhouse staff as what to do in the event of a fire? | |
| Town Hall | Fire fighting | ALL | H | None | Update new staff with fire fighting training as required | Town Clark |
| Town Hall | Fire drill | ALL | H | None | Fire drill program required | Town Hall Events Manager ASAP |

Fire Drill Plan

| Date | Actual Date | Observations |
|----------------|-------------|---------------|
| | | |
| Autumn 2022 | | Not completed |
| Spring 2023 | | |
| Autumn 2023 | | |

Works Action Plan

| Item | Action | Date | Responsible person |
|--------------------|--|-----------------------------------|---------------------------------------|
| Fire evacuation | ALL New members of staff to read and sign emergency plan | 31 st March 2023 | Assistant Town Hall Events Manager |
| Fire evacuation | Perform quarterly fire drills and document | 3 rd May 2023 | 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 | March 2023 | Assistant Town Hall Events Manager |
| Training | Review if new staff require Fire extinguisher training. | 18 th April 2023 | Town Clerk |
| Emergency Plan | Update for 2023 and produce copies for staff | 31 st March 2023 | Assistant Town Hall Events Manager |
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