



TOWN CLERK
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Our ref: FC 12.07.23
Date: 5th July 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend an **extraordinary meeting** of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 26th July 2023** at **6.45pm** to consider the business detailed below.

S.E. French

Deputy Town Clerk / Chief Operations Officer

AGENDA

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**
To confirm as a true record, the minutes of the meeting of Full Council on 12th July 2023 (copy herewith).
- 4. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 5. Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 6. Sports Ground**
To receive report (reference 19/2324 refers) regarding works that are required at the Sports Ground Pavilion.
- 7. Date of Next Meeting**
To note that the next meeting of Full Council is scheduled for Wednesday 13th September 2023 at 7.15pm.

DISS TOWN COUNCIL
MINUTES
DRAFT

Prior to the meeting a minute's silence was held in memory of Tony Palmer, who served as a highly respected and dedicated District and Town Councillor and recently passed away.

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 12th July 2023** at **7.15pm.**

Present: Councillors S. Browne
D. Collins
M. Gingell
S. Kiddie
A. Kitchen
K. Murphy (ex-officio / Chair)
S. Olander (ex-officio)
R. Peaty
L. Sinfield
J. Robertson
E. Taylor
G. Waterman
J. Welch
J. Wooddissee

In attendance: S. Villafuerte-Richards (Town Clerk)
County / District Councillor Kiddie
District Councillor Minshull
1 member of the public

FC0723/01 APOLOGIES

There were apologies from councillor Browne (health reasons).

FC0723/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0723/06 e)	R. Peaty	X		This councillor had a dispensation granted on 3 rd July 2023 regarding his Trustee / Treasurer role for Diss Museum enabling him to participate in discussion but not vote.
FC0723/08	D. Collins S. Kiddie G. Waterman J. Welch	X		These councillors are all members of the Beacon working group.

FC0723/03 MINUTES

Members confirmed the minutes of the June meeting. It was

RESOLVED: To approve the minutes of the meeting of Full Council held on 14th June 2023 as a true record to be signed by the Town Mayor.

(Action: Clerk; immediately)

FC0723/04 PUBLIC PARTICIPATION

There were three members of the public in attendance. County / District councillor Kiddie spoke on behalf of Norfolk County Council regarding a veterans workshop recently attended in Dereham which brought together numerous charities in support of over 40k veterans in Norfolk.

He will be discussing fleet replacement at the Ketteringham depot including upgrades on the mini road sweepers used in Diss and drawing the winners of the Big South Norfolk litter pick.

The Highways department are catching up on pothole repairs, have carried out surface dressing on the s-bend out of Roydon near Freezen Hill and installed a warning sign on the A1066. Sunnyside has also been surface dressed except for a few gaps where residents' vehicles were left in situ. The water leak on Park Road is being addressed.

Cllr Kiddie spoke of his distaste regarding the Norwich to Tilbury pylon public consultation event that took place last Friday, which he attended along with Richard Bacon MP. The map provided did not refer to the existing pylons, which together with the proposed 50m high pylons would surround Diss and the wider area. He has raised it to the scrutiny committee at the County Council who has written a strong letter of complaint as has South Norfolk Council and other affected local authorities. He encouraged members and residents to lobby their MPs to get it reviewed at a higher level.

Cllr Taylor spoke of his attendance at both the consultation and webinar. He felt that it was a done deal and they claimed they cannot afford the alternative underground option (N.B. National Grid made £4.8 billion in operating profit & 22% earnings per share). There was discussion regarding making a representation on behalf of the Town Council and holding a public meeting.

District councillor Minshull echoed the thoughts on cllr Palmer who was also Town Mayor & with whom he had the honour of working. He explained that there has been a 300% rise in homelessness in the last 9 months predominantly in the Norwich area but with Diss rating third highest where they are supporting around 40 families primarily due to domestic violence. He encouraged small organisations to apply for their councillor member grants and confirmed that he is awaiting a reply from the Planning Officer regarding the conditions set for the Frenze Road development.

Members raised concerns regarding the White Elephant restaurant development which is advertised as opening next week on Stuston Road. Considerable works have taken place including window replacement and signage without permission and plan for traffic management. Cllr Minshull agreed to contact the District's Compliance Officer tomorrow. It was noted that the license has been granted, that they have reduced from 86 to 52 covers claiming that 17 car parking spots is sufficient without any alterations to the building.

One member of the public and Diss resident spoke regarding using the power of the press to engage the public regarding the pylon proposal.

FC0723/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business which the Town Mayor or Town Clerk had previously been informed at least 24 hours before the meeting.

FC0723/06 FINANCE

Councillors noted:

- a) the bank outgoings for June 2023.
- b) the summary of Income & Expenditure for June 2023.
- c) the Earmarked Reserves for June 2023.
- d) the reconciliations of income and expenditure with the Council's bank account statements for Feb – June 2023.

- e) Members considered a payment to Diss Museum to cover the purchase of Diss-related gifts to support a cultural exchange trip by students from a local school to Japan (report reference 09/2324 referred). Cllr Peaty explained his involvement in supporting this initiative, that tea towels, totebags, bookmarks & a book written by

the Museum Manager had been purchased at the request of Hartismere given that the Japanese prefer modest gifts and that there should be an exchange to Diss also. There was discussion regarding the potential to engage with around 2,000 students across both Diss & Hartismere regarding volunteering opportunities (N.B. Cllr Waterman is progressing this with Diss High School in the new term), that the students could be invited to the next Annual Town Meeting to share their experiences and the possibility of town twinning. It was

RESOLVED: To authorise expenditure of £42.50 on Diss-related merchandise from the Museum as a donation to Hartismere Sixth Form College students undertaking a cultural exchange to Japan allocated to 4840 Promotion (Power / statutory authority - General Power of Competence).
(Action: RFO; immediately)

f) Members considered the use of the new Lloyds bank account to make cash transactions following the closure of Barclays in August 2023 (report reference 12/2324 herewith referred). It was

RESOLVED:

1. To approve the current banking mandate of the Lloyds current account and the Lloyds fixed term deposit account.
2. To approve the use of the Lloyds current account to deposit and withdraw cash and cheques within the limits set by the Financial Regulations.

(Action: RFO; immediately)

FC0723/07

AUDIT

a) Members considered recommendations to address the Council's internal Audit report for the financial year to 31st March 2023 (report reference 10/2324 referred). It was

RESOLVED:

1. To note the contents of the final internal audit report 2022/23 (Appendix).
2. To approve the proposed actions as appropriate responses to the internal audit report's recommendations.

(Action: RFO; immediately)

b) Members noted that the Council's Year End Accounts have been submitted to the Council's external auditor.

FC0723/08

BEACON EXTENSION GRANT APPLICATION

Members reviewed a Pride in Place grant application to extend the beacon in Diss Park. The type of organisation would be amended on page 1 from Local Authority to Town / Parish Council. It was:

RESOLVED: that the Pride in Place grant application to extend the beacon in Diss Park would be amended and submitted to South Norfolk District Council.

(Action: Clerk; by 28.07.23)

FC0723/9

CLOCKS

Councillors considered whether to retain or auction the two Council owned clocks. Cllr Peaty has looked at the clocks several times. He advised that the clocks will not raise any amount close to their valuation (for insurance purposes which allows you to purchase something new of a similar quality) and that there is currently a very similar Marsh of Diss wall clock for sale online at £795. The clock mechanism functions albeit a repair is required to the pendulum, there are repair dates written inside and it was manufactured in

first half of the 19th century. He has tried to contact the local clock repairer to acquire a quote for repair.

The Diss model is the better clock, and he feels more information could be found from clockmaking enthusiasts. It was suggested that this clock could be retained, restored and displayed at various venues in the town such as the Museum / Corn Hall and refurbished Council Offices possible on a rotational 'on tour' basis where historical information could also be provided. It was also proposed that the second clock could be given back to Norfolk County Council who appear to own it. It was agreed that the clocks' value as assets to the town greatly exceed their monetary value. They would need to be hung vertically for the pendulum to operate and wound up weekly.

It was noted that the Corn Hall Trust had agreed to restore and put back the items removed during the building's refurbishment but that the Council chamber is now very sterile as used as a multi-purpose space and should promote the Council's history. It was

RESOLVED: to repair the Diss clock subject to quotation and get it displayed in a prominent venue preferably in the Corn Hall.
(Action: RP / Clerk; by 31.12.23)

FC0723/10 STRATEGIC PLAN

Members considered appointing an action group to review the Council's existing strategic plan to inform future strategic planning. It was

RESOLVED: to appoint cllrs Olander, Wooddissee, Peaty and Robertson to work with the Clerk to review the Council's existing strategic plan to inform future strategic planning.
(Action: SO / RP / JR / JWo / Clerk; by 13.09.23)

FC0723/11 PROGRESS REPORT

Members noted progress on decisions made at the last meeting of Council.

FC0723/12 MEMBER FORUM

Councillors considered information or issues relevant to Council from members for brief discussion, action, or inclusion on future agendas. Cllr Waterman raised three items.

1. He brought in an Oak tree sown in 2020 for which he is seeking a home alongside dozens of others plants. He wants them to survive and thrive and be appreciated by members of the public and suggestions for planting locations are welcomed.
2. He's hosting the annual DTC BBQ / big dinner on Friday 14th July from 6pm at his house where he hopes to promote how he lives sustainably.
3. He was invited into the former Beales building and onto the working party by the Diss Community Team last week and confirmed that there is a considerable amount of work to do to get the building ready and safe to open to the public. He has offered to help in a personal capacity with the clearing of the loading area at the rear and feels it should be in the best most presentable condition prior to opening to make the right first impression.

Cllr Peaty raised a concern regarding an invoice that he saw when carrying out the bank reconciliations relating to replacement taps due to flooding in the Corn Hall. It was noted that it is the responsibility of the landowner to replace faulty capital items only and that as the most valuable asset of the Town Council, the building's maintenance management should be monitored.

FC0723/13 DATE OF NEXT MEETING

Councillors noted that the next meeting of Full Council is scheduled for Wednesday 13th September 2023 at 7.15pm.

FC0723/14 PUBLIC BODIES (ADMISSIONS TO MEETINGS)

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

FC0723/15 STAFFING

Members considered a report (reference 11/2324) from the Responsible Finance Officer regarding the continuation of her temporary assignment at Bungay Town Council. It was

RESOLVED: to approve the request from the Responsible Finance Officer to work 7.5 hours per week carrying out financial duties for Bungay Town Council until end of September 2023.

(Action: RFO: immediately)

Post meeting there was further discussion regarding how to move forward the support of the indoor market trial. It was agreed that the post on the Diss Community Noticeboard regarding the public realm artwork initiative was well received and would be a model for gauging interest without the requirement for specific details around start dates / prices and that this was the first step. Cllr Waterman is happy to help with promotional materials and sharing via his social media feeds.

It was noted that a short press release would help to clarify the Town Council's involvement and rationale for supporting the initiative and members of the working group also happy to support this.

There was also discussion around pricing to cover staff time and contingency, the differential between the existing market pricing structure by frontage versus per m2, potential stallholder interest from the Cornucopia closure in Harleston and the Town Council's discretion in which stalls to accept to minimise competition.

Meeting Closed 8.58pm.

Councillor Murphy
TOWN MAYOR



DISS TOWN COUNCIL

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Report Number:
19 / 2324

Report to:	Full Council (Extraordinary meeting)
Date of Meeting:	26 th July 2023
Authorship:	Chief Operations Officer/Deputy Town Clerk
Subject:	Sports Ground Pavilion

REPORT: UPGRADE OF FIRE ALARMS AND IMPROVEMENTS TO FIRE SAFETY AT DISS TOWN COUNCIL SPORTS PAVILION

Introduction

1. This report addresses the urgent need to upgrade the fire alarm system and enhance fire safety measures at the Diss Town Council Sports Pavilion. The current fire alarm system is outdated and deemed unfit for purpose by the fire officer who conducted an inspection in April 2023. Additionally, the fire officer identified other crucial improvements required to ensure the safety of occupants within the building and attached garage. This report highlights the necessary actions and their associated benefits for the consideration of the Council. (See appendix A)

Fire Alarm System Upgrade

2. The current fire alarm system at the Sports Pavilion is outdated, making it less reliable and less effective in detecting and alerting occupants to potential fire incidents. As a result, there is an immediate requirement for a comprehensive upgrade to modern fire alarm technology. The new system should incorporate the latest advances in fire detection and alarm technology, ensuring optimal coverage throughout the building.

Additional Fire Detectors in Cupboard Areas

3. To improve safety within the building, it is crucial to install additional fire detectors in the cupboard areas. These spaces are often prone to fire hazards due to the presence of flammable materials and restricted airflow. By installing fire detectors in these areas, potential fire incidents can be detected at an early stage, enabling rapid responses and minimizing the risk of fire spreading to other parts of the building.

New Legislation Door Closers

4. The fire officer's inspection revealed that the doors at the Sports Pavilion door closers were of an out of date standard and required to be updated and door latches to be retrofitted to each door.
5. Door closers are essential components in fire safety, as they ensure that doors automatically close after use, preventing the spread of fire and smoke from one area to another. Refitting new up to date standard door closers on all relevant doors within the building will significantly enhance fire safety and improve the overall fire containment measures.

Fire-Resistant Plaster boarding for Garage Ceiling

6. The attached garage poses a fire safety concern due to its proximity to the main building. To minimize the spread of fire from the garage to the Pavilion, it is necessary to install fire-resistant plaster boarding on the garage ceiling. Fire-resistant plasterboard is designed to slow down the progression of flames, providing additional time for evacuation and fire response. This measure will act as a crucial fire barrier, limiting potential damage to the Pavilion and ensuring the safety of occupants.
6. After the Buildings & Facilities Manager spoke with the Fire Officer agreement was made that due to the non-monitoring of the fire alarm and the plaster board only giving the building 30 minutes fire rating there was no need for this work at this stage but it should be considered if the building is upgraded in the future.

Timeline and Action Plan

7. Considering the urgency of the situation and the fire officer's recommendation, it is vital that the Town Council acts promptly. The fire officer provided a timeframe of three months for the consideration and implementation of the necessary upgrades and improvements. The following action plan is proposed:

Week ending 28.07.23 - Engage with fire safety experts and contractors to obtain quotes and proposals for the fire alarm system upgrade, additional fire detectors installation, and door closer retrofitting.

Week ending – 04.08.23 - Review the proposals, select the most suitable contractors, and secure necessary dates for works.

Week ending 01.09.23 – Complete the upgrade of the fire alarm system, installation of additional fire detectors and retrofitting of door closers.

Benefits of the Upgrades

8. The proposed upgrades and improvements offer several benefits, including:
 - Enhanced Fire Safety: The new fire alarm system and additional fire detectors will provide early fire detection and faster response times, minimizing the risk to life and property.
9. Improved Fire Containment: Door closers will prevent the spread of fire and smoke, limiting damage and aiding safe evacuation.

Compliance and Legal Requirements:

10. Upgrading the fire safety measures will ensure compliance with the latest fire safety regulations and demonstrate due diligence by the Town Council.

Conclusion

9. The fire alarm system upgrade and improvements to fire safety measures at the Diss Town Council Sports Pavilion are of utmost importance to ensure the safety and well-being of all occupants. The fire officer's recommendations highlight the urgency of the matter, and prompt action is required to address the identified issues.

Costs

10. The Buildings and Facilities Manager is actively obtaining quotes from three companies to secure the most competitive price for the required works. So far, he has received some of the quotes he is currently awaiting two more.

11. As there is no allocated budget for this work, it will have to be funded from the General Reserves, considering the absence of any current budget provisions for it.
12. The COO and B&FM have evaluated the worst-case scenario based on the quotes received so far, amounting to £13,000.00. However, there is an expectation that the forthcoming quotes will be more cost-effective compared to the ones already received.

Recommendation(s)

Considering the pending quotes and the urgent timeframe to complete the work by September, it is recommended for Council to grant delegated authority, up to £13,000.00, to the Town Clerk, Chair of Facilities, and Executive Chair. This will allow them to agree on the costs and proceed with the necessary arrangements without further delays.



FIRE RISK ASSESSMENT

Author – Graham Joy MIFireE

Premises:

**Diss Sports Pavilion
Shelfhanger Road
Diss
Norfolk**

DATE OF INSPECTION: 26th April 2023

DATE OF REVIEW: April 2024

The premises are NOT used for sleeping purposes and should NOT be used for sleeping purposes unless a further Fire Risk Assessment is carried out and the Local Authority Fire Service Fire Safety Department is notified PRIOR to any sleeping arrangements being made.

SUMMARY

Diss Sports Pavilion is a well-used community asset which is in need of some upgrading work in order that it complies with the current fire regulations but also offers an enhanced level of fire protection to all user groups. Overall, the building is in a reasonable state of repair but it would benefit from an overhaul of the fire doors and potentially an upgrade to the fire detection system.

In the main, the building has been finished to a good standard with only minor remedial action being required to ensure the building complies with the Regulatory Reform (2005) Fire Safety guidance document for Places of Small and Medium Assembly .

NOTE

The primary use of this building is to provide accommodation for playgroups and community group gatherings and as such falls under the guidance of the **RRO Guide for Small and Medium Places of Assembly**. Therefore, any recommendations made by the assessor will be in line with the guidance and recommendations within this guide.

Persons at Risk. All users, staff, visitors, and members of the emergency services in the event of a fire.

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DETAILS

**DISS SPORTS PAVILION
SHELFHANGER ROAD
DISS
NORFOLK**

RESPONSIBLE PERSON/S CONSULTED

**Robert Ludkin
(Facilities Manager)**

**Alex Rolfe
(Deputy Facilities Manager)**

TELEPHONE	01379 643848
DATE OF ASSESSMENT	26th April 2023
NUMBER EMPLOYED	0
USE OF PREMISES	Day Nursery, Sports Pavilion
OTHER LEGISLATION APPLICABLE –	
SINGLE/MULTI OCCUPIED	Single
REVIEW DATE	April 2024
REPORT COMPILED BY	Graham Joy

BUILDING DESCRIPTION

The premise is a single-story detached building of traditional brick and timber construction with a timber and tile roof. The premise consists of two changing rooms, storerooms and a large central community user room with a small kitchen to the rear. At one end of the building two garage doors give access to further storage areas which at the time of audit contained large quantities of materials, most being combustible.

SCOPE OF REPORT

The Fire Risk Assessment has been compiled to satisfy the requirements of The Regulatory Reform Fire Safety Order 2005 (RRFSO).

The report is primarily concerned with the risk to life from fire and covers all areas including the roof. However, consideration is also given to the protection of the buildings from fire and in particular is concerned with the breaches to compartmentation walls, floors, and ceiling.

RISK RATING

The Risk of a Fire is considered to be **MEDIUM.**

The Consequences of a Fire are considered to be

LOW

INTRODUCTION

The Risk Assessment has been completed in accordance with The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

The following risk assessment is to determine whether or not serious harm could be caused in the event of a fire on the premises and what action should therefore be taken to safeguard the health, safety, and welfare of the employees of the company and other persons on the premises.

This report is designed to reflect any changes in the design, construction and use of the premises and the assessment can be updated accordingly. All areas covered were correct at the time of inspection.

The Risk Assessment has been compiled as a site-specific assessment relevant to this particular building. The areas covered must not be regarded as exhaustive. It is important that all risks that were identified are to be dealt with in an appropriate manner. The relevant sections covered by this assessment are as follows:

- Section 1 Fire Strategy
- Section 2 Fire Alarm and Detection System
- Section 3 Escape Lighting System
- Section 4 Means of Escape in a Fire
- Section 5 Fire Doors
- Section 6 Signs and Notices
- Section 7 Firefighting Equipment/Water Supplies
- Section 8 Management Procedures
- Section 9 Staff Training and Awareness
- Section 10 Ignition Risks
- Section 11 Electrical ignition Risks
- Section 12 Compartmentation
- Section 13 Documentation and Records
- Section 14 Premise user Continuity
- Section 15 Points for Action
- Section 16 Action Plan

The final section contains the defect list of the Risk Assessment, all of which must be rectified. All areas of the Risk Assessment must be discussed with the Local Fire Authority in accordance with the Fire Safety Order when requested. All areas of non-compliance are indicated in red in the main document (i.e., **1.1**, **2.2** etc.), with comprehensive details contained in Sections 15 & 16. All items are prioritized from **1 – 5** with **1** being a high priority item that needs dealing with immediately.

SECTION 1 – FIRE STRATEGY

The Fire Strategy for Diss Sports Pavilion is –

IMMEDIATE SELF EVACUATION

Upon the discovery of a fire or activation of the Fire Alarm System **ALL** person's present will without hesitation or delay evacuate the premises by means of the safest and nearest exit and assemble at the Fire Assembly Point.

Members of staff will assist children, visitors and contractors to evacuate with the most senior staff member present taking overall responsibility and will ensure if required the emergency services have been called.

SECTION 2 – FIRE ALARM/DETECTION

The fire detection system in place appears to conform to BS 5839-6 Grade D LD3 with detection just in the kitchen and both escape corridors situated to either side of the main community room and play area. It is believed that all the detection is linked throughout the building. At the time of audit, it was verbally confirmed the fire detection system is not being tested weekly and no evidence was available as to when the system was last checked by a qualified person.

Due to the large quantities of combustible materials stored in the two rooms leading directly onto the escape corridors the assessor recommends the fire detection system is upgraded to cover unattended areas and manually operated call points are also placed at the exit doors.

2.1 Very strong consideration should be given to upgrading the fire detection system to BS 5839-6 Grade D – LD2 with additional manual call points located at the final exit doors. This would ensure the rooms at higher risk, i.e., the unattended storerooms, are protected by the addition of smoke detection.

2.2 The fire detection system must without fail be tested on a weekly basis and should also be serviced at least annually by a qualified fire alarm engineer. Records to verify this action has taken place should be kept.

SECTION 3 – ESCAPE LIGHTING SYSTEM

The emergency lighting appears to be suitable and sufficient for the size and complexity of the premises. However, at least four of the emergency lighting units appeared to be defective as they appeared not to be charging from the mains power system. In the event of a power failure these units are mostly likely to fail to provide the required emergency lighting.

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3.1 All defective units should be repaired or replaced by a qualified electrical engineer and all units should be tested on a quarterly basis and records to verify this should be kept.

SECTION 4 – MEANS OF ESCAPE IN CASE OF FIRE

The means of escape from The Sports Pavilion is via one of numerous exits all of which lead directly to an ultimate place of safety. When tested all exits doors opened correctly. All travel distances are within the required limits.

However, it was evident that the fire doors fitted to the storerooms were found to be wedged in the open position which if involved in a fire situation would allow the products of fire i.e. fire, smoke and heat to rapidly enter the escape corridors rendering them impassable.

4.1 The storeroom fire doors **MUST** at all times be kept shut (preferably locked shut) when not in use in order to protect the escape routes from the building. The use of battery-operated door retaining devices would only be acceptable once the fire detection system has been upgraded to provide smoke detection in both storerooms and the corridors.



Figure 1 Fire door to storeroom held open onto escape corridor.

SECTION 5 – FIRE DOORS

It was evident that the quality and condition of the fire doors throughout the premises is reasonable with all fire doors tested apart from one closing fully into their frames. Unfortunately, these doors did not have the means to “latch” or fully engage with the frame ensuring the doors would remain closed. It was also noted that most of the fire doors are fitted with old style chain operated “Perco closers” which are no longer considered acceptable.

It cannot be stressed too highly of the importance of the premise fire doors being kept in a suitable and sufficient condition to contain and prevent fire and smoke spreading from a compartment which could compromise the escape routes.

5.1 All “Perco” door closers should be removed and replaced with overhead door closers complying to BS EN 1154.

5.2 All fire doors should be fitted with latches that fully engage with the frame AND kept closed when not in use.

5.3 The fire door between the main community room/play area and the corridor to the changing room has a defective hinge. This should be repaired or replaced.



Figure 2 Defective fire door hinge and Perco closers.

SECTION 6 – SIGNS AND NOTICES

The signs and notices within the premises were considered sufficient.

SECTION 7 – FIRE FIGHTING EQUIPMENT/WATER SUPPLIES

The number, type and location of firefighting units (extinguishers) is considered satisfactory and these were found to be in test. However, the water extinguishers containing 9l are very heavy and consideration should be given to the user groups within the building who may find the extinguishers too heavy to safely use.

Water supplies for use by the Emergency Services (Hydrants) are commensurate with those found in a large rural town location.

7.1 Consider changing the 9l water units for 6l AFFF Foam units which are considerably lighter and afford the benefit of attacking both Class A & B Fires.

SECTION 8 – MANAGEMENT PROCEDURES

The premise will be under the control of the Facilities Manager or Deputy who will make regular inspections of the premise and ensure all passive and active Fire Protection Systems are in place and serviced when required by qualified engineers. Records to evidence this must be available for inspection in hard copy format.

At the time of audit, it was unclear as to whether persons hiring the building are informed of the fire safety arrangements and whether they have provided a Fire Risk Assessment of their own and whether their employees have received suitable and sufficient fire training.

The Facilities Manager will take remedial action where necessary to ensure that everyone on the premises complies with the Regulatory Reform Fire Safety Order 2005.

It is widely recognised that many fires occur as a result of work been undertaken (particularly hot work) by trades people working in or on the buildings.

8.1 The Facilities Manager should ensure that suitable and sufficient records are kept of all Fire Safety related issues to include Fire Training for staff members and should also address in a timely manner the significant findings identified in the Fire Risk Assessment.

Continued on Page 12....

8.2 If not already in place, the Facilities Manager should ensure that prior to any work being carried out (particularly hot work) the company engaged should make available Risk Assessed Method Statements (RAMS) and a Safe System of Works (SSW) schedule. This will give the Facilities Manager the opportunity to review the work to be carried out and the safety measures to be adhered to by the contractor including the provision by them of suitable firefighting equipment.

8.3 The Facilities Manager should ensure that all persons hiring or making use of the building provide evidence that their staff have received regular fire training, are fully aware of the in-house fire procedures to include how to raise the alarm in case of fire and nominate a responsible person for every event held.

SECTION 9 – STAFF TRAINING AND AWARENESS

Article 21 of the RRO (Regulatory Reform Order 2005) requires **ALL** staff to undertake some form of fire training on a regular basis. This includes the undertaking of fire drills.

9.1 These issues should be addressed as in Section 8 (8.3) above.

SECTION 10 – IGNITION SOURCES

On the day of assessment, the type and number of ignition sources was considered commensurate with the type of building and its use. The kitchen was considered the highest risk area.

SECTION 11 – ELECTRICAL IGNITION RISKS

The electrical equipment seen on the day appeared to be in good condition with no obvious defects and all equipment seen on the day of audit had been subject to PAT testing.

SECTION 12 – COMPARTMENTATION

In any fire situation it is vitaly important that the fire remains within the room of origin to prevent fire and smoke from spreading to other areas (in particular escape routes) and to reduce the risk to the emergency services in tackling the fire.

It is absolutely **ESSENTIAL** that a fire occurring in any compartment **MUST** stay within that compartment until intervention by the emergency services.

The two storage garages are of significant concern to the extent both garages are full of combustible materials and both have no ceilings in place. In the event of a fire in these areas, fire spread to the entire roof would be rapid and could lead to the entire roof area and other sections of the building becoming fully involved in fire.

12.1 Very strong consideration **MUST** be given to placing fire-rated ceilings to a minimum of 30 minutes duration to both garages ensuring all gaps between the ceilings and walls are fully sealed with fire resisting materials.



Figure 3 Fully exposed roof materials above combustible items in garages.

SECTION 13 – DOCUMENTATION AND RECORDS

The following records should be kept:

Fire Alarm and Detection System – Weekly test and annual service

Emergency Lighting (where fitted) – Annual Service, Tested quarterly – local weekly test.

Fire Extinguishers – Annual test by a competent contractor

Fire Drills – At least annually

Staff Training – All staff should receive fire training every 12 to 18 months.

Risk Assessment – Reviewed annually. A review will also be required for any structural or significant changes to occupancy.

The Risk Assessment and Records should be kept together with all other records on the premises for ease of access (if applicable).

SECTION 14 – PREMISE USER CONTINUITY

Provided the issues highlighted in the Fire Risk Assessment are actioned in a timely manner and the passive and active fire protection measures in place are maintained to a suitable and sufficient standard, the premises should meet or exceed the requirements as laid down in The Regulatory Reform (2005) Fire Safety Order.

SECTION 15 – POINTS FOR ACTION

Section 1 Fire Strategy

No action required.

Section 2 Fire Alarm and Detection System

2.1 Very strong consideration should be given to upgrading the fire detection system to BS 5839-6 Grade D – LD2 with additional manual call points located at the final exit doors. This would ensure the rooms at higher risk, i.e., the unattended storerooms, are protected by the addition of smoke detection.

2.2 The fire detection system must without fail be tested on a weekly basis and should also be serviced at least annually by a qualified fire alarm engineer. Records to verify this action has taken place should be kept.

Section 3 Escape Lighting System

3.1 All defective units should be repaired or replaced by a qualified electrical engineer and all units should be tested on a quarterly basis and records to verify this should be kept.

Section 4 Means of Escape in a Fire

4.1 The storeroom fire doors **MUST** at all times be kept shut (preferably locked shut) when not in use in order to protect the escape routes from the building. The use of battery-operated door retaining devices would only be acceptable once the fire detection system has been upgraded to provide smoke detection in both storerooms and the corridors.

Section 5 Fire Doors

5.1 All “Perco” door closers should be removed and replaced with overhead door closers complying to BS EN 1154.

5.2 All fire doors should be fitted with latches that fully engage with the frame AND kept closed when not in use.

5.3 The fire door between the main community room/play area and the corridor to the changing room has a defective hinge. This should be repaired or replaced.

Section 6 Signs and Notices

No Action Required.

Section 7 Firefighting Equipment/Water Supplies

7.1 Consider changing the 9l water units for 6l AFFF Foam units which are considerably lighter and afford the benefit of attacking both Class A & B Fires.

Section 8 Management Procedures

8.1 The Facilities Manager should ensure that suitable and sufficient records are kept of all Fire Safety related issues to include Fire Training for staff members and should also address in a timely manner the significant findings identified in the Fire Risk Assessment.

8.2 If not already in place, the Facilities Manager should ensure that prior to any work being carried out (particularly hot work) the company engaged should make available Risk Assessed Method Statements (RAMS) and a Safe System of Works (SSW) schedule. This will give the Facilities Manager the opportunity to review the work to be carried out and the safety measures to be adhered to by the contractor including the provision by them of suitable firefighting equipment.

8.3 The Facilities Manager should ensure that all persons hiring or making use of the building provide evidence that staff have received regular fire training, are fully aware of the in-house fire procedures to include how to raise the alarm in case of fire and nominate a responsible person for every event held.

Section 9 Staff Training and Awareness

9.1 These issues should be addressed as in Section 8 (8.3) above.

Section 10 Ignition Risks

No Action Required

Section 11 Electrical ignition Risks

No Action Required.

Section 12 Compartmentation

12.1 Very strong consideration **MUST** be given to placing fire-rated ceilings to a minimum of 30 minutes duration to both garages ensuring all gaps between the ceilings and walls are fully sealed with fire resisting materials.

Section 13 Documentation and Records

On going.

Section 14 Premise User Continuity

On going.

SECTION 16 – ACTION PLAN

The areas identified in the following section have been given recommended prioritisation. You should action the points identified, preferably in the order identified, noting the completion date and action taken.

1. High Priority – To be dealt with immediately due to its hazardous nature.
2. High to Medium Priority – to be dealt with within 28 days of receiving the assessment.
3. Medium Priority – To be dealt with within 3 months of receiving the assessment.
4. Medium to Low Priority – to be dealt with within 6 months of receiving the assessment.
5. Low Priority – To be dealt with within 12 months of receiving the assessment.

FIRE RISK ASSESSMENT – ACTION PLAN

SITE	ITEM	REF	RISK	PRIORITY	FIRE ZONE	ACTION TAKEN	SIGNED OFF (DATE)
Complete	1	2.1	<u>Very strong consideration</u> should be given to upgrading the fire detection system to BS 5839-6 Grade D – LD2 with additional manual call points located at the final exit doors. This would ensure the rooms at higher risk, i.e., the unattended storerooms, are protected by the addition of smoke detection.	2			
Complete	2	2.2	The fire detection system must without fail be tested on a weekly basis and should also be serviced at least annually by a qualified fire alarm engineer. Records to verify this action has taken place should be kept.	2			
Complete	3	3.1	All defective units should be repaired or replaced by a qualified electrical engineer and all units should be tested on a quarterly basis and records to verify this should be kept.	2			

Complete	4	4.1	The storeroom fire doors MUST at all times be kept shut (preferably locked shut) when not in use in order to protect the escape routes from the building. The use of battery-operated door retaining devices would <u>only</u> be acceptable once the fire detection system has been upgraded to provide smoke detection in both storerooms and the corridors.	1			
Complete	5	5.1	All "Perco" door closers should be removed and replaced with overhead door closers complying to BS EN 1154.	3			
Complete	6	5.2	All fire doors should be fitted with latches that fully engage with the frame AND kept closed when not in use.	3			
Complete	7	5.3	The fire door between the main community room/play area and the corridor to the changing room has a defective hinge. This should be repaired or replaced.	3			
Complete	8	7.1	Consider changing the 9l water units for 6l AFFF Foam units which are considerably lighter and afford the benefit of attacking both Class A & B Fires.	3			

Complete	9	8.1	The Facilities Manager should ensure that suitable and sufficient records are kept of all Fire Safety related issues to include Fire Training for staff members and should also address in a timely manner the significant findings identified in the Fire Risk Assessment.	2			
Complete	10	8.2	If not already in place, the Facilities Manager should ensure that prior to any work being carried out (particularly hot work) the company engaged should make available Risk Assessed Method Statements (RAMS) and a Safe System of Works (SSW) schedule. This will give the Facilities Manager the opportunity to review the work to be carried out and the safety measures to be adhered to by the contractor including the provision by them of suitable firefighting equipment.	3			
Complete	11	8.3	The Facilities Manager should ensure that all persons hiring or making use of the building provide evidence that staff have received regular fire training, are fully aware of the in-house fire procedures to include how to raise the alarm in case of fire and nominate a responsible person for every event held.	2			
Complete	12	9.1	These issues should be addressed as in Section 8 (8.3) above.	2			

Complete	13	12.1	Very strong consideration MUST be given to placing fire-rated ceilings to a minimum of 30 minutes duration to both garages ensuring all gaps between the ceilings and walls are fully sealed with fire resisting materials.	3			
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FIRE RISK ASSESSMENT – REVIEWS AND CHANGES

A Fire Risk Assessment at this level would only be carried out again if there were significant changes to the structure of the building or building use at the premise location.

These significant changes could include:

- Structural changes, for example knocking through a wall or adding a conservatory.
- Significant change to the use of the property or the activity carried out within the property.
- If the local area and/or building became subject to arson attacks
- If there was a significant fire

The manager or delegated person should review this assessment annually or sooner if anything changes that affects the content of this document. They should then sign below to confirm that a review has taken place. This record can also be used to record the identity of a change to the Responsible Person. A record of when the new person took up the post should be noted.

DATE OF REVIEW	NAME AND JOB ROLE	ANY ACTIONS REQUIRED	RESPONSIBLE PERSON	SIGNATURE