

Towyn & Kinnel Bay Town Council

DRAFT RISK ASSESSMENT AND MANAGEMENT REPORT – 2024/25

- **Approved in Full Council Meeting on TBC – Agenda Item TBC**

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Risk Management – arrangements to identify, evaluate and implement measures to reduce risk.

The level of risk is based on this Council's judgement of both the likelihood of occurrence and the potential impact of each identified risk – Levels: H (High), M (Medium) and L (Low).

- It will be reviewed annually, or more frequently if the need arises.

1. FINANCIAL

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN /CONSIDERED TO REDUCE RISK	RESIDUAL RISK RATING
1.1	Banking	Taxpayers may be at unnecessary risk from financial losses due to improper management of banking arrangements or bank going into insolvency	Current and Savings Accounts are held with bank registered with and regulated by the FSCS. Investment Strategy reviewed annually	L	Considered splitting credit balances between two or more banks, but no financial institutions will allow the opening of a savings account only an/or min balances requirements too high.	L
1.2	Risk of Consequential Loss of Income	Council would lose rental income if building unusable, e.g. due to fire	Business Interruption insurance is in place to cover loss of income and temporary relocation of office.	L		

1.3	Financial Controls	Taxpayers at risk of financial losses due to fraud	Bank reconciliations are prepared by Clerk and reported to Council on at least a quarterly basis. Cheque Payments: Two bank authorised member signatures are required for all cheque payments. Online Banking Payments:- Limits: Clerk alone up to £3000, any payments in excess of £3000 to be keyed by the Clerk, and approved by any one councillor, who are authorised to approve Online Banking Payments. Online Banking Payments will be limited to a maximum of £10,000 per individual payment, and a maximum daily Online Banking payment limit of £20,000 per day. Credit Card Payments:- Limits Clerk - Single transaction maximum value of £500. The Clerk in conjunction with the with Chairman/Deputy Chairman of Council or Chairman/Deputy Chairman of the appropriate committee or the Designated/Appointed Finance Councillor - In writing before any order is placed - Single transaction maximum value £1,499.	L	Refer to the New Audit Regulations.	
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			A duly delegated committee of the council - In writing before any order is placed - Single transaction maximum value £1,500 - £5,000. Full Council - In writing before any order is place – Single transaction maximum value over £5,000. A maximum spend limit of £7,500 per month. Credit Card balance is fully cleared every month via direct debit. Debit Card Payments – Clerk has a debit card only to be used by the Clerk and restricted to: Clerk - Single transaction maximum value of £500. The Clerk in conjunction with the with Chairman/Deputy Chairman of Council or Chairman/Deputy Chairman of the appropriate committee or the Designated/Appointed Finance Councillor - In writing before any order is placed - Single transaction maximum value £1,499. A duly delegated committee of the council - In writing before any order			
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			is placed - Single transaction maximum value £1,500 - £5,000. Full Council - In writing before any order is place – Single transaction maximum value over £5,000. All expenditure is approved as stated in the Financial Regulations Internal (Interim and Year end) and External Audits are carried out annually. Salaries are reviewed within the Audit System. Designated Finance Councillor is appointed to oversee/review all payments/receipts and reconciliations on a monthly basis.			
1.4	Complying with Borrowing Restrictions	Risk of not being able to obtain funds or having to repay early	Council ensure regulations are adhered to when any new borrowing is being considered.	L		
1.5	Loss of cash through theft or dishonesty	Loss to taxpayer / Council	Little cash income is received and minimal cash is held on the premises. Fidelity insurance is held to cover employees/members	L		
1.6	Risk of Supplier	Loss to taxpayer / Council	Staff Training is provided to alert them to the potential risks of	L	We have introduced a change of supplier	L

	(Procurement) Fraud.		providing sensitive company information, by phone or other means, especially contract and account information. Any Two Councillors who are Bank Signatories, sign the Payment Authorisation Slip, to approve a supplier bank account change, once they have reviewed/checked the process which has been undertaken to verify the supplier details change. Address and financial health details are checked at Companies House, if we have any doubts/concerns regarding a supplier. The Appointed Finance Councillor undertakes sample checks of online payments (min quarterly) to supplier invoices to ensure the payment has been made to the supplier bank account. HSBC Online Banking System, undertakes a full name check for any new payments set up and for existing payments where the account number/sort code details are changed. We undertake an Annual Renewal of our Insurance Policy to review adequacy of insurance cover.		details procedure for when a supplier purport to have changed their bank details, we always call the supplier to check the veracity of a request, using details in our system, rather than those on any associated letter or email. We undertake periodic reviews (min annually) of supplier accounts are undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.	
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			Whilst supplier fraud is not presently included in the Town Council's current policy, given the above measures, the risk is considered acceptable, and therefore no additional cover is deemed necessary at this stage. (NB – Most standard Town Council Insurance policies do not cover supplier fraud).			
1.7	Adequate budget management	Risk of overspend and possible increase in precept due to poor financial control	Detailed budgets are prepared annually by the Council, by January, and level of precept approved for submission to CCBC. Variances in expenditure against budgets are reported at least quarterly to PFR/Full Committee.	L		
1.8	Compliance with VAT Regulations	Risk of unexpected financial burden due to non-compliance necessary.	Help and advice is sought as and when required via SLCC/HMRC VAT Help Desk. VAT claims are completed by RFO and checked by Internal Auditor. Check VAT registration numbers to HMRC Vat Online Records @ WWW.gov.uk	L		

2. ADMINISTRATION & ORGANISATION

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING	CURRENT RISK	FURTHER MEASURES	RESIDUAL RISK
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			SYSTEMS ALREADY IN PLACE	RATING	TO BE TAKEN TO REDUCE RISK	RATING
2.1	Decision Making	Council may face legal action if it acts without appropriate power, or be the subject of complaints to the Ombudsman for non-compliance, both of which may carry a financial penalty	Where required, powers are recorded for any new items of expenditure. The Council ensures compliance with Standing Orders / Financial Regulations The Council seeks advice where necessary and act on any advice received	L	The Council meets the three conditions, Elected Councillors, a qualified Clerk and the council has received unqualified auditor's opinions from the Auditor General for Wales, for two consecutive financial years and therefore qualifies for the General Power of Competence The Council no longer need to ask whether they have a specific power to act.	L
2.2	Contracts	Risk of legal challenge due to non-compliance with terms of contracts	Ensures compliance with Standing Orders / Financial Regulations Seeks legal advice, where necessary	L		
2.3	Document Control / Security	Risk of loss of important council documents or legal challenge due to non-compliance with law	Council Complies with document retention guidelines Key documents (deeds for Resource Centre, Chester Avenue Woodland & Lease for Ffordd Y Berllan field are in fire proof cabinet in Assistants Office.	L	Deeds for Owain Glyndwr Community Garden have been requested from Land Registry.	L

			Other documents kept in lockable storage Council complies with Data Protection Act and Freedom of Information Act requirement.			
2.4	Proper Record Keeping	Risk that documents would not stand up if required by Court of Law	All Minutes are approved and signed Signed minutes are retained in date order	L		
2.5	Information Technology	Risk of loss of important documents or damage to Council's IT equipment	Full system back-up is undertaken on a regular basis by IT Provider. Daily on-line back-up of data (Offsite storage – Cloud). Internet Security / Anti-virus protection is kept up to date Computers are password protected	L		
2.6	Absence of Clerk	Risk that Council would not be able to function normally if the Clerk were unexpectedly absent for a prolonged period.	Records and accounts are easily accessible List of Locum Clerks is available from SLCC Full Council meet to discuss urgent matters in the absence of the Clerk. Keyman insurance is in place to cover any long-term absences (covers Clerk only).	L	Deputy Clerk is now in post to cover in Clerks absence.	L

2.7	Complaints Handling	Risk of action against the Council, possibly resulting in financial settlement	Complaints policy and procedure has been adopted by the council.	L		
2.8	Access to Office	Risk of access to confidential documents and equipment by persons not employed by the Council	Access to the office in the absence of the Clerk is only given to responsible and approved persons.	L		
2.9	Data Protection	Data breaches and/or Non-Compliance could result in: • Fines for the Council • Fines for individual Cllrs • Cllrs contravening their Code of Conduct	Appropriate Councillor Training in place Appropriate Staff Training in place Data Protection Auditor has been appointed DPO has been appointed Annual GDPR Audit Annual Data Protection Audits Regular reviews of paper based and computer-based records undertaken Data Retention & Disposal Schedule complied with: • Data processing/Sharing Agreements have been	M	Ongoing Training for both Councillors and Staff DPO undertakes a in-depth review annually and introduces new/revised processes which are deemed necessary ensure that the Town Council fully complies with the current Data Protection requirements.	

			implemented • Appropriate Data Protection related Policies adopted • Appropriate Privacy Notices adopted • Data Protection related email Footers implemented • Required Data Protection documents displayed on TKBTC Website			
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3. EMPLOYERS / MEMBERS / PUBLIC LIABILITY

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE RISK	RESIDUAL RISK RATING
3.1	Comply with Employment Law	Possibility of employment tribunals and financial penalties if Council does not comply with employment law	Professional advice is sought whenever necessary Council adheres to the code of practice on disciplinary and grievance procedures Job Descriptions / Employment Contracts held and reviewed	L	Staffing policies in place • Grievance • Capability • Disciplinary • Sickness management	L

			regularly HR Sub-Committee established and delegated powers to handle grievance / disciplinary matters Employers Liability Insurance is place.		• Anti-Bullying • Equality and Diversity • Flexible Working • Maternity Leave and Pay • Paternity • Stress Management	
3.2	Comply with Inland Revenue Requirements	Possible unexpected financial penalties	Regular updates /advice received from the Inland Revenue Checks are undertaken by Internal Auditor Payroll is calculated by an outside professional payroll specialist	L		
3.3	Honesty / Integrity	Possibility that Council may be brought into disrepute and/or undergo time-consuming investigations by Ombudsman	Members comply with adopted Code of Conduct Duty on all members to report any compliance issues	L		
3.4	Health & Safety of Staff, Members and Visitors	a) Risk of accident, injury or other loss	Employers Liability Insurance is held to cover employees, members and volunteers. Health & Safety risk assessment of Resource Centre was formally undertaken in 2017 and is reviewed / updated annually. Separate H & S checks are	L		

		b) Additional risk to employees, hirers and contractors due to lone working, e.g. accidents, illness, manual handling, violence and aggression, access and egress	undertaken at the Community Centre (Community Centre Management Committee confirm all required H & S checks undertaken, reviewed and are up to dated annually) Fire Safety Assessment of premises are formally undertaken and reviewed annually. Lone Workers Assessment was undertaken in August 2017. (Next review will be undertaken, as and when changes arise).			
3.5	Pandemic	Refer to specific pandemic related Risk Assessments	Regular updates and reviews are undertaken Council follows Welsh Gov recommendations and/or regulations The Clerk ensures that all revised/introduced processes/procedures are fully communicated, shared and discussed with Councillors, Employees & Building users. The Clerk ensures that cleaning schedules are robust and fit for purpose.	L		
3.6	Public Events		Risk assessment are undertaken prior to any public event, involving all parties	M	Separate risk assessment are required for every	L

			Adequate planning of events is undertaken Roles and responsibilities are identified Insurance arrangements are checked/put in place		public event to identify any hazards and take necessary action.	
3.7	Risk to Third Party	Risk of injury or other loss to third parties	Any damage within Towyn & Kinmel Bay which is reported to the Council is notified to owner(s) / person(s) responsible as soon as possible	L		
3.8	Hirer's Liability	Risk of accidental injury or damage to the premises or contents	Insurance cover is in place to cover risk of accidental injury to any person and damage to the premises or contents	L	.	
3.9	Libel & Slander	Risk of proceedings against Council for libel or slander by members or employees	Insurance cover is in place to cover risk of proceedings for libel or slander by Members and Employees.	L		
3.10	Contractors	Risk of claim due to work undertaken by contractor	Contractors are vetted to ensure that adequate public liability insurance cover is held and that they have the required experience/equipment to completed the required work.	L		

4. ASSETS

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE RISK	RESIDUAL RISK RATING
4.1	Protection of Physical Assets Resource Centre	Possible financial cost of replacement / repairing of damage	Buildings and contents are insured and cover index-linked Inventory of contents are held, updated annually and contents cover reviewed Adequate security of building is maintained (premises locked and alarmed when unoccupied) CCTV in situ. List of authorised key holders (including those with alarm/door codes) compiled	L		
4.2	Risk of damage to third party,		Public liability Insurance Cover is held.	L		

	property or individuals					
4.3	Risk of damage by use of car park by unauthorized persons or itinerants and risk of claims by car park users	Financial burden of repairs and possible claims for damage	Car park is jointly shared with Bowling Club, Library, Clinic and the Community Centre. The Car Park is owned by CCBC and therefore CCBC are ultimately responsible for the Car Park.	L		
4.4	Flood Risk	Possible damage to council and tax payers' properties and disruption during/post flooding	Ensure appropriate insurance cover is in place for council property (see asset register). Flood Risks/Awareness is highlighted/discussed at town council meetings on an ongoing basis. Proactive/Ongoing promotion of Kinmel Bay and Towyn Flood Plans. Councillors are approached on a regular basis to become flood wardens. NRW Flood Packs are available.	M	On Going promotion to residents and councillors to register with NRW for Flood Packs/Flood Warnings. Flood Risk have been added to Town Council's website.	M
4.5	Maintenance of Buildings	Possible additional financial cost due to inadequate routine and planned maintenance of buildings	Programme of planned maintenance, including an annual inspection of the premises by nominated Councillors and the Clerk is in place.	L		

			A professional Reinstatement Valuation of the Resource Centre was undertaken in February 2019, to ensure that the property insurance cover in place was sufficient, as a direct result of the valuation, the building insurance cover was increased.			
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Off Site - Ground Maintenance

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE RISK	RESIDUAL RISK RATING
5.1	Litter Picking	Refer to specific Risk Assessment & Documents	Regular updates and reviews of Risk Assessment and Documents are undertaken.	L		
5.2	Solar LED Lighting	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.3	Benches	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.4	Fountains	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessments and Documents are undertaken	L		
5.5	Planters	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.6	Goal Posts	Refer to specific Risk	Regular updates and reviews of	L		

		Assessment	Risk Assessment and Documents are undertaken As both Goal Posts are in parks owned by Conwy CBC, they undertake lift checks/assessment for the goal posts.			
5.7	Leased Land/Parks	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.8	Defibs & defib Cabinets	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.9	Flag Pole	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.10	TKBTC Notice Boards	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.11	War Memorial	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		
5.12	Owain Glyndwr Community Garden	Refer to specific Risk Assessment	Regular updates and reviews of Risk Assessment and Documents are undertaken	L		

APPENDIX A

SAFETY REPORT – Resource Centre

External

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE RISK	RESIDUAL RISK RATING
A1	Perimeter Walls / Fences	Risk of falling and causing injury or damage to property due to either damage or wear and tear.	The boundary wall / fence is checked annually to ensure its safety.	L		
A2	Paths & Access Areas	a) Slip, trip or fall hazard – may affect employees, members or visitors to the premises. b) Risk of injury or damage caused by vehicles entering or exiting the site.	The main paths / thoroughfares are regularly checked by the caretaker and kept clear of hazards i.e. ice, snow, leaves etc. Car park owned/managed by Conwy	L		
A3	Trees	Risk of falling and causing injury or damage to property	Trees are periodically checked for storm damage and potential hazards by the Town council, on a quarterly basis. In the event of any damage/hazards being identified, the Town council employs contractors to address.	L		
A4	Lighting	Possible slip, trip or fall hazard if external lighting is inadequate.	The external lighting is considered adequate to prevent slips, trips and falls and give security to the building.	L		
A5	Window Cleaning	Risk of falling, due to working at height.	External Contractor has been engaged by the council	L		

A6	Contractors - General	Risk of accident, injury or damage to property during building or maintenance works	Only competent persons will be engaged and adequate public liability insurance cover must be held. Work will be monitored.	L	.	
A7	Gullies, Drains & Down Pipes	Possible damage to the building if not adequately maintained	These are regularly inspected and maintained.	L		
A8	Insurance Issues	Risk of slips, trips or falls	Public Liability Insurance cover is held and reviewed annually.	L		
A9	Grass Cutting	Possibility of injury or damage to property whilst using grass cutting equipment, e.g. by stones being thrown up	A competent contractor has been engaged to undertake regular 'cut and collect' mowing. Care is taken when pedestrians are passing.	L		
A10	Notice Boards	Possibility of injury or damage if not properly maintained	Regular inspections of the Safety and Maintenance are carried out. On bad weather days, it requires two persons to display notices.	L		

Internal

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE RISK	RESIDUAL RISK RATING
A	Window Cleaning	Risk of falling, due to	Internal window cleaning is	L		

11		working at height.	carried out under the supervision of the Clerk			
A 12	Equipment / Storage	Risk of injury due to accidental spillage of cleaning chemicals Risk of Manual handling injuries for heavier equipment or materials.	Adequate storage facilities are available for the cleaning equipment and materials. Copy of approved list of substances and COSHH sheets is held and reviewed regularly. Heavier equipment and materials are stored at accessible levels.	L		
A 13	Hire of Rooms	Risk of accident or emergency occurring whilst the premises are being hired.	Conditions of hire are clearly laid down and clear instructions are given to hirers for action in the event of an emergency.	L	Town Council qualified First Aiders (Dylan, Diane, Kath, Cllr Morris)	
A 14	Fire Safety More to Fire	Risk of injury and / or damage to the building due to fire	See Appendix B for separate Fire Risk Assessment	L		
A 15	Asbestos	No asbestos in building, relatively new build.	No asbestos in building	L		
A 16	Glazing	Risk of injury from inadvertent breakages of low-level glazing	Main entrance has been replaced with double glazed units to protect against inadvertent breakages e.g. falls. No other glazing areas were identified as requiring	L		

			attention.			
A 17	First Aid	Risk of minor injuries	A fully stocked first aid box is available, with appropriate guidance notes	L		
A 18	Accident Reporting	Requirement to comply with H&S legislation	An accident book is available to record any accidents. Relevant legislations will be complied with, e.g. RIDDOR.	L		
A 19	Lift	Risk of being trapped	Lift is checked annually by both Insurance Company and Lift Contractor to ensure safe and up to date with current regulations. Phone in lift linked to OTIS 24 Hour Contact Centre	L	Alarm linked to OTIS 24/7 Sounder alarm within building has been installed.	L
A 20 (a) 20 (b)	Electrical Safety	Risk of injury from use of defective electrical equipment. Risk of damage / injury due to defective electrical installation	Portable appliance testing is carried out by an approved, competent contractor. Periodic inspections carried out in accordance with BS 7671 Recommended to be carried out at 3-year intervals.	L		
A 21	Personal Protective Equipment	Risk of injury to employees using cleaning substances	Protective equipment (mask/gloves/goggles etc) are available and used where required by COSHH guide.	L		

A 22	Working at Height	Risk of falling whilst undertaking the following tasks: a) Changing light bulbs b) High storage c) Window cleaning	Any activity involving working at heights of over 2m is assessed and properly managed.	L		
A 23	Lone Working	Risks to employees when working alone, from both normal work duties and from unforeseeable emergencies, such as fire, equipment failure, illness and accidents.	Lone Workers Policy adopted. Risks assessed included: • Safe access and exit risk of violence (access is restricted when staff are working alone in the Town Hall) • Safety of equipment channels of communication Site security, alarm systems, CCTV and personal alarms	L	Caretaker has mobile phone	L

Conclusion

It is recognised that the Caretaker / Cleaner's role is pivotal in ensuring adequate maintenance of the site. Appropriate training will be arranged for the cleaner / caretaker, as and when required.

APPENDIX B

Fire Safety Risk Assessment – Resource Centre

This report is following consideration of guidance on Fire Safety Risk Assessment for Small and Medium Places of Assembly (issued by H.M. Government). It will be reviewed annually or more frequently if the need arises.

It is noted that the Regulatory Reform (Fire Safety) Order 2005 applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most premises. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances to do so.

Responsible Person:

Responsibility for complying with the Order rests with the 'responsible person'. In a workplace this is the employer (i.e. the Council) and any other person who may have control of any part of the premises, e.g. owner / occupier. The responsible person must carry out a fire risk assessment and the significant findings must be recorded.

The Town Clerk is appointed as the Responsible Person for the day to day operation of the premises. A Temporary Responsible Person is to be appointed by bodies hiring the premises for those occasions when the Clerk is not present in the building. Full guidance notes will be issued to all such users.

Review:

Certificate of Compliance for Commercial Buildings – check insurance policy

This Risk Assessment will be reviewed on an annual basis, or more frequently if considered necessary.

	HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	CURRENT RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE RISK	RESIDUAL RISK RATING
B1	Means of Escape	Injuries may be sustained if people are unable to leave the building quickly and safely in the event of a fire or other emergency	The identified escape routes from the building in the event of a fire are considered to be: • Suitable (exit width minimum 750mm and not more than 45 metres travelling distance from	L		

			any point in the building) • Easily, safely and immediately useable at all times • Adequate for the number of people likely to use them (a width of at least 750mm can accommodate up to 60 people to escape in 2.5 minutes in normal risk premises) • Free from any obstructions, slip or trip hazards • Well lit by normal and emergency escape lighting • Available for access by the emergency services • Clearly signed • Easy to open, without the use of a key • Doors on the escape route open in the direction of escape • Steps are in a good state of repair • The muster point is clearly indicated (renew) Provisions are in place to account for all people at the muster point Disabled Persons: • A suitable escape route has been identified for wheelchair users and			
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			details of this will be issued to any users of the premises. Room Layout: - Seating is arranged to allow free and ready access to the exits Display Materials on Escape Routes: - Displays such as paper, textiles, Christmas decorations or trees are not located in corridors - Staff information is confined to appropriately located display boards in areas away from escape routes - Display boards on escape routes are kept to the minimum possible size and are not over-loaded with paper Fire-resisting structures: There are no identified fire-resisting doors and walls in the premises.			
B2	Identifying Sources of Ignition & Combustible Materials and Protection	Users of building may be at increased risk from fire due to sources of ignition being located close to combustible materials or inadequate	Good Housekeeping: Sufficient litter bins are provided and any accumulation of waste or litter is removed without delay	L		

	against Arson	measures taken to prevent possible arson attacks	Storage: • Only limited stocks of combustive materials and flammable liquids are kept in the building • Excess materials (incl. paper records) are kept in a dedicated storage area, away from public access areas • Flammable liquids, aerosols and cleaning products are stored in a locked metal cabinet in the Caretakers office which is away from any potential ignition sources Dangerous Substances: • Explosives, real flame, smoke and vapour effects, lasers and strobes, flares, fireworks, pyrotechnics and firearms are not permitted to be used on the premises. Equipment and Machinery: • All machinery and equipment, including cooking and heating equipment and office equipment, is properly maintained by a competent			
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			person. - Any portable heaters are positioned securely away from combustible materials. Electrical Safety: - All electrical equipment will be installed and maintained in a safe manner by a competent person - All electrical installations will be regularly maintained by a competent electrical engineer and be inspected and tested annually. - All items of portable electrical equipment are inspected as deemed appropriate by the certificated tester – presently tested every two years. Smoking: - Premises comply with requirements of ban on smoking in public places, implemented by WAG 1/4/07 - Smoking is prohibited on the premises, which includes the grounds	L		
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			• Suitable signs are displayed informing staff, members and visitors of the smoking policy Building Work and Alterations: • The fire risk assessment is reviewed before any building work commences and any additional risks are evaluated • Contractors carry out a risk assessment and report their significant findings and any preventative measures they may employ. • The impact of the building work on the general fire safety precautions, such as the increased risk from quantities of combustible materials and accumulated waste and maintaining adequate means of escape, will be continuously monitored Arson Reduction: • Outside of building is well lit • All entry points to the building are secure			
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			• All combustible rubbish is regularly removed • Suspicious behaviour to be reported • All storage areas and unused areas of the building are secured against unauthorised access • A secure metal letterbox has been fitted on the inside of letter flap to contain any burning materials that may be pushed through and regular inspection will be carried out for combustible material or sources of ignition.			
B3	Persons at Risk / Training	Disabled or people with additional needs may be at a greater risk, due to their inability to quickly and safely vacate the premises in the event of a fire or other emergency	Help for disabled people or people with additional needs. • Assistance is offered, where necessary, for disabled people. • As the minimum width of an escape route for wheelchair users is not less than 900mm, the main entrance is the identified	L	Consideration will be given regarding the provision of a suitable Stair compatible Evac chair 29/11/2017 – Decision made not to order an EVAC CHAIR due to cost approx. £600 and fact not a legal requirement. See Full Council Minutes 171129/20	

			doors and other basic fire-prevention measures • The appropriate use of firefighting equipment • The importance of reporting to the assembly area • Exit routes and the operation of exit devices • Assisting disabled persons, where necessary • A record of training will be kept.			
B4	Fire Detection and Warning System	Risk of fire not being detected and spreading quickly throughout the building, putting users at increased risk of injury and reducing chances of safe exit	• A fire detection and warning system has been installed and is checked / serviced on a regular basis by an approved competent contractor • An office fire evacuation drill is carried out every 12 months and a record kept • Testing of fire alarm is carried out by the Council Staff. Testing and Maintenance: • A manual call point is	L	Additional break glass points have been installed (now one at each exit) and the break glass points are checked regularly and a record of tests is kept.	L

			tested once a week • 12 monthly servicing and any preventative maintenance is carried out by a specialist company • All tests, false alarms and maintenance are recorded • Alarm linked to call centre who notify the Fire Service			
B5	Emergency Escape Lighting	Risk of injury due to people being unable to see the exit routes in the event of a fire or emergency	• The premises have an emergency lighting system which is serviced and fully tested annually by a competent person • The emergency lighting is tested monthly by the Council Staff.	L		
B6	Fire Appliances	Increased risk of injury due to insufficient availability of the appropriate equipment to fight small fires	• The recommended number and type of portable fire extinguishers are strategically placed around the building, near the exits • The extinguishers are visually checked on a regular basis to ensure they remain serviceable • The extinguishers are inspected and serviced annually by a competent	L		

			person and a record is kept Adequate training is provided on the use of fire extinguishers to staff and guidance is provided above each appliance			
B7	Signs and Notices	Lack of adequate instructions may cause increased risk of injury to users of the premises	- Fire instruction notices detailing the action to be taken in the event of a fire are clearly displayed on escape routes, near to the break-glass call points - Adequate approved signs are provided for all escape routes	L		
B8	Fire Safety Records	Records are required to demonstrate compliance with the relevant legislation	Records: Up to date records of the fire risk assessment, maintenance of fire-protection equipment, weekly testing of fire alarms, testing of emergency lighting and training undertaken are kept in the Clerk's office. Plans: A written 'emergency plan' is in place, detailing:	L		

			How people will be warned if there is a fire What staff should do if they discover a fire How the evacuation of the premises should be carried out Identification of key escape routes Arrangements for fighting fire Arrangements for the safe evacuation of people identified as being especially at risk Contingency plans, e.g. Restrictions on use of the building when fire detection and warning systems are out of order How the fire and rescue service will be called and who will be responsible for doing this What training employees need and arrangements for ensuring this training is given			
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			A written statement is issued detailing the responsibilities for any persons hiring the premises.			
C1	Legionella	Records are required to demonstrate compliance with the relevant legislation	Records: - A completed Legionella Risk Assessment is in place. - Up to date records are held regarding the required weekly and monthly checks and temperature testing, which are checked by the H & S Consultant, as part of his annual audit.	H	<u>Weekly</u> Flushing of: >Infrequently used outlets to be undertaken >Disabled toilet and sink >Outside tap >Water irrigation system >Flexible hoses to be inspected to identify any scale or corrosion and replace as needed. <u>Two Weekly</u> Temperature testing to be undertaken - Hot water taps need to reach 50 degrees within one minute at the sentinel outlets two weekly. - Cold water needs to be below 20 degrees after two minutes. <u>Monthly</u> Boiler Flow Test <u>Quarterly</u>	

					Scale from taps removed <u>Annually</u> Air Conditioning Units to be tested by contractors as part of their Annual Maintenance Contract.	
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