


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 4TH NOVEMBER 2020**

To: Councillors C Danter (Chairman), K Brennan, A. Carter, K. Powell, S. Raywood, A. Rudge

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be remotely by Zoom on **Wednesday 4th November at 6.00 pm.**

Members of the public and press are welcome to attend. Meeting id 975 9698 2133, password 951746



Debbie Hill
Town Clerk
30th October 2020

AGENDA

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings & Moorings Committee meeting held on 22nd July 2020
5. Matters arising from the minutes – for information only
6. Receive correspondence relating to the Buildings & Moorings Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. Approve payments to be made
9. Review the budget report
10. Set the budget for 2021-22, 2022-23 and 2023-2024
11. Receive an update from the Town Clerk and agree next steps on the following ongoing matters:
 - i. Repairs to windows at the Museum
 - ii. Museum lease
 - iii. Application to Covid-19 Emergency Heritage at Risk Response Fund for repairs to the roof at the Museum
 - iv. Lease of garden at 2 Saffron Road

- v. Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum
 - vi. Quote for CCTV in the own Hall
 - vii. Routine maintenance works at the Town Hall.
 - viii. Complaint regarding a Town Council mooring
12. Agree to renew the annual maintenance contract with Dromakaba on a rolling basis for the automatic doors at the Town Hall
 13. Review the Back of Avon Structural Engineer's Survey report and agree further actions
 14. Receive an update on the Priors Court Mooring upgrade planning application and agree further actions
 15. Review and consider the lettings of the Watson Hall and the Town Hall in view of the current increase in Covid 19 cases
 16. Agree the management and accountability of the £10,000 COVID 19 business grant from Tewkesbury Borough Council for loss of income at the Watson Hall
 17. Discuss the proposed Noticeboard Policy prepared by the Environment & Amenities Committee
 18. Review the Fire Risk Assessment for the Museum and to agree action to be taken
 19. Review the work programme

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 22nd July 2020 via Zoom

Present: Cllrs C Danter (Chair); K Brennan, A Carter, J Raywood, S Raywood, A Rudge

In attendance: D Hill (Town Clerk)

The meeting commenced at 6.03pm.

B&M.20.055 Receive apologies for absence

Cllr Ken Powell (personal)

B&M.20.056 Receive declarations of interest

None received.

B&M.20.057 Receive dispensations

None.

B&M.20.058 Approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020

Subject to two small amendments to the attendee list, it was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 22nd June 2020. Proposed by Cllr S Raywood, seconded by Cllr Rudge.

B&M.20.059 Matters arising from the minutes

B&M.20.033 – Tree work: Back of Avon proposed work requires planning permission. Carried forward.

B&M.20.043 - Compressor replacement warranty: The Town Clerk confirmed that the replacement part will be covered by a 12 month warranty. Complete.

B&M.20.044 – Location of cigarette bins in The Courtyard at the Watson Hall: The Town Clerk confirmed that the cigarette bins have been relocated. Complete.

B&M.20.045 – Honeybees: The Town Clerk reported that the Severn Ham is not an acceptable location for the Beekeeper. Complete.

B&M.20.054 – Town Clerk to liaise with Thomson & Bancks: Complete.

B&M.20.060 Receive correspondence relating to the Buildings & Moorings Committee

Correspondence has been received concerning an issue relating to moorings by Red Lane. **Action:** Town Clerk to liaise with member of the public.

The Town Clerk advised that the Town Council's insurance broker has recommended that CCTV should be reinstated at the Town Hall. **Action:** Town Clerk to progress.

B&M.20.061 Public Participation

None

B&M.20.062 Review the budget report

The budget report was reviewed.

B&M.20.063 Approve payments to be made

It was RESOLVED to approve payments totalling £24,397. Proposed by Cllr Rudge, seconded by Cllr S Raywood.

B&M.20.064 Ratify the following decisions made on 7th July 2020:

- i. Approve the installation of six more flood proof posts at a cost of £400 each. 14 posts in total will be installed at St. Mary's Lane and at the Old Ferry Moorings**
- ii. Approve the sanding down, making good and resurfacing of the floor in the Tudor Room at a cost of £1,240**
- iii. Approve the purchase of eight parasols and bases for the Watson Hall courtyard**
- iv. Approve jet washing to the courtyard area and the steps leading from the emergency access to the balcony at the Watson Hall**

It was RESOLVED to approve items i, ii, iii and iv. Proposed by Cllr Brennan, seconded by Cllr Rudge.

B&M.20.065 Appoint a Solicitor to seek advice on the legal position relating to the three Land Registry titles at the Watson Hall and Tewkesbury Museum

It was RESOLVED to appoint a Solicitor. It was noted that the budget for legal expenditure is the responsibility of the Finance Committee and accordingly the expenditure will need to be approved by this committee. Proposed by Cllr Danter, seconded by Cllr Rudge.

B&M.20.066 Discuss the Lead Member roles

Deferred to a future meeting due to the job description of the Events Officer being reviewed.

B&M.20.067 Review work programme

The work programme was reviewed.

B&M.20.068 Consider proposal to refresh sign writing on the gate emblems and push bar door signs at the Watson Hall

It was RESOLVED to approve the proposal to refresh the sign writing at a cost of around £635. Proposed by Cllr Rudge, seconded by Cllr S Raywood.

It was agreed unanimously to extend the meeting by 15 minutes.

B&M.20.069 Discuss and agree whether to let the Court Room at the Town Hall to Cards for Good Causes for the sale of charity Christmas cards and goods

The request was discussed and it was agreed unanimously that due to the COVID-19 pandemic and the requirement for social distancing the Town Council cannot agree to this request. There is a possibility that a room at the Watson Hall may be suitable.

B&M.20.070 Discuss a proposal to hold a fundraising event for Focus Cancer Support in place of an event cancelled in April 2020

Cllr Rudge pointed out that the proposal is in fact to raise funds for Tewkesbury Hospital. It was RESOLVED to make the Watson Hall available for this event at no charge. Proposed by Cllr Danter, seconded by Cllr Brennan.

B&M.20.071 Review the recent work completed to the side elevation window at Tewkesbury Museum

It was noted that there were some concerns about the finishing of this work. The Town Clerk has sent an email to the contractor raising these concerns. **Action:** Town Clerk to report back.

The meeting closed at 7.48pm

Signature of Chairman upon approval of the minutes 16th September 2020

DRAFT

MAINTENANCE CONTRACT RENEWAL



Contract Name : Tewkesbury Town Council GL20 5AL
Contract Number : 4100-0000156152

Billing Address : Tewkesbury Town Council
Town Hall
Tewkesbury
Gloucestershire
GL20 5AL

dormakaba
Wilbury Way
Hitchin
Hertfordshire SG4 0AB
Tel: +441462477600
Fax: +441462477601
E-mail: service.uk@dormakaba.com
www.dormakaba.co.uk

Contact : Debbie Hill
Contact Email : townclerk@tewkesburytowncouncil.gov.uk
Contact Phone : 01684 850 974

1 / 2
09/10/2020

Dear Sir / Madam,

RE: MAINTENANCE CONTRACT RENEWAL - Tewkesbury Town Council GL20 5AL

Thank you for your valued business over the past year. Your contract is now ready to be renewed for the period shown below.

To enable us to activate your contract, please send a purchase order to uk-servicesalescontracts@dorma.com or to the address shown above.

Contract Period:	29/11/2020 - 28/11/2021
Contract Type:	UK 3 Star - 2 visit
Number of Visits:	2
Annual Cost Plus VAT:	£351.00
Billing Method:	In Advance

By choosing to continue your maintenance contract with DORMA you will benefit from a 30% reduction in callout and labour rates. This is in addition to the benefits of keeping the units in good working order and complying with current British Standards regulations, relating to Safety on Doors.

We thank you for choosing DORMA and look forward to continuing to provide essential preventative maintenance to your assets.
For full terms & conditions see www.dormakaba.co.uk/termsandconditions

Should you have any queries regarding this contract please contact us.

Yours Faithfully

Contracts Team
DORMA Service Division

MAINTENANCE CONTRACT RENEWAL



Contract Number : 4100-0000156152

2 / 2
09/10/2020

Site	On-Site-Location	Equipment	Asset Number
Tewkesbury Town Hall Tewkesbury GL50 5AL	Internal Entrance	Auto Swing Door Pair	440004054

Seasons Business Complex
Quat Goose Lane, Swindon Village
Cheltenham, Gloucestershire. GL51 9RX

t. 01242 528232
f. 01242 526356

STRUCTURAL REPORT
ON
RETAINING WALL TO MOORINGS
BACK OF AVON TEWKESBURY
FOR
TEWKESBURY TOWN COUNCIL

11138/C

SYNOPSIS

This Report deals with the visual defects of the Retaining Wall on the East Bank of the river Avon to the TTC moorings extending from Warf House, northwards for approx 110m towards Healings Mill. No intrusive investigations were carried out to wall or timber work at river level.

INTRODUCTION

The moorings are used for a combination of Boat Trips and moorings for permit holding canal boats. Access to the moorings is split, left to Boat Trip and right for permit holding boats. This access is by way of stone/concrete/timber ramp to timber decking from the upper street level close to Warf House.

CNM Engineer David Gemmell carried out an initial inspection on the 29th June 2020 with Nicole Finnegan (Tewkesbury Town Council – Admin Assistant) regarding the scope of the works for reporting on the wall. Record photographs were taken indicating that access to both sides of the lower moorings and clearance of all vegetation be undertaken prior to proceeding with the inspection.

CNM Engineer David Gemmell carried out the inspections, both sides of the wall, pavement and mooring, on the 15th and 16th July 2020 and listed the major areas of repairs, as well as showing them diagrammatically on layout drawings, record photographs were also taken on the same day.

FINDINGS

Boat Trip Mooring (South Mooring)

This section of wall is approximately 0.81m high at pavement and 1.9m to mooring level, consisting of a 215mm blue coping on 240mm brick stepping out a further 170mm which continues to river level and 19m long. The upper area is block paving with a concrete slab and timber decking at mooring level.

The upper wall leans approximately 1:15 towards the street for approximately the first 10m, the lower section of wall being approximately vertical the entire length.

This section of wall exhibits, as viewed from River/mooring level

- Salt staining approximately 16m of upper wall
- Mortar joint degradation (bed and perp) to upper wall
- Stone “capping” mid-height approximately 13m long with varying bed joint decay
- Mortar joint degradation (bed and perp) to lower wall above concrete slab
- Diagonal and vertical cracking left and right of lower wall adjacent planter and from LHS Stone Capping to upper wall brick capping
- Missing/degraded brickwork and joints to lower length of wall approx 3m towards ramp access.
- Change in wall construction, timeline and materials
- Ramp/access reconstruction

Permit Holders Mooring (North Mooring)

This section of wall varies in its length approximately 0.81m high at access for approximately 39m then 330mm to and past the bridge and end of mooring. The upper wall consists of a 215 or 330mm blue coping on 240/360mm brick which continues to river level and 88m long. The upper area is block paving with timber decking at mooring level.

The upper wall leans approximately 1:15 towards the street for approximately the first 10m, the lower section of wall being approximately vertical the entire length.

This section of wall exhibits, as viewed from River/mooring level

- Salt staining upper wall
- Mortar joint degradation (bed and perp) to upper & lower wall
- Stone “capping” mid-height with varying bed joint decay in parts
- Infill masonry panels along wall length
- Masonry missing in small to large areas
- Large areas of foliage along wall length
- Wall varies in width on river side north of bridge
- Existing access deck and structure below varies in level and support
- The upper wall leans to various degrees along its length although not considered to be excessive or dangerous to the public at the time of inspection

Conclusions

- The overall wall stability does not appear to be compromised at this time.
- Wall construction is generally sound but with some large areas requiring reinstatement and majority of wall requires re-pointing with replacement of individual bricks as required.
- Remedial measures are required to maintain the wall in acceptable condition.

Recommended Remedial Measures

- All vegetation including roots to be removed from the wall and at decking level.
- Wall to be chemically treated for root growth, (ecologically compliant with water courses).
- All affected joints to be raked out, min 25mm and re-pointed, mortar colour to suit.
- All loose masonry to be removed and reinstated to include areas of missing masonry to match existing.
- Weep holes should be maintained (and introduced where considered necessary) to allow drainage from behind the wall.
- Existing wooden structures to be inspected for rot, replaced and treated as required.

We would further recommend that

- Due to the variance of water level throughout the year the masonry below lowest water level also be checked and repaired as noted above.
- The existing deck structure should also be inspected and repaired as required
- A regularised yearly inspection and maintenance program should be started.
- Longer term it would be sensible to factor in replacement of the landing stage possibly including sheet piling to the outer edge and suitable backfill to both provide a more level and stable surface and protect the base of the wall.

Signed



D.Gemmell BEng (Hons)
For and no behalf of CLARKE NICHOLL & MARCEL LTD

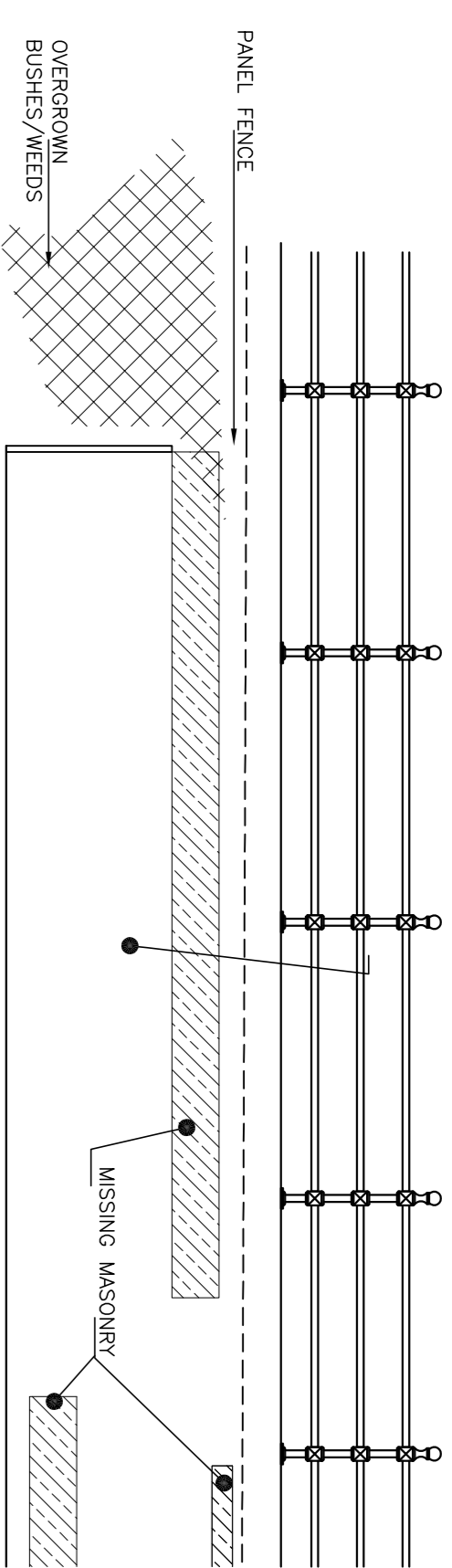


Eur.Ing. J.P.Blakeman BSc CEng FI Struct E FConsE
Director
For and no behalf of CLARKE NICHOLL & MARCEL LTD

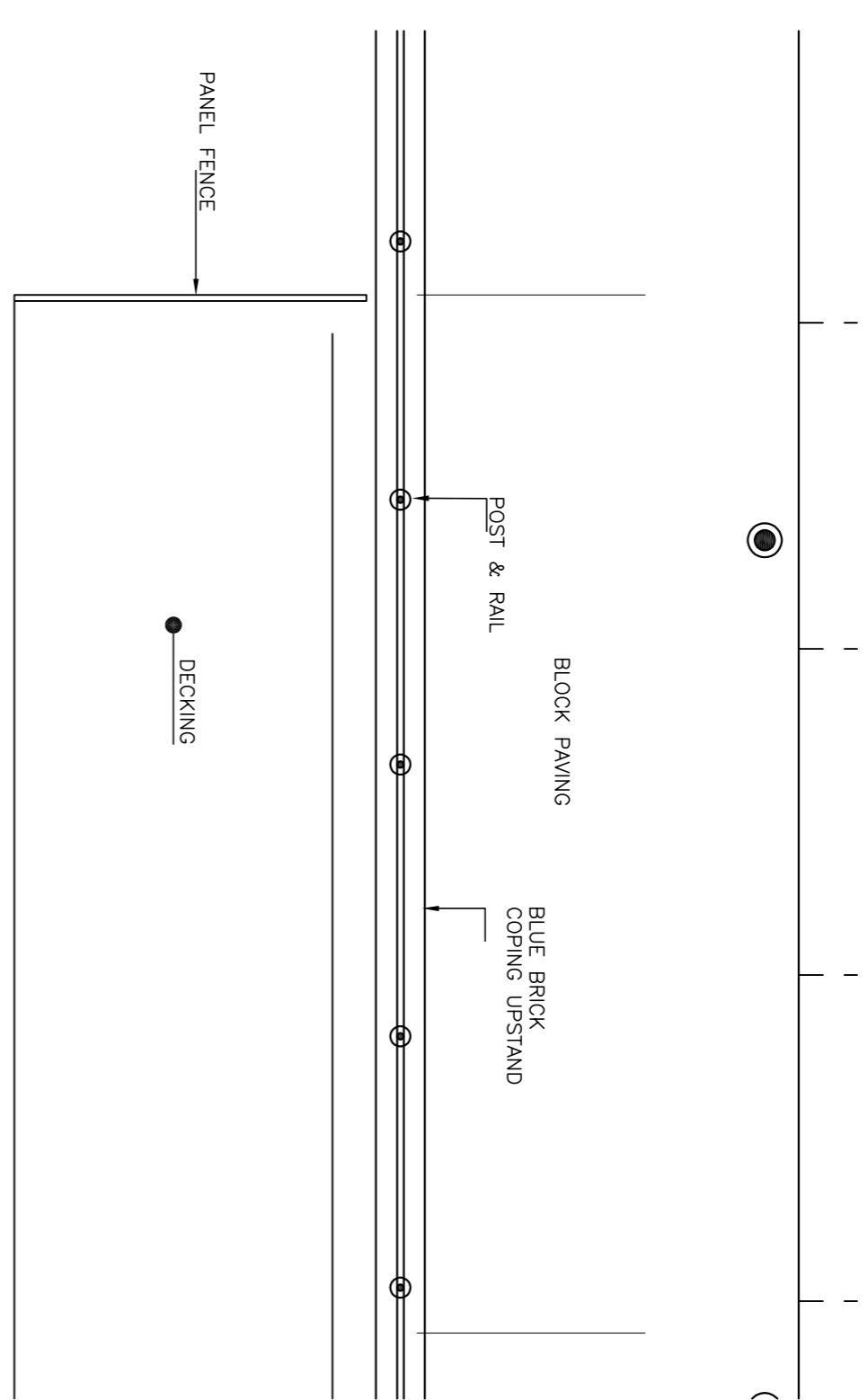
APPENDIX

CNM Drawing 11138/01(R1) and 02(R1).

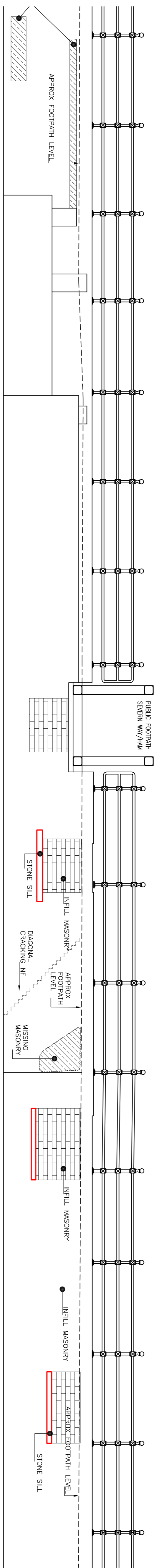
Record Photos of Wall as of August 2020.



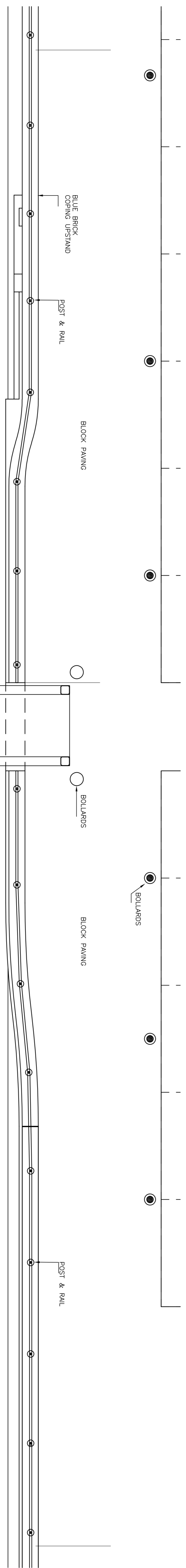
ELEVATION ON BOAT MOORING
SCALE 1:50



PLAN ON BOAT MOORING
SCALE 1:50



ELEVATION ON BOAT MOORING
SCALE 1:50



PLAN ON BOAT MOORING
SCALE 1:50

HEALTH AND SAFETY/CNM
Clarke Nicholls & Marcel Ltd's role on this project is that of 'Designer' as defined by CDM Regulations and as such the design has been considered for foreseeable hazards H & S matters which have been identified as being significantly hazardous.
However, these items should in no way be considered as a complete and final list. Construction operations both on and off-site. This also applies to all works (Sub-contractors).

GENERAL NOTES
1. This drawing is to be read in conjunction with all relevant architects, and all other drawings. Any inconsistencies in relation to the above should be brought to the attention of the contract administrator by the contractor as soon as possible prior to construction. The purpose of construction this drawing must not be varied, and only written or calculated dimensions are to be used.

Rev	Revision Note	Revision Date	Drawn By	Checked By

BACK OF AVON RETAINING WALL

WALL SURVEY

Tewkesbury Town Council

ctmm Clarke Nicholls Marcel
CIVIL & STRUCTURAL ENGINEERS
Seaton Barracks, Commercial Road, Gloucester, Gloucestershire, GL1 2BE
Telephone: 01452 526355
Fax: +44 (0)1452 526355
www.clarkeandmarcel.com

RECORD

Drawn by	DIG	Checked by	JPB
Date	SEPT 20	Scale @ A1	1:50
Drawing No.	11138/C/02		

Appendix
Photos



River Trip Mooring



Mooring Access



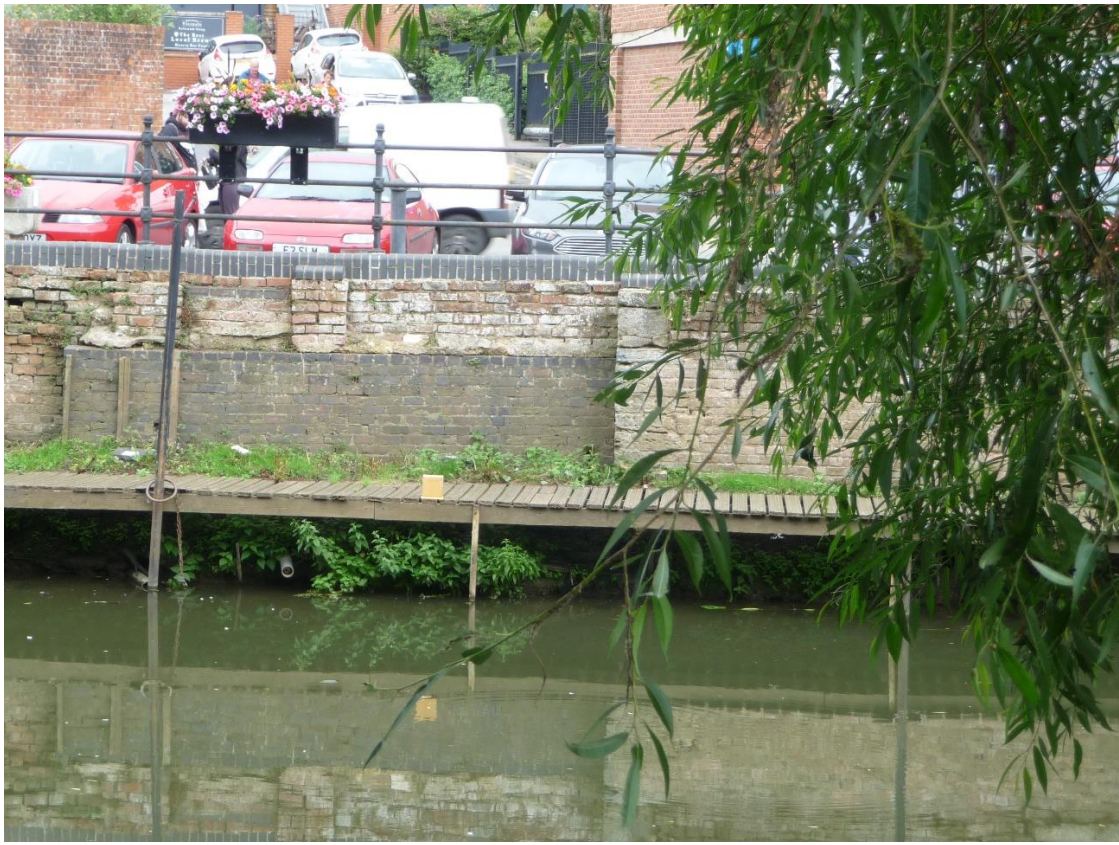
Boat Moorings



Boat Moorings



Boat Moorings



Boat Moorings



Boat Moorings

Tewkesbury Museum

Fire Assessment Report to Trustees

- **Introduction**
- **Summary of Main Requirements**
- **Appendix 1: Estimated Cost of Fire Alarm**
- **Appendix 2: 2020 Fire Assessment Report**
- **Appendix 3: 2010 Fire Assessment Report**

31/08/20

Craig Fletcher

Introduction

In 2010, J. Bartlett carried out a Fire Assessment Report. The key finding was *"It is recommended that a fire alarm system, incorporating automatic fire detection, conforming to British Standard 5839-1 2002 Category L1 should be provided throughout the building to compensate for the lack of fire protection to the means of escape."*

For reasons unknown, this was not implemented.

At the time, the lease was for multiple tenants. Normal commercial lease practice is that the landlord is responsible at the very least for the fire alarm to communal areas and means of escape. The 2002 lease is silent on this. In 2015 the lease was modified to make TM the sole tenant, however the 2015 lease is missing from the town solicitor's/TTC/TM records.

In January 2020 we discovered the 2010 Fire Assessment and realised that the new alarm was outstanding. At a Trustee meeting we agreed to have a new Fire Assessment to see if the 2010 advice was still valid. Any delay in getting this report is due to Covid 19.

We obtained 3 quotes and appointed DW Health & Safety Ltd <https://dwhealthandsafety.co.uk/fire-risk-assessment/> to carry out the assessment for a price of £450 + VAT. The company has worked for TTC before.

See Appendix 1 for the new Fire Assessment which states *"Fire Alarm to be installed to cover the building. The suggested category alarm is L1 providing automatic fire detection in all areas of the building"*

Summary of Main Requirements

- Fire Alarm to be installed to cover the building. The suggested category alarm is L1 providing automatic fire detection in all areas of the building. [Requires major improvement to comply]
- Within the roof void there is a gap between the residential property roof void. This requires to be closed with suitable fire rated product. [Requires major improvement to comply]
- The Hard Wire Testing order is in place, however due to the COVID19 pandemic this has been delayed. It will be carried out as soon as possible. [Overdue]
- The PAT testing order is in place, however due to the COVID19 pandemic this has been delayed. It will be carried out as soon as possible. [Overdue]
- Additional emergency lighting is required externally. [Requires minor attention to comply]
- The report draws attention specifically to the employment of young persons (under 18). Presumably this includes work experience children.

Appendix 1: Estimated Cost of Fire Alarm



Security 1, Unit 6 The Glenmore Centre, Waterwells Business Park, Quedgeley, Gloucester. GL2 2AP
Telephone: 01452 725000 - Fax: 01452 722222 - E-mail: www.sales@security1.co.uk - Web: www.security1.co.uk

Mr Craig Fletcher
Tewkesbury Museum
64 Barton Street
Tewkesbury
GL20 5PX

Dear Craig

RE: SEC1-2105-001 L1 Radio Fire Alarm 27.08.20

Further to your recent enquiry with regards to the above Project please find below our budget quotations for your consideration.

I trust you now have all the information you require at this stage of your evaluation. However, please do not hesitate to contact me should you wish to discuss any aspect of the quotation in more detail.

Yours sincerely

Chris Pill
Business Development Manager
Chrispill@security1.co.uk
07788 232398



The following design is for the installation of a wireless Analogue Addressable Fire Alarm System intended to comply with BS5839 L1 for the design, installation and maintenance of Fire Alarm systems.

Non Network Wireless Fire Panel		1
RCC Wireless Expander		3
Wireless Detector Base		11
Wireless Sounder Detector Base		10
Heat Detector		1
Smoke Detector		20
Wireless Red Call Point		5
Hub Programming Lead		1
Fire Cell Synchro Panel		1
Text and Config Programming		1
12 Volt 7 Amp Battery		8
Log Book		1
CP Signage		5
Radio Site Survey		1
Radio Site Commissioning		1
Certification		1

These costs and quantities are subject to a full site radio test with EMS. The costs may go up or down following the survey.

Pricing Schedule

Scope of Works	Sum of Works
Fire Alarm System	£9435.00
Customer Training	£160.00
Total:	£9595.00

Please note that all of the above costs need to have VAT added at the Governments rates which at the moment is 20%.

General Notes

- a) All IP points will be provided by the Contractors approved Network supplier.
- b) Security 1 will need each IP point to be within 1 metre of the camera and the network Company will provide the Cat 5/6 lead.
- c) If the installation involves Security 1 taking over any existing equipment and during the works any faults are found the customer will be made aware of this and a quotation provided for the repair.
- d) If the installation involves Security 1 removing old equipment any making good or redecoration will be the customer's responsibility.
- e) All electrical supplies to be provided by others.
- f) All primary and secondary containment will be provided by either the contractor or customer unless otherwise stated in this document.
- g) All ground works will be provided by either the contractor or customer unless otherwise stated in this document.
- h) Upon completion of the installation a Certificate of compliance will be issued.
- i) Specification written in compliance with the M&E specification document. Further recommendations made within this document (see also exclusions).
- j) Schedule of works to be agreed upon agreement of contract.
- k) The specification and subsequent proposal is strictly subject to a full design review.
- l) The CCTV and or Access control system can only be commissioned if integrated into the LAN/WAN, once Security 1 are provided with working IP sockets and a range of IP addresses. All IP cameras will require POE.
- m) Unless shown in the schedule of equipment Security 1 will need the End User / Contractor to provide the door locking / electric release.
- n) Unless shown in the schedule of works Security 1 will need the Contractor / End User to install the Hotel style locking units into the new doors on site.
- o) Unless shown in the schedule of equipment Security 1 will need the End User /Contractor to provide a desktop or laptop computer to run the Access Control System.
- p) If the system being quoted is a door Access System Security 1 will show the customer how to enter several cards, set time zones and permissions but will not be responsible for setting up the whole database. An additional cost can be provided for this service if required.





- q) A dedicated telephone line will be required to signal the intruder detection system. (If required)
- r) The above prices are exclusive of VAT, which must be added at the rate ruling at the date of invoice.
- s) Payment terms: Strictly 30 days from date of invoice. This can be discussed and altered if required.
- t) The quotation will remain valid for 60 days from the above date.
- u) All orders are accepted in accordance with Security 1 general terms and conditions.
- v) Includes for labour, material and travelling.
- w) No responsibility is accepted for the removal or re-sitting of power, telephone, or mains cabling.
- x) It is the customers' responsibility to remove all stock and/or any obstruction that may impede our fitters during the installation.
- y) Prices are based on clear and uninterrupted access to site during normal working hours, Monday-Friday 8.30am-5.30pm.
- z) No works can be started without an official order.

Payment

1.1 You must pay the Initial Charges referred to on the front of this agreement on the start date unless you write to us within 14 days of the start date with a valid claim. You must pay the Initial Charges by cash, or cheque.

1.2 You must pay the service and telecommunication charges annually in advance by cheque or direct debit.

1.3 You must pay the extra charges under conditions 8.4 to 8.8 within 14 days of the date of our invoice or our request for payment.

1.4 You must pay all other amounts within 30 days of the date of our invoice or our request for payment.

1.5 We expect you to pay promptly. If payment is overdue, we will charge you interest, from the date of our invoice or when we ask for payment until the date you pay, at 3% over the base rate of HSBC Bank Plc.

1.6 We do not accept post-dated cheques.

1.7 We will retain ownership of all equipment supplied until all charges are paid in full. If full payment is not received we reserve the right to remove all equipment supplied or fitted.

FULL TERMS AND CONDITIONS AVAILABLE ON REQUEST



WIRELESS FIRE DETECTION



Why Wireless?

A look at the compelling reasons to think about an EMS wireless or hybrid solution for any application where a fire detection system is needed

For many years Wireless Fire Detection has been considered as a niche product, principally for Castles, Cathedrals and Country Houses, but in today's market we are seeing it becoming accepted throughout the industry.

A wireless fire detection system works in exactly the same way as any other fire detection system except the communication medium between devices and the CIE is radio based rather than wired, so anywhere a wired system can be installed a wireless system can also be installed.

that can be rapidly deployed across the construction site?

And moreover, one that can ultimately be installed as the permanent fire detection system when the building is complete!

In today's technological world, where everything we use is wireless – from internet to mobiles phones - it stands to reason that the fire & security industry is following suit. Generically there is no difference between a wireless fire detection system and one that is wired.

It is governed by the same set of industry standards for monitoring equipment; in our case EN54 with all its parts and in addition to these standards wireless devices must also conform to the EN54 Part 25 wireless standard.

There are many benefits to wireless detection systems for both installers and end users, for instance, speed of installation while still providing a fully commissioned system that complies with all the relevant standards.

The End User Advantage

For the end user this speed advantage means that the disruption of having contractors on site is reduced to an absolute minimum.

Minimum disruption means maximum business continuity. Much of the installation can be carried out during the working day rather than out of hours and offices or floors do not need to be closed and vacated.

There are certainly types of buildings that are better suited for wireless detection systems, such as listed buildings, buildings where there is asbestos present and retrofits or refurbishments.

But what about new builds? Building regulations for timber framed constructions requires a building site to have adequate temporary fire detection on site. What better then than to have a wireless detection system



For instance, a hotel installation: detectors can easily be installed while the room is being cleaned, which means that rooms or floors do not have to be closed with the resulting revenue loss.

This is because there is no need for hundreds of metres of cable to be installed, which can be messy and time consuming to install and often difficult to hide.

Holes may need to be drilled to run cables; causing noise, dust and disruption all of which need to be made good before leaving site. Wireless devices need no cable thus lessening disruption.

Drilling holes in walls, pulling up floors and nailing cable tidies around a building may mean that after installation parts of the building need redecorating, which is often unbudgeted.



Also holes to be drilled are holes to be filled. Another costly process as the integrity of the fire compartments within a building must be maintained and does require certification.

Having no cables means that wireless devices may be moved or added as simply as moving a ceiling tile, to ensure continuity of conformance with fire regulations if internal partitions are moved or added. A wireless system can also quickly and easily cater for changing standards such as the recently introduced standard, EN54 part 23.

An existing EMS FireCell installation can be easily upgraded to conform to this new standard, often by simply changing an existing visual indicator head for a new compliant beacon head.

So, a wireless system is first and foremost a fire detection system that has no wires to connect devices to the panel, or it may be a mix of wireless and wired devices, what we called a Hybrid system.

The end user can be assured that, whether wireless or hybrid, an EMS wireless fire detection system works as any other system and conforms to all the relevant standards.

Battery Life Expectancy

The wireless standard, EN54 Pt 25, dictates that battery life for wireless devices must be a minimum of 3 years under normal usage and EMS wireless devices have been designed to give up to five years.

EMS offers complete fire detection systems either fully wire free or Hybrid systems, a completely flexible solution to fulfil most user requirements.

EMS works with fully trained and approved Key Accounts, who can perform a wireless survey; and install, commission and maintain an EMS wireless Fire Detection system throughout its life.

We are also proud to work in partnership with some of the industry's best known manufacturers to provide wireless solutions on a global scale.

In today's technological world, wireless has come into its own.

Governed by standards, promoted by installers and manufacturers, and used by some of the largest and best known users wireless fire detection has become the accepted solution.

EMS Ltd
Technology House
Sea Street
Herne Bay
Kent CT6 8JZ

t: 01227 369570
w: www.emsgroup.co.uk

Appendix 2: 2020 Fire Assessment Report

FIRE RISK ASSESSMENT

Tewkesbury Museum
64 Barton Street
Tewkesbury
GL20 5PX

Date Undertaken: 4th August 2020

Date for Review: August 2021 or when alterations have been made to the layout of the building



This report must be retained on the premises for inspection by statutory authorities. The Manager is responsible for actions required by this report and should brief all staff on the report findings.

Please ensure safe storage of the report on the premises.

This report consists 19 pages, including cover page

Enforcement Officers are requested to note that this document is designed to inform the Manager of the existing Fire Safety Arrangements and any Significant Findings identified. Issues relating to the control and management of fire safety measures can be found in the document known as the Fire Safety Record Book.

Section 1: General Fire Precautions Assessment

The table below gives an assessment of whether the General Fire Precautions are in line with legislative requirements. The bench mark standards used are the Fire Safety Guides produced for this legislation. It should be noted the rating “A” does not confirm the measure complies fully with the relevant British Standard but does suggest the issue complies with the functional requirements of the law.

- A- Complies with functional requirements of the law
- B- Required minor attention to comply
- C- Requires major improvement to comply

	Rating
Ignition and Fuel Sources Ignition and fuel sources found within the premises are adequately controlled.	A
Means of Escape Adequate MOE from the public area Adequate MOE from back of house (office)	A A
Fire Alarm & Detection Currently there is no fire alarm fitted within the premises	C
Emergency Lighting Additional emergency lighting is required externally	B
Fire Safety Signage Fire safety signage is adequate	A
Fire Fighting Equipment Portable fire-fighting equipment is throughout the property	A
Arson Secure premises locked outside of trading hours	A
Document and Training Documentation and training is in place	A
Spread of Fire Are all areas of the property protected with regards to the Spread of Fire (including roof voids)	C

Section 2 – Significant Findings of Fire Risk Assessment

Item	Priority	Location	Significant Hazard	Existing Control Measure	Additional Control Measure	Action
1	High	Throughout	Young Person (under 18s) employed. Young persons are deemed to be especially at risk under the current fire safety regulations (Regulatory Reform (Fire Safety) Order 2005)	The Trusses are the responsible persons and implement training to all employees in duties to be undertaken. No specific risk to Young Persons noted.	Trustees to make parents/guardians of young persons employed aware of the contents of this risk assessment and any risk the young person may be exposed to.	
2	Medium	Throughout	Testing and maintenance of fire safety measures along with record keeping	None	<p>Ensure the Fire Alarm, Emergency Lighting and Fire Doors are tested and maintained as per the Tewkesbury Museum Safety Policy. Ensure the weekly safe and legal checks and Fire Safety Record Book are completed and filed in the compliance folder.</p> <p>Ensure all staff receive induction and continuation training in line with the Tewkesbury Museum Policy.</p> <p>Fixed electrics should be tested at least once every 5 years in accordance with BS7671.</p> <ul style="list-style-type: none"> - Trustees to confirm system has been repaired from all faults. or - Arrange for the repair of fixed electrical system. 	

Item	Priority	Location	Significant Hazard	Existing Control Measure	Additional Control Measure	Action
3	Low	Throughout	There are seasonal risks in the associated with certain celebrations and bank holidays, such as Christmas or Halloween. Risk of excessive amount of hanging decorations in the public area along with extra ignition sources	Smoke detection in public area	Decorations must only be purchased from approved suppliers and must not be placed within 0.5m of a lit candle. Decorations should not cover more than 10% of walls and ceilings.	
4	Low	Throughout	Disabled members of the public may use the facilities	The public area located on the ground floor with disability access and evacuation doors in place. No means of access to the upper floors	Staff training in the evacuation of disabled members of the public	
5	High	Throughout	Hard Wire Testing	Currently overdue	The Hard Wire Testing order is in place, however due to the COVID19 pandemic this has been delayed. It will be carried out as soon as possible	
6	High	Throughout	PAT Testing	Currently overdue	The PAT testing order is in place, however due to the COVID19 pandemic this has been delayed. It will be carried out as soon as possible	
7	High	Roof Void	Spread of Fire	None	Within the roof void there is a gap between the residential property roof void. This requires to be closed with suitable fire rated product	

8	High	Throughout	No Fire Alarm is in place to cover the building	None	Fire Alarm to be installed to cover the building <i>The suggested category alarm is L1 providing automatic fire detection in all areas of the building</i>	
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Section 3: General Description of Fire Safety Measures and Occupancy

The Grade II Listed Tewkesbury Museum is located on Barton Street with a mixture of retail, residential and leisure surrounding.

The property is adjoined on the one side by 2 residential apartments with the George Watson Memorial Hall located to the rear. The entrance gates leading to the Memorial Hall is shared with Tewkesbury Museum when the museum is trading to ensure a safe means of escape during opening hours.

The property is a mixture of brick, lathe and plaster, parts of the building have been upgraded over the years.

There are two means of escape from the property. One via the front entrance with doors open during trading hours, the other at the rear of the property via a push door leading to the path shared with the George Watson Memorial Hall which leads to the footpath at the front of the Museum.

Any contractors working in or on the premises must report to the person in charge who will consider their safety and safety of others in the work they are completing.

Hot Works by contractors will only allowed following a specific risk assessment of the task being undertaken.

Occupancy:

Number of regular volunteers occupying the building: 2
 Maximum number of visitors/contractors etc at any one time: 6-8

Exit	Width	Inward/Outward Opening	Capacity
Cellar (used for storage only)	Single	Inwards	Total = 1
Ground Floor	Double	Inwards – open during opening hours	Total = 8
	Single	Pushbar door to the rear	

The opening hours are: Summer 7 days a week (10.0pm-4.00pm)
 Winter Saturday, Sunday & Monday (11.00am-3.00pm)

Two paranormal tours are given twice yearly, generally 6 persons escorted by 1 volunteer.

All visitors are counted in and out of the building by the volunteer on duty.

- a) The premises are spread over 3 floors with emergency lighting and smoke detection throughout
- b) Lack of combustible materials by exit doors
- c) Lack of ignition sources by exit doors
- d) There is no alarm fitted in the building

**Please refer to attached site plan showing locations of fire exits*

Section 4: Premises Details

General Information

- Client Sole occupancy of building
- Number of floors – 4
- Semi Detached property
- General construction description is brick, lathe and plaster

Summary of Use

- Basement
 - The East Cellar is used for storage purposes only. The West Cellar (accessed via floor hatch off the office) is not used
- Ground Floor
 - Main entrance and corridor
 - Office with toilet and kitchenette leading off the corridor with door leading directly to the rear means of escape
 - Stairways lobby with meet and greet desk
 - East Room
 - South Room
 - Rear escape route via pushbar
 - Two separate stairways leading to the first floor
- First Floor
 - West Room
 - East Room
 - South Room (known as Archive Store 1)
 - Stairs leading to the second floor
- Second Floor
 - West Room
 - East Room
 - South Room (known as Archive Store 2)

All rooms, omitting the archive rooms display artifacts of historical interest. Most of the items are stored within glass cases although some items are openly on display.

Summary of Fire Alarm and Detection

- There is smoke detection throughout

Persons Identified at Risk from Fire

- Public and Staff are at low risk

Section 5: Document Information and Scope of Inspection

This report should be read in conjunction Tewkesbury Museum Fire Policy and the Weekly Safe & Legal documentation held on site by the Trustees. These documents identify policies, record testing, maintenance and staff training and form the fire strategy and ethos on which staff working within these premises should work to.

1. This is a legal document required under the: The Regulatory Reform (Fire Safety) Order 2005
This document must be kept on the premises in a safe place.
2. The Fire Risk Assessment identifies areas where the assessor considers action is required to ensure the responsible person complies with the law.
3. Your attention is drawn to the Significant Findings. These detail specific hazards that require further attention. You have a legal responsibility to attend to these. Minor measures can be dealt with by your approved contractor. If you are unable to implement the additional control measure needed you must seek guidance from the Trustees. You should state when and to whom this has been given, if necessary attaching a copy of the correspondence to the back of this document.
4. Significant Finding and Emergency Plan must be made aware to all staff within the premises.
5. The Fire Risk Assessment will be reviewed by the Chairman/Trustees using the dates shown on the cover page as a guide and on occupation of a new manager. The premises will also be reviewed by DW Health & Safety Ltd following any major alternations or changes in use and in every third year.
6. This report has been formulated following a detailed visual inspection of the premises. It should be noted no destructing tests have been carried out.
7. The fire alarm, detection and emergency lighting have been visually inspected only.
8. Key to Priority Categories

	Operational Practices	Premises Defects
High	Immediate	4 weeks with possible immediate additional controls
Medium	4 weeks	12 weeks
Low	4 weeks	Next development

Section 6: Advice on Control and Maintenance of Preventative Measures

In order to assist in showing due diligence, records should be kept of all Testing, Maintenance and Staff Training.

1. Fire Alarm

The alarm should be tested weekly by a competent person. A different call point should be tested each week using a purpose made test key. Faults should be reported to someone who can authorise repairs. If the system cannot be repaired immediately a risk assessment should be undertaken to ensure the area can continue to be safely used. The person carrying out the risk assessment must be competent. The system should be serviced by a suitably qualified person, every six months or as per the manufacturers guidance. Further advice can be gained from BS 5839 Pt1 2013.

2. Emergency Lighting

The emergency lighting should be checked monthly by a competent person to ensure it functions correctly. This may be carried out by purpose made test switches that will require a specific key or by isolating the local lighting sub-circuit. It is important that the lighting works when the local lighting circuit fails and does not rely on the failure of the overall circuit. The system should be serviced annually by suitably qualified engineers. Further advice can be gained from BS 5266-1.

3. Staff Training

All staff must receive training in what to do in the event of discovering a fire or hearing the alarm. This training should be given by a competent person and take place as soon as possible after employment. Staff should receive refresher training periodically. Staff should complete an evacuation drill periodically, not less than once every 12 months. Some staff should be trained in the use of the Firefighting Equipment, this training does not have to include practical use.

4. Firefighting Equipment

Firefighting equipment should be hung on purpose made brackets approximately 1 meter off the floor or sat in purpose made floor holders. The equipment should be checked monthly to ensure it is in position and appears undamaged. The equipment should be serviced annually by a competent person. Further advice can be gained from BS 5306.

5. Maintenance of Fire Escapes

Fire doors should be self-closing or kept locked shut. Fire Doors should only be held open by a device that is designed to release the door on activation of the alarm. The decision to fit such a device can only be taken following a risk assessment of the door location. Fire doors must not be wedged open. Corridors and fire exits must be kept clear of all combustible material and obstructions.

6. PAT Testing

All portable electrical equipment should be subject to a system of maintenance and inspection to ensure it is safe to use and does not present a risk of electrical short or overheating. Specifics on how and when can be obtained from the HSE website: www.hse.gov.uk.

7. Fixed Electrics

Fixed electrics in the premises should be tested every five years.

8. Gas Safety

All gas burning equipment should be subject to an annual inspection by a technician who is registered on the Gas Safe register. Emergency shut down valves must be signed accordingly.


9. Record Keeping

Records should be kept of all testing, maintenance and staff training to enable the responsible person to demonstrate they have taken all reasonable steps to maintain adequate fire safety standards.

10. Competent Person

A competent person is someone who has the relevant training, knowledge and experience.

Section 7: Accountability Signatures

The person named below completed this Fire Risk Assessment and has suitable experience and qualifications which can be obtained from DW Health & Safety Ltd.			
Name:	Signature:	Date:	
CHANTAL WITHERS		04/08/2020	
I confirm as the person in charge of this workplace, I have signed to accept responsibility for the safe keeping of this legal document and will make all reasonable attempts to rectify outstanding Significant Findings.			
Name	CRAIG FLETCHER	Signature:	Date:04/08/20

Section 8: Review

<p>Part (a) Following a review of this risk assessment, I am satisfied it is still relevant to the premises. This section to be signed and dated by the reviewer</p>			
Date	Name	Position	Signature
<p>Part (b) Following a review of this risk assessment. I am not satisfied it is still relevant to the premises and have contacted the Trustees to organise a full re-inspection</p>			
Date	Name	Position	Signature

Tewkesbury Museum

REMEDIAL ACTIONS

Item No.	Actions	Action Taken	Rating H/M/L
1	<p>Fire Alarm to be installed to cover the building</p> <p><i>The suggested category alarm is L1 providing automatic fire detection in all areas of the building</i></p>		H
2	PAT testing to be carried out as soon as possible		H
3	Hard Wire Testing to be carried out as soon as possible		H
4	Rear outside Emergency Lighting to be installed to ensure well lit area in the case of an evacuation via this exit		M
5	Ensure all Fire Extinguishers are kept on the brackets provided to ensure they are at the correct height		M
6	Suitable 30-60 minute fire protection to be put in place within the roof void to separate the residential property adjoining		H

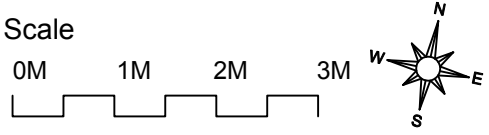
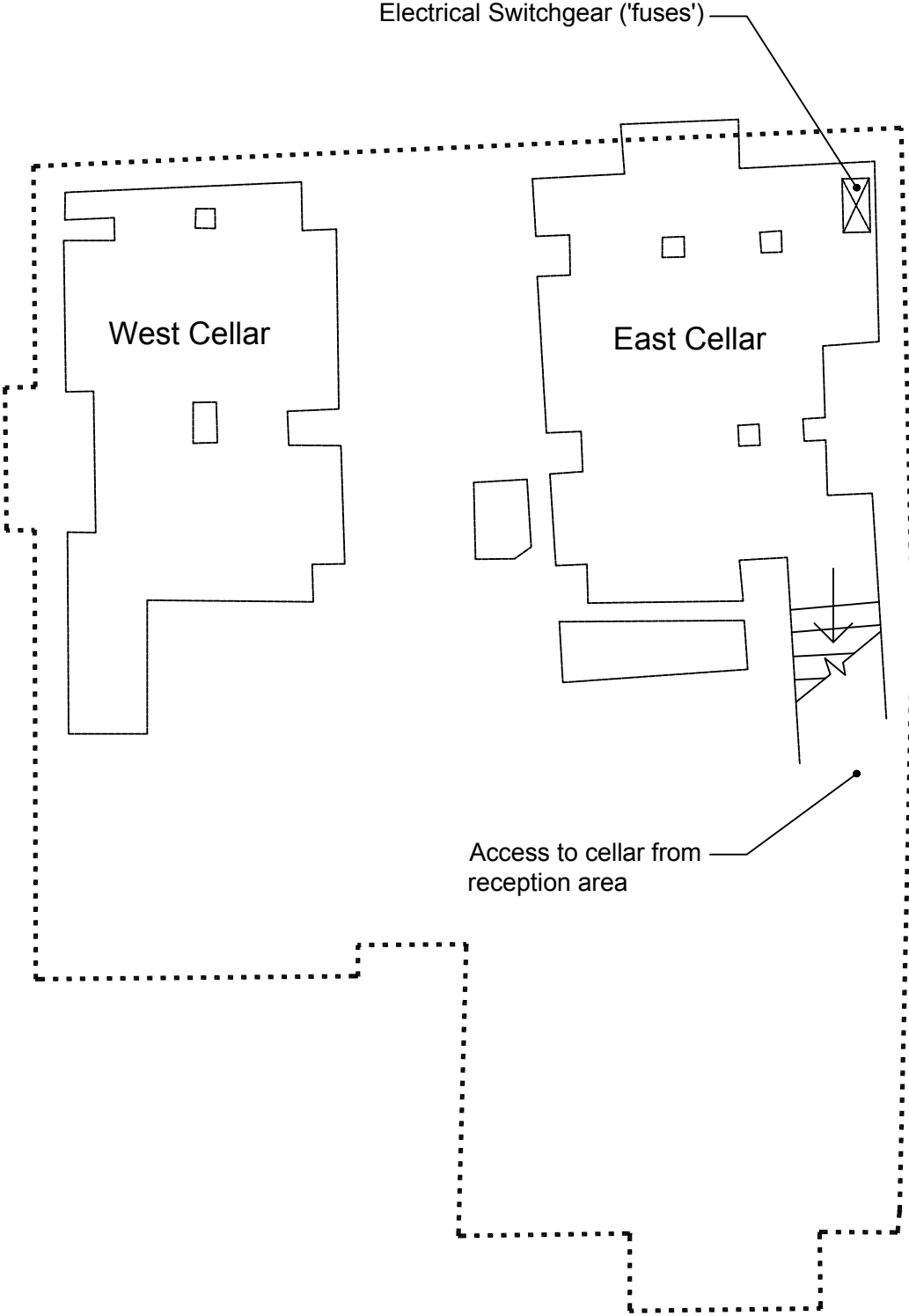
TEWKESBURY MUSEUM FIRE RISK ASSESSMENT PART 1

Carried Out by: Chantal Withers

	No.	Question	Required: Yes / No	Comment	Likelihood	Severity	Score	Rating
MEANS OF ESCAPE	1	Are there sufficient exits for occupancy?	✓		1	1	1	L
	2	Do exits lead to a place of safety?	✓		1	3	3	L
	3	Are corridors & stairways free from obstruction and not used for storage?	✓		1	3	3	L
	4	If premises have external escape stairs, are they maintained and in a safe condition?		Not applicable	1	1		
	5	Are floors & stairway surfaces in good order and free from tripping/slipping hazards?	✓		1	3	3	L
	6	Is normal electrical lighting functioning ie. Light bulbs etc?	✓		1	1	1	L
	7	Are all exit doors easily operable from inside without the use of a key?	✓		1	3	3	L
	8	Is there an emergency plan prepared?	✓		1	3	3	L
FIRE RESISTING DOORS	1	Are all FR doors in good condition, closing fully onto rebates, not wedged open?		No fire doors within the inside of the property	1	3		
	2	Are self closing devices, where fitted, effective?		Not applicable	1	3		
	3	Are signs fixed on FR doors at eye level on both sides with appropriate signage?	✓	On rear push bar door	1	3	3	L
		(i) Fire doors to cupboard and stores on escape corridors or stairways = FIRE DOOR KEEP LOCKED CLOSED		Not applicable	1	3		
	(ii) Fire Doors to stairways and those provided in corridors or to rooms of high risk, ie Kitchens, Boilers rooms etc = FIRE DOOR KEEP CLOSED		Not applicable	1	3			
		Are notices provided as follows: (i) Fire exit doors and corridors = FIRE EXIT, EXIT or Pictograms with directional arrows as necessary? (ii) Over panic bars on exit doors = PUSH BAR TO OPEN (iii) Fire evacuation procedure, are notices displayed?	✓ ✓ ✗		1 1 1	3 3 3	3 3 3	L L L
FIRE PREVENTION	1	Are all staff given fire prevention instruction and told to report any potential fire hazards?	✓		1	2	2	L
	2	Do staff understand the importance of closing FR doors to stop the spread of fire and smoke?		N/A	2	1		
	3	Are all the public rooms inspected last thing at night to check all electrical appliances are turned off?	✓		1	3	3	L
	4	Is waste collected regularly and placed in safe bins outside the premises?	✓		1	2	2	L
	5	Are kitchen staff specifically instructed in relevant fire risks in the kitchen?	✓	Small kitchenette for staff use only	1	1	1	L
	6	Are kitchens and cellars kept clean and tidy?	✓		1	1	1	L
	7	Are lengths of flexible cable kept to a minimum?	✓		1	1	1	L
	8	Are cables run only where damage is unlikely, not under floor coverings or through doorways?	✓		1	1	1	L
	9	Is the upholstery and carpets in good condition?	✓	some very old artifacts within the property	1	3	3	L
	10	Have measures been taken to reduce arson?	✓		1	1	1	L
	11	Are smoke alarms fitted where appropriate?	✓		1	3	3	L
	12	Are smoke alarms tested regularly?	✓		1	3	3	L
FIRE FIGHTING EQUIPMENT	1	Is fire fighting equipment suitably located and available?	✓		1	3	3	L
	2	Is portable equipment hung on brackets securely fixed to the wall with handles approx 1m from floor level?	✗	Ensure extinguisher on 2nd floor is kept on the hook in place	1	3	3	L
	3	Are fire extinguishers serviced annually and recorded?	✓		1	3	3	L
	4	Are extinguishers the correct type for the risk(s)?	✓		1	3	3	L
EMERGENCY LIGHTING	1	Is the emergency lighting system in good working order?	✓		1	3	3	L
	2	Is the emergency lighting serviced and tested regularly?	✓		1	1	1	L
FIRE ALARM SYSTEM	1	Is the alarm system in good working order?		No alarm	3	3	6	H
	2	Is the alarm serviced and maintained regularly?		N/A	1	1		
	3	Are alarm call points unobstructed and clearly visible?		N/A	1	3		
	4	Is the alarm tested weekly using different call points to check all sounders are operating and tests recorded in the logbook?		N/A	1	3		
PORTABLE HEATERS	1	Are heaters fixed in position, suitably guarded, sited at a safe distance from combustible materials?	✓		1	1	1	L
	2	Are the heaters electrical?	✓		1	1	1	L
ELECTRICAL EQUIPMENT	1	Has mains installed been tested by a competent electrician in the last 5 years?	✗	Booked, waiting for it to be carried out - delayed due to COVID19	3	3	9	H
	2	Are portable appliances checked for faults and results recorded?	✓		1	2	2	L
	3	Is all portable equipment up to date with PAT testing?	✗	As no. 1 above	3	3	9	H
FLAMMABLE SUBSTANCES	1	Is the amount of flammable substances and combustible materials controlled?	✓		1	1	1	L
PLANT & MACHINERY	1	Are records for testing, maintenance and repair of fixed installations up to date (hoists/lifts/boilers etc)?		No boiler, hoists or lifts	1	3		

FIRE EVACUATION	1	Are there clearly defined, written, evacuation procedures in place?	✓		1	3	3	L
	2	Has a nominated person been identified to call the fire services for all fires no matter how small?	✓	Vounteer working at the time	1	3	3	L
	3	Are all staff trained as to what they must do in the event of a fire?	✓		1	3	3	L
	4	Do they know that it is their first duty to raise the alarm?	✓		1	3	3	L
	5	Are all staff aware that their main responsibility is to assist in evacuating visitors?	✓		1	3	3	L
	6	Is there a visitor's register available?	✓	Counted in and counted out	1	1	1	L
STAFF TRAINING	1	Are all staff members familiarised with the topography of the premises, action to be taken in the case of fire and instructions on the use of extinguishers?	✓		1	3	3	L
	2	Are details of training recorded?	✓		1	2	2	L
RECORDING PROCEDURES	1	Is a record book kept up to date with details of staff training and tests carried out on equipment, listing any faults and remedial actions?	✓		1	1	1	L
GAS SAFETY (INSTALLATION & USE) REGULATIONS 1994	1	Are all gas installations carried out by Gas SAFE registered engineers?		N/A	1	3		

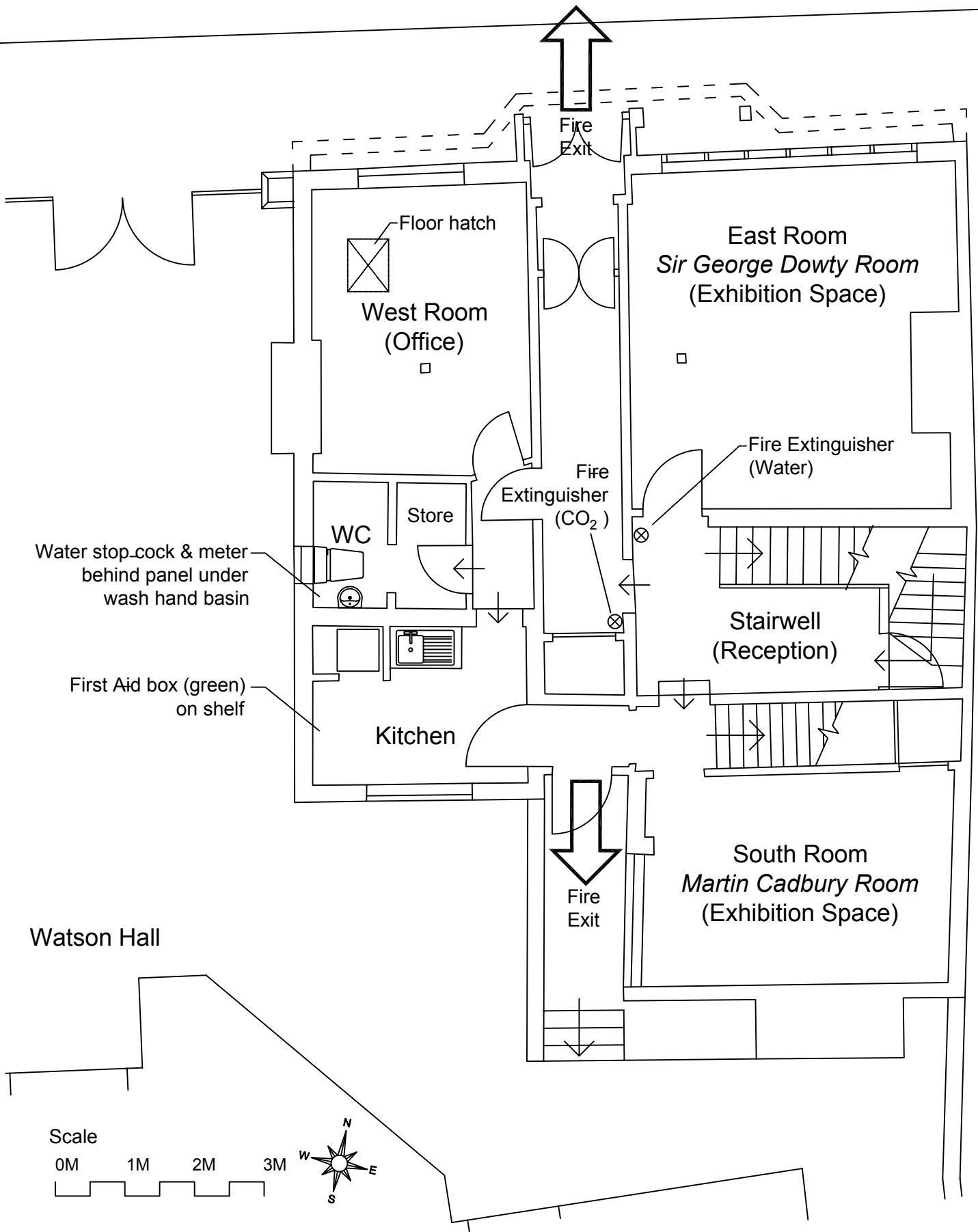
Cellar Plan



Tewkesbury Museum, 64 Barton Street, Tewkesbury, GL20 5PX

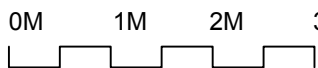
Ground Floor Plan

Barton Street



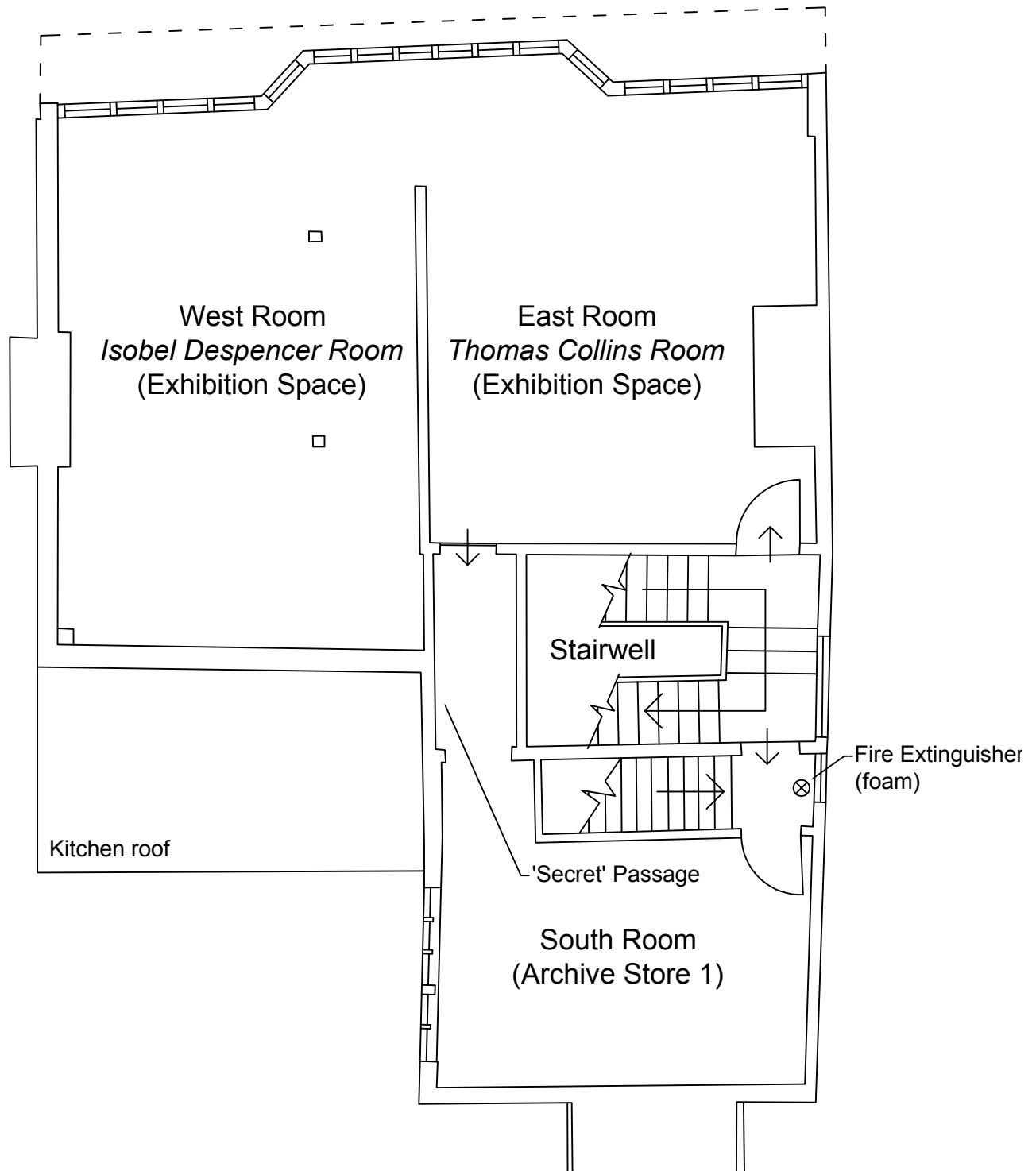
Watson Hall

Scale



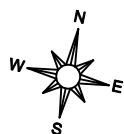
Tewkesbury Museum, 64 Barton Street, Tewkesbury, GL20 5PX

First Floor Plan



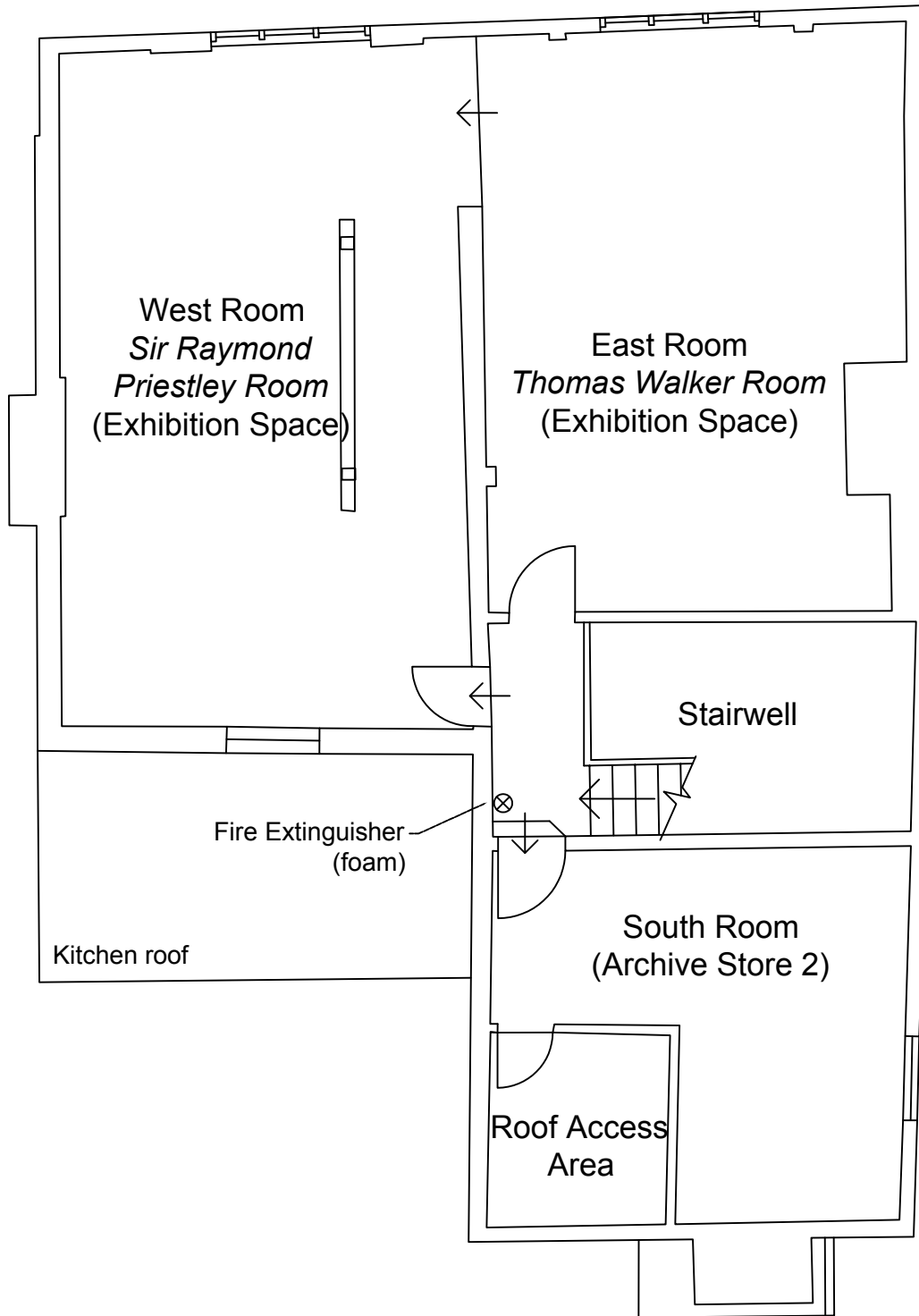
Scale

0M 1M 2M 3M



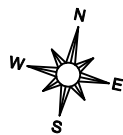
Tewkesbury Museum, 64 Barton Street, Tewkesbury, GL20 5PX

Second Floor Plan



Scale

0M 1M 2M 3M



Tewkesbury Museum, 64 Barton Street, Tewkesbury, GL20 5PX

Appendix 3: 2010 Fire Assessment Report

TRUSTEES OF TEWKESBURY MUSEUM
REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT

Responsible Person (e.g. employer) or person having control of the premises:	Trustees of Tewkesbury Museum.
Address of Premises:	64 Barton Street, Tewkesbury, Gloucestershire. GL20 5PX
Person(s) Consulted:	Mrs. M. Thornton, Curator.
Assessor:	J. Bartlett.
Date of Fire Risk Assessment:	8 th December 2010
Date of Previous Fire Risk Assessment:	N/A
Suggested Date for Review ¹ :	January 2012

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

J. Bartlett.
The Knowle,
Tirley Knowle,
Nr. Gloucester.
GL19 4HE

Tel: 01452 781062
Mobile: 7522459217
E-mail: j.bartlett866@btinternet.com

December 2010

¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

IMPORTANT

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) A licence or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements, adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions* (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office, but can be freely downloaded from the Internet at:

www.opsi.gov.uk/si/si2005/20051541.htm

GENERAL INFORMATION

1. THE PREMISES

- 1.1 Number of floors: Cellar, ground and 2 upper floors
- 1.2 Approximate floor area: 105 m² on ground floor.
- 1.3 Brief details of construction:
Timber framed with brick walls, timber and stone floors, and a pitched tiled roof.
- 1.4 Occupancy:
Museum

2. THE OCCUPANTS

- 2.1 Approximate maximum number: 43
- 2.2 Approximate maximum number of employees at any one time: 1 staff and 6 volunteers.
- 2.3 Maximum number of members of the public at any one time: 36

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: None.
- 3.2 Disabled occupants: None.
- 3.3 Occupants in remote areas and lone workers: 1
- 3.4 Young persons: Unknown number of visitors.
- 3.5 Others: Occasional visit by contractors.

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
	None Known.		

5. OTHER RELEVANT INFORMATION

- The premises is a Grade 2 star listed building and as such no alterations can be carried out to improve the internal fire protection.
- In order to achieve a satisfactory means of escape from the premises it is considered necessary to provide an early warning of an emergency so that persons can vacate the building quickly.
- The fire loading in the building is not great, although the building itself would burn readily once ignited due to its construction.
- There are few sources of ignition within the building, the main being a fire occurring due to an electrical fault.
- The figure of 36 visitors at any one time in the building comprises of school party's with the norm being considerable less.

6. REFERENCES

The full titles of British Standards and other references quoted in the report are given on the last pages.

7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005.

7.2 The above legislation is enforced by:

Local fire and rescue authority.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000 and any relevant Local Act):

None.

7.4 The other legislation referred to above is enforced by:

—

7.5 Is there an alterations notice in force?

Yes

No

7.6 Comments:

You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

8. ELECTRICAL SOURCES OF IGNITION

8.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

8.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? Yes No

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

8.3 Comments and hazards observed:

- The fixed installation is tested every 5 years.
- Portable appliances are tested annually.

9. SMOKING

9.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

9.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

Smoking policy appeared to be observed at time of inspection? Yes No

9.3 Comments and hazards observed:

Smoking is not permitted in the building and those who wish to smoke do so outside.

10. ARSON

- 10.1 Does basic security against arson by outsiders appear reasonable²? Yes No
- 10.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No
- 10.3 Comments and hazards observed:
Bins are being placed close to the building.

11. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

- 11.1 Is the use of portable heaters avoided as far as practicable? Yes No
- 11.2 If portable heaters are used:
 - is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No
 - are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No
- 11.3 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes No
- 11.4 Comments and hazards observed:
Following a recent inspection the electrical storage heating has been condemned and disconnected. This has resulted in portable electrical fan and convector appliances being used to heat the building. Consideration should be given to its replacement.

12. COOKING

- 12.1 Reasonable measures taken to prevent fires as a result of cooking? N/A Yes No
- 12.2 More specifically:
 - Filters cleaned or changed and ductwork cleaned regularly? N/A Yes No
 - Suitable extinguishing appliances available? N/A Yes No

² **Note:** C.S. Todd & Associates Ltd are not specialists in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

12.3 Comments and hazards observed:

Tea making facilities only provided.

Note

It is recommended that only tea making facilities and a microwave be permitted in this building so reducing the possibility of an additional source of ignition.

13. LIGHTNING

13.1 Does the building have a lightning protection system? Yes No

13.2 Comments and deficiencies observed:

Due to the height of the building and the local terrain, lightning protection is not considered essential in terms of this fire risk assessment.

14. HOUSEKEEPING

14.1 Is the standard of housekeeping adequate? Yes No

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

14.3 Comments and hazards observed:

None.

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Are fire safety conditions imposed on outside contractors? Yes No

15.2 Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits)? Yes No

(Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*, Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Fire Protection Association.

- *Fire Safety in Construction Work*. HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

15.3 If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of 'hot work' permits, where appropriate? N/A Yes No

15.4 Comments:

None.

16. DANGEROUS SUBSTANCES

16.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?[†] N/A Yes No

16.2 If 16.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A Yes No

16.3 Comments:

- This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order to ensure the safety of relevant persons in the event of fire.
- The nature and quantity of flammable liquids and gases present in the premises are such that the fire hazards associated with their use and/or storage and the adequacy of the general fire precautions have been considered within this risk assessment.

17. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

17.1 Hazards:

None.

17.2 Comments:

—

[†] Small quantities with negligible impact on the appropriate general fire precautions need not be taken into account.

FIRE PROTECTION MEASURES

18. MEANS OF ESCAPE

- 18.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes No
- 18.2 More specifically:
- Adequate design of escape routes? Yes No
- Fire exits open in direction of escape where necessary? Yes No
- Avoidance of sliding or revolving doors as fire exits where necessary? N/A Yes No
- Are arrangements for securing exits satisfactory? Yes No
- Reasonable distances of travel:
- where there is escape in a single direction? N/A Yes No
- where there are alternative means of escape? N/A Yes No
- Suitable protection of escape routes? Yes No
- Adequate provision of exits? Yes No
- Exits easily and immediately openable where necessary? Yes No
- Suitable fire precautions for inner rooms? N/A Yes No
- Escape routes unobstructed? Yes No
- 18.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. Yes No
- 18.4 Comments and deficiencies observed:
- The means of escape from the building is via a single internal staircase from the upper floors which discharges at ground floor.
 - At ground floor there are alternative routes to either the main front door or the rear emergency exit door.
 - As the building has a Grade 2 Star listing there is little protection to the escape routes. Thus early warning of a fire is essential so that the building can be evacuated immediately. (See section 22.5).
 - Due to the listing of the building disabled access

- for persons with mobility problems is not possible.
- The rear final exit door is binding on the floor.
- The rear final exit door has a lock and barrel bolts which needs to be readily available when the premises is open.

Note

The rear final exit door is inward opening. Due to the low numbers of persons normally present in the building this is considered to be satisfactory. However should the number of persons increase to more than 50 at any one time in the building, this door should be rehung to open outwards.

19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

19.1 It is considered that there is:

compartmentation of a reasonable standard³.

Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

19.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire ^{4,5}?

N/A Yes No

19.3 Comments and deficiencies observed:

None.

20. EMERGENCY ESCAPE LIGHTING

20.1 Reasonable standard of emergency escape lighting system provided⁶?

N/A Yes No

20.2 Comments and deficiencies observed:

- The system comprises of individual luminaries.
- Additional units are recommended in some areas.

21. FIRE SAFETY SIGNS AND NOTICES

21.1 Reasonable standard of fire safety signs and notices?

N/A Yes No

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21.2 Comments and deficiencies observed:

- An additional 'FIRE EXIT' sign required.
- A 'PULL TO OPEN' sign is needed.

22. MEANS OF GIVING WARNING IN CASE OF FIRE

22.1 Reasonable manually operated electrical fire alarm system provided⁷? N/A Yes No

22.2 Automatic fire detection provided? Yes (throughout premises) Yes (part of premises only) No

22.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No

22.4 Remote transmission of alarm signals? N/A Yes No

22.5 Comments and deficiencies observed:

- The present fire detection system comprises of individual smoke alarms. Due to the lack of fire protection to the means of escape because of the buildings listing this is considered to be unsatisfactory.
- It is recommended that a fire alarm system incorporating automatic fire detectors should be installed throughout the whole of the building.

23. MANUAL FIRE EXTINGUISHING APPLIANCES

23.1 Reasonable provision of manual fire extinguishing appliances? N/A Yes No

23.2 These comprise:

Portable fire extinguishers: Hose reels: Fire blankets:

23.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

23.4 Comments and deficiencies observed:

None.

24. RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS

24.1 Type of fixed system:

None.

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

[‡] Relevant to life safety and this risk assessment (as opposed to property protection).

24.2 Comments:

—

25. OTHER RELEVANT* FIXED SYSTEMS AND EQUIPMENT

25.1 Type of fixed system:

None.

25.2 Comments:

—

25.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc?

N/A Yes No

25.4 Comments:

—

MANAGEMENT OF FIRE SAFETY

26. PROCEDURES AND ARRANGEMENTS

26.1 Safety Assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

Not specified.

26.2 Fire safety at the premises is managed by⁸:

Curator.

26.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

No record of fire safety arrangements.

26.4 Appropriate fire procedures in place? Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

Comments:

⁸ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

See item 26.3 above.

26.5 Persons nominated to use fire extinguishing appliances? N/A Yes No

Comments:

Trained staff and volunteers.

26.6 Persons nominated to assist with evacuation, including evacuation of disabled people? N/A Yes No

Comments:

Staff and volunteers.

26.7 Appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits)? N/A Yes No

Comments:

Familiarization visits are carried out at the discretion of the fire and rescue service.

26.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

No formal inspections carried out.

27. TRAINING AND DRILLS

27.1 Are all staff given adequate fire safety instruction and training? N/A Yes No

More specifically:

Are they trained on induction? N/A Yes No

Are they given periodic refresher training? N/A Yes No

Are they given additional training to cover any specific role and responsibilities? N/A Yes No

Comments:

No refresher training undertaken.

27.2 Does the above training and instruction provide information, instruction or training on the following:

Fire risks in the premises? N/A Yes No

The general fire precautions in the building?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Action in the event of fire?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Action on hearing the fire alarm signal?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Method of operation of manual call points?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Location and use of fire extinguishers?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Meaning of fire safety signs?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Means for summoning the fire and rescue service?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to assist with evacuation?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to use fire extinguishing appliances?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments:

None.

27.3 Are fire drills carried out at appropriate intervals? N/A Yes No

Comments:

No fire drills undertaken.

27.4 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and fire safety measures)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments and deficiencies observed:

—

28. TESTING AND MAINTENANCE

28.1 Adequate maintenance of workplace? Yes No

Comments and deficiencies observed:

None.

28.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A Yes No

Comments and deficiencies observed:

- Smoke alarms not tested.
- The new fire alarm system should be tested in accordance with the British Standard.

28.3 Monthly and annual testing routines for emergency escape lighting? N/A Yes No

Comments and deficiencies observed:

No tests being carried out.

28.4 Annual maintenance of fire extinguishing appliances? N/A Yes No

Comments and deficiencies observed:

Serviced under contract.

28.5 Periodic inspection of external escape staircases and gangways? N/A Yes No

Comments and deficiencies observed:

—

28.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

—

28.7 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)? N/A Yes No

Comments and deficiencies observed:

—

28.8 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No

Comments and deficiencies observed:

—

28.9 Routine checks of final exit doors and/or security fastenings? N/A Yes No

Comments:

None.

28.10 Annual inspection and testing of lightning protection system? N/A Yes No

Comments:

—

28.11 Other relevant inspections or tests:

None.

Comments:

—

29. RECORDS

29.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? N/A Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Maintenance and testing of other fire protection systems and equipment? N/A Yes No

29.2 Comments:

No log book kept.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is

Low

Medium

High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

The Moderate risk to life is based on the lack of an adequate fire warning system and fire protection measures. The fire protection to the means of escape cannot be increased because of the buildings listing so to compensate an early warning of fire is recommended. Once the fire alarm system and automatic fire detection is installed the risk will reduce to Tolerable.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

† Priorities:

1. **Breach of legislation, having the potential for serious injury to relevant persons.**
2. **Breach of legislation, but not considered to constitute a serious threat to relevant persons.**
3. **Necessary for best practice, but existing situation unlikely to constitute a serious threat to relevant persons.**

†† Suggested Timescale:

- A. **Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.**
- B. **Short term. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work. (Suggested time-frame, within 3 months.)**
- C. **Medium term. (Suggested time-frame, within 6 months.)**
- D. **Long term (e.g. at time of upgrading or refurbishment).**

The full titles of British Standards and other references are given on the last pages of this report.

Item	Requirement	†Priority	††Timescale
1.	The Watson Hall waste bins were observed close to the rear wall of the building. It is recommended that the Watson Hall should be requested to remove the bins from the wall and resite them away from the building	2	A
2.	The Council street bin at the front of the building contain paper and discarded cigarettes. The combination of paper and lighted cigarettes could cause a fire which could spread to the building considering its age and construction. It is recommended that Tewkesbury Borough Council should be contacted with a view to removing this street bin from the building.	2	A
3.	It is recommended that a fixed heating system should be installed to replace the portable heaters which are in use throughout the building.	3	D
4.	The rear final exit door is binding on the floor. It is recommended that the door receives attention so that it is easily openable.	2	A
5.	The final exit door is locked and has barrel bolts fitted to the door. It is recommended that a written management document should be in place to ensure that this door is unlocked and the bolts withdrawn before members of the public are permitted in the	2	A

Item	Requirement	†Priority	††Timescale
	building.		
6.	<p>It is recommended that additional emergency lighting units, conforming to British Standard 5266-1 should be provided and sited in the following areas.</p> <ul style="list-style-type: none"> • Front entrance passage. • Above the rear final exit door. 	2	B
7.	<p>It is recommended that a 'FIRE EXIT' sign conforming to the British standard should be provided and sited above the rear final exit door. This sign may be incorporated into the new emergency light fitting.</p>	2	B
8.	<p>The rear final exit door should have a sign 'PULL TO OPEN' fitted to the door.</p>	2	B
9.	<p>It is recommended that a fire alarm system, incorporating automatic fire detection, conforming to British Standard 5839-1 2002 Category L1 should be provided throughout the building to compensate for the lack of fire protection to the means of escape.</p>	1	B
10.	<p>There is a responsibility under the Fire Safety Order to appoint a competent person to provide safety assistance, i.e. guidance on the fire safety measures required by the legislation and how they should be implemented. However, external assistance may be sought from an appropriately qualified and experienced consultant, or another suitable source, to support the person in fulfilling this role.</p>	2	A
11.	<p>The fire arrangements for the premises should be reviewed, and a suitably documented emergency plan should be prepared, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the recommendations of BS 9999. The emergency plan should incorporate the following:</p> <ul style="list-style-type: none"> • Fire procedures detailing how the occupants will be warned in case of fire, the action to take on discovering a fire and on hearing the fire alarm. • Suitable arrangements for summoning and meeting the fire and rescue service, and for notifying them of any special risks. • Suitable arrangements to ensure that the building has been evacuated, including arrangements for the evacuation of disabled persons. • The details of means of escape routes and access to them by occupants within the premises, and of assembly points following the evacuation. • The role of staff with additional or specific responsibilities, nominated to assist with the evacuation, or other tasks, and to respond to fire. • The details of arrangements for fighting fire by the occupants of the building. 	2	B

Item	Requirement	†Priority	††Timescale
	<ul style="list-style-type: none"> Contingency plans for when life safety systems, such as fire detection and alarm systems, etc, are out of order. 		
12.	It is recommended that the regular health and safety inspections should be carried out to ensure that the escape routes are clear, fire equipment is readily available and not obstructed and that all doors are easily openable. The results of the inspection should be recorded in a log book.	2	B
13.	Staff and volunteer have not been given regular fire awareness refresher training. It is recommended that all staff who work in the premises are given suitable instruction, at least annually, in the items listed in section 27.2 of this report. Records of such training should be kept.	2	B
14.	Fire evacuation drills should be carried out at least twice a year and the results recorded in the log book. Consideration should be given to carrying out a drill when a school party is on the premises, having first obtained permission from the school.	2	B
15.	The smoke alarms should be tested weekly and the batteries changed at least annually. The results should be recorded in a log book.	2	A
16.	It should be ensured that, when installed, the fire alarm system is tested weekly and serviced periodically in accordance with the recommendations of BS 5839-1. Records of such tests should be kept	2	C
17.	It should be ensured that the emergency lighting is being tested adequately. In order to comply with the requirements of BS5266-8 a monthly functional test together with an annual full discharge test should be carried out. Records should be kept of these tests.	2	A
18.	Records of the following should be held in a form readily available for inspection (e.g. in a fire safety log book): <ul style="list-style-type: none"> Testing of emergency lighting. Fire instruction and training of staff (induction and refresher). Fire evacuation drills. Weekly testing of fire alarm system. Routine maintenance of fire alarm system. Routine Health & Safety inspections 	2	B

REFERENCES

Fire Safety Design and Management

BS 9999: 2008. *Code of practice for fire safety in the design, management and use of buildings.*

Fire Detection and Fire Alarm Systems

BS 5839-1: 2002. *Fire detection and fire alarm systems for buildings - Code of practice for system design, installation, commissioning and maintenance.*

BS 5839-6: 2004. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.*

BS 5839-8: 2008. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9: 2003. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*

BS 5306-3: 2003. *Fire extinguishing installations and equipment on premises - Code of practice for the inspection and maintenance of portable fire extinguishers.*

BS 5306-8: 2000. *Fire extinguishing installations and equipment on premises - Selection and installation of portable fire extinguishers - Code of practice.*

BS EN 3. *Portable fire extinguishers.*

BS EN 671-3: 2000. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*

BS EN 1869: 1997. *Fire blankets.*

Emergency Escape Lighting

BS 5266-1: 2005. *Emergency lighting - Code of practice for the emergency lighting of premises.*

BS 5266-7: 1999 (BS EN 1838: 1999). *Lighting applications - Emergency lighting.*

BS 5266-8: 2004 (BS EN 50172: 2004). *Emergency escape lighting systems.*

Fire Safety Signs

BS 5499-1: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout.*

BS 5499-4: 2000. *Safety signs, including fire safety signs. Code of practice for escape route signing.*

BS 5499-5: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Signs with specific safety meanings.*

BS 5499-10: 2006. *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs.*

Fixed Fire Extinguishing Systems and Equipment

BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*

BS 9990: 2006. *Code of practice for non-automatic fire-fighting systems in buildings.*

BS EN 12845: 2004. *Fixed fire-fighting systems - Automatic sprinkler systems - Design, installation and maintenance.*

Miscellaneous

BS 7176: 1995. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*

BS 7273-4: 2007. *Code of practice for the operation of fire protection measures - Actuation of release mechanisms for doors.*

BS 7671: 2008. *Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition.*

PAS 79: 2007. *Fire risk assessment - Guidance and a recommended methodology.*

Lightning

BS EN 62305-1: 2006. *Protection against lightning. General principles.*

BS EN 62305-2: 2006. *Protection against lightning. Risk management.*

BS EN 62305-3: 2006. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4: 2006. *Protection against lightning. Electrical and electronic systems within structures.*