

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT & POLICY

FIRE REGULATIONS & LONE WORKING

INTRODUCTION

Health and Safety audits take place annually with advice from Ellis Whitham. Paper copies of all individual fire risk assessments are kept in the Offices of the Town Clerk. An outline of the buildings is noted below.

TOWN HALL MARKETS

General

The area has market stalls and a café with public toilets.

Risks

Fire in the café or general areas of the market halls. All areas are non smoking.

Alarms and signage

There are no alarms and none have been identified as necessary by Morris Fire Services who advise us on such matters. Signage as requested has been provided.

All fire extinguishers are serviced regularly. Muster point is at the rear of the Town Hall in the small car park area. There are four fire exits clearly marked. (three are open at any one time)

Evacuation

An evacuation procedure is set out on a laminated sheet which has been issued to each trader and is issued to all new traders in the market halls.

TOWN HALL CORN EXCHANGE

General

The Corn Exchange is a ground floor meeting room area with a kitchen.

Risks

Fire in the kitchen area, which is away from the fire exits. General fire risks in open meeting room areas. All areas are no smoking.

Alarms and signage

There is a full fire alarm system which meets standards and is maintained by Morris Fire Services who advise us on such matters. Signage as requested has been provided and meets regulations. All fire extinguishers are serviced regularly. Muster point is at the rear of the Town Hall in the small car park area. There are two fire exits both clearly marked.

Evacuation

All users area issued with a emergency procedure sheet.

TOWN HALL 1ST FLOOR

General

Old courtroom, CCTV room, Council Chamber, meeting room, assembly room and toilet areas.

Risks

There is the general fire risk in each area. There is a kitchen to the back of the stage.

Alarms and signage

There is a full fire alarm system which meets standards and is maintained by Morris Fire Services who advise us on such matters. Signage as requested has been provided and meets regulations. All fire extinguishers are serviced regularly. Muster point is at the rear of the Town Hall in the small car park area. There are two fire exits both clearly marked. (main stairs and the rear fire escape staircase).

Evacuation

All users area issued with a emergency procedure sheet.

TOWN HALL 2ND FLOOR

General

Archives area and access to clock tower.

Risks

General fire risks with single fire exit to 1st floor where there are two fire exits. There is a lone worker in the area for around 3 hours per week in the mornings.

Alarms and signage

There is a full fire alarm system which meets standards and is maintained by Morris Fire Services who advise us on such matters. Signage as requested has been provided and meets regulations. All fire extinguishers are serviced regularly. Muster point is at the rear of the Town Hall in the small car park area. There is a single fire escape to the 1st floor where there are two fire exits both clearly marked from the 1st floor. (main stairs and the rear fire escape staircase).

Evacuation

In the case of fire the main alarms will be audible to this area. The Office will be aware of when this area is in use by a member of staff.

FIRE ESCAPE AND REAR LIFT AREAS

General

Fire escape area.

Risks

Fire from storage bins.

Alarms and signage

There is a full fire alarm system which meets standards and is maintained by Morris Fire Services who advise us on such matters. Signage as requested has been provided and meets regulations. All fire extinguishers are serviced regularly. Muster point is at the rear of the Town Hall in the small car park area.

ARMOURY RECREATION CENTRE

The fire drills, procedures and lone working arrangements for the centre are the responsibility of the tenants in occupation.

RECREATION GROUNDS and OPEN SPACES

General

The open spaces are located at Dol Y Felin, Brookfield Road, Little Henfaes Drive, Maes Y Dre and Country Park.

Risks

The risks are very limited. Land does not in general create a fire hazard.

Alarms and signage

Not applicable. There are two exits from all playgrounds except for Little Henfaes Lane.

Evacuation

Not applicable.

MAES Y DRE RECREATION GROUNDS

General

Sports fields, skateboard park, memorial gardens and playground areas including several buildings.

Risks

The risks are limited to the sports field areas and open stands. The buildings comprising Waterloo Rovers, Welshpool Town Football Club, Welshpool Rugby/Cricket Club buildings and the Welshpool Bowling Club buildings are all the responsibility of the occupiers.

Alarms and signage

Not applicable to Welshpool Town Council.

Operational sheds

There are two operational sheds which are open garage type buildings. When in use the doors are open for clear and easy escape access.

PUBLIC TOILETS BERRIEW STREET

General

Public toilets.

Risks

Low risk level, premises only occupied by public or when cleaning etc is in progress.

Alarms and signage

There are no alarms and none have been identified as necessary by Morris Fire Services who advise us on such matters. Signage as requested has been provided.

All fire extinguishers are serviced regularly. There area fire extinguishers in each area.

PUBLIC TOILETS CHURCH STREET

General

Public toilets.

Risks

Low risk level, premises only occupied by public or when cleaning etc is in progress.

Alarms and signage

There are no alarms and none have been identified as necessary by Morris Fire Services who advise us on such matters. Signage as requested has been provided.

All fire extinguishers are serviced regularly. There area fire extinguishers in each area.

TRIANGLE HOUSE

General

Town Council offices on ground floor and Powysland Book Library on the upper floor.

Risks

General office risks.

Alarms and signage

There are no alarms and none have been identified as necessary by Morris Fire Services who advise us on such matters. Signage as requested has been provided.

All fire extinguishers are serviced regularly. There are clearly marked escape routes on both floors and there is a second fire escape on the 1st floor. The muster area is in the car park outside the front of the building.

First floor occupiers

The responsibility for the 1st floor is that of the tenant.

TOURIST INFORMATION OFFICE

General

A tourist information centre with kitchen, WC and a small store.

Risks

Fire when visitors are in the centre.

Alarms and signage

There are no alarms and none have been identified as necessary by Morris Fire Services who advise us on such matters. Signage as requested has been provided.

All fire extinguishers are serviced regularly.

Evacuation

There are staff on duty at all times. In the case of an emergency everyone in the building is evacuated via the front door and the assembly point is in the car park next to the building.

RECORDS

The following is recorded as part of the review:

Records

The Health and Safety assessors were satisfied with the current reporting procedures and records. Included in the returns are fire alarm testing and checks on issue of documentation.

Procedures

The Town Clerk covers fire evacuation procedures at staff meetings held regularly.

All staff who work in the Town Hall are required to make themselves aware of the alarm system in the Town Hall.

Public events run by Town Council

At all public events in the Town Hall there is a safety paper issued at the beginning of each event taking place.

PAC testing

To be completed annually.

Accident book

There is a single accident book located in the Offices of the Town Clerk.

Smoke alarms

All smoke alarms are checked and tested by Morris Fire on a regular basis.

RISK LEVELS

The following are the risk levels identified:

Ref	Location	Risk Level now	Risk level after review
1A	Market Halls Town Hall	LOW	LOW
1B	Corn Exchange Town Hall	LOW	LOW
1C	1 st Floor Town Hall	LOW	LOW
1D	2 nd Floor Town Hall	MEDIUM	LOW
1E	Fire Escape and rear lift area	LOW	LOW
2	Armoury Recreation Centre	LOW	LOW
3	Recreation grounds & open spaces	LOW	LOW
4	Maes Y Dre	LOW	LOW
5A	Berriew Street Toilets	LOW	LOW
5B	Church Street Toilets	LOW	LOW
6	Triangle House	LOW	LOW
7	Tourist Information Office	LOW	LOW

R A ROBINSON FRICS MILCM

Town Clerk

Welshpool Town Council

March 2015

WELSHPOOL TOWN COUNCIL
EMERGENCY PROCEDURE

WELSHPOOL TOWN HALL

Area

Corn Exchange, Town Hall, Broad Street, Welshpool.

Introduction

All occupiers are requested to read these short instructions when using these Council premises.

In case of fire or emergency

If there is a fire anywhere in the building the alarms will sound. Please then leave the building making sure that all your members have left safely. Please call one of the contact details below as soon as you can after calling the emergency services on 999 or 112. The muster point is located in Hall Street at the rear of the Town Hall.

The fire exits are clearly marked.

Responsibility

You are only responsible for getting your own party out of the building to safety, any other users have the same responsibility for their own members.

Damage to equipment

Any damage to the premises or equipment and any items of concern should be reported to the Offices of the Town Clerk as soon as possible after the event.

Reporting

All accidents and emergencies should be notified to the Offices of the Town Clerk as soon as possible after the event.

Contact

The contact details for Welshpool Town Council are:

John Dover	07968 026708
Paul McGrath	07548 952111
Robert Robinson	07767 267830

WELSHPOOL TOWN COUNCIL
EMERGENCY PROCEDURE

WELSHPOOL TOWN HALL

Area:

Assembly Room, Town Hall, Broad Street, Welshpool

Introduction

All occupiers are requested to read these short instructions when using these Council premises.

In case of fire or emergency

If there is a fire anywhere in the building the alarms will sound. Please then leave the building making sure that all your members have left safely. Please call one of the contact details below as soon as you can after calling the emergency services on 999 or 112. The muster point is located in Hall Street at the rear of the Town Hall.

The fire exits are clearly marked. Please do not use lifts in emergency. There are provided disabled carriers at the top of each fire escape on the 1st floor.

Responsibility

You are only responsible for getting your own party out of the building to safety, any other users have the same responsibility for their own members.

Damage to equipment

Any damage to the premises or equipment and any items of concern should be reported to the Offices of the Town Clerk as soon as possible after the event.

Reporting

All accidents and emergencies should be notified to the Offices of the Town Clerk as soon as possible after the event.

Contact

The contact details for Welshpool Town Council are:

John Dover	07968 026708
Paul McGrath	07548 952111
Robert Robinson	07767 267830

WELSHPOOL TOWN COUNCIL

EMERGENCY PROCEDURE WELSHPOOL TOWN HALL

Area

Council Chamber or Judges Retiring Room, Broad Street, Town Hall, Welshpool

Introduction

All occupiers are requested to read these short instructions when using these Council premises.

In case of fire or emergency

If there is a fire anywhere in the building the alarms will sound. Please then leave the building making sure that all your members have left safely. Please call one of the contact details below as soon as you can after calling the emergency services on 999 or 112. The muster point is located in Hall Street at the rear of the Town Hall.

The fire exits are clearly marked. Please do not use lifts in emergency. There are provided disabled carriers at the top of each fire escape on the 1st floor.

Responsibility

You are only responsible for getting your own party out of the building to safety, any other users have the same responsibility for their own members.

Damage to equipment

Any damage to the premises or equipment and any items of concern should be reported to the Offices of the Town Clerk as soon as possible after the event.

Reporting

All accidents and emergencies should be notified to the Offices of the Town Clerk as soon as possible after the event.

Contact

The contact details for Welshpool Town Council are:

John Dover	07968 026708
Paul McGrath	07548 952111
Robert Robinson	07767 267830

EMERGENCY PROCEDURE WELSHPOOL TOWN HALL

Area

Market Halls, Broad Street, Town Hall, Welshpool

Introduction

All occupiers are requested to read these short instructions when using these Council premises.

In case of fire or emergency

If there is a fire anywhere in the building the alarms will sound. Please then leave the building making sure that all your members have left safely. Please call one of the contact details below as soon as you can after calling the emergency services on 999 or 112. The muster point is located in Hall Street at the rear of the Town Hall.

The fire exits are clearly marked.

Responsibility

You are only responsible for getting your own party out of the building to safety, any other users have the same responsibility for their own members.

Damage to equipment

Any damage to the premises or equipment and any items of concern should be reported to the Offices of the Town Clerk as soon as possible after the event.

Reporting

All accidents and emergencies should be notified to the Offices of the Town Clerk as soon as possible after the event.

Contact

The contact details for Welshpool Town Council are:

John Dover	07968 026708
Paul McGrath	07548 952111
Robert Robinson	07767 267830