KEMPSTON TOWN COUNCIL

Council Offices
104 Bedford Road
Kempston
Bedford
MK42 8BG
Tel: 851005
Email: kempstoncouncil@btconnect.com

Thursday 7 November 2019

To: Members of the Council

You are hereby summoned to attend a meeting of Kempston Town Council in the Council Chamber on Tuesday 12 November 2019 at 7.30pm for the purpose of transacting the following business:



C A Urwin Clerk to the Council

AGENDA

The reading of the Fire precautions (on the back page of cover) by those present should be carried out prior to the commencement of the business.

1. **To receive any apologies for absence.**

2. **Members of the public are invited to address the Council** (time limit: 5 minutes per subject matter)

3. **To confirm the Minutes of meeting held on 8 October 2019 -** attached as Appendix A pages 3-7.

4. **Disclosures of interest in items on the agenda.**

   Members are reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct.

5. **Police Report**

6. **Finance**

   (a) Financial Statement showing spending/income against budget to 31 October 2019 - attached as Appendix B pages 8-11

   (b) To consider and approve payments (cheques and direct debits) attached as Appendix C pages 12-13

   (c) Finance Matters to consider:

(i) Renovation to hall floor
(ii) Lift service – remedial work required
(iii) Christmas lights 2019

7. **Diary of Mayor and Deputy Mayor's Engagements** - attached as Appendix D page 14.

8. **Declaration of Climate Emergency** – update

9. **The Saxon Centre** – Verbal report from Cllr Burley

10. **The Project Involve website for Parish Councils in Bedfordshire will cease to be available from the end of March 2020** - Clerk to update.

11. **Working towards a Paperless Council** – Councillor Nawaz to report

12. **Fire Risk Assessments** – Cllrs to consider FRAs for Cryselco, Council office and Centenary Hall – attached as Appendix E pages 15-44

13. **New matters from Councillors for discussion at next meeting.**

14. **Date of next meeting:** The next meeting of Kempston Town Council will be held on Tuesday 10 December 2019 at 7.30pm.

15. **Exclusion of Press and Public - Members of the press and public are excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 (as extended) for these items of business as they involve the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (confidential data)**

(i) Land at Beatrice Street

Minutes of the Meeting of Kempston Town Council held Tuesday, 8 October 2019 at 7.30 p.m. in the Council Chamber, 104 Bedford Road, Kempston

PRESENT:

Cllr Blacklaws
Cllr Bowman
Cllr Burley
Cllr S Conway
Cllr T Conway
Cllr Hyde
Cllr Manocchio
Cllr Masud
Cllr Meader
Cllr Nawaz
Cllr Oliver
Cllr Purves

Francis Caldwell – Aragon Land and Planning

Carol Urwin - Town Clerk
2 members of the public

No. ITEM

122.19 Apologies for Absence

None received.

123.19 Francis Caldwell - Aragon Land and Planning – Development Proposals at Chantry Avenue

Mr Caldwell updated the Council on the planning application which had been dragging on and which was currently with Bedford Borough Council. The plot was bordered by Chantry Avenue, Ronald Close and The Silver Birches and had been left vacant since the 1980s. The proposal was for 43 units on the site – 10 affordable units, 13 flats and 20 private houses. It was proposed that there would be two green areas and an acoustic barrier next to the industrial site. Various other employment uses for the site had been explored but would not be enough to buy the client out.

124.19 Members of the Public are Invited to Address the Council

The two members of the public spoke about their objections to the development proposals in Chantry Avenue. They felt that the proposals were not in keeping with the surrounding area. There had been two incidents of travellers breaking into the site and this would be an ongoing problem. They felt the proposals for the site was overdevelopment and would be cramped and the flats were out of character with the small semi-detached bungalows in the area and there would be an increase in ASB.

Mr Caldwell responded by stating that the housing proposals would be less noisy and with less traffic than using the site for employment. There were much better employment sites in Bedford and this one lent itself to housing.

125.19 Minutes

The Minutes of the meeting of Kempston Town Council held on 10 September 2019 as circulated as Appendix A, were confirmed and signed as a correct and accurate record.

126.19 Members Interests

Members were reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct – none stated.

127.19 Police Report

The Police were unable to attend the meeting but had circulated crime figures. The Joint Action Group meeting would be held shortly and some dates had been circulated although it was noted that it was proposed to hold it at the premises in Lime Street, Bedford. The Clerk would offer the Council Chamber if it was available on the dates provided and Cllrs from the South Ward should be encouraged to go as the target set was cycling issues and there had been particular problems in Kempston South. The Police were reluctant to issue FPNs for no cyclists with no lights as it was not considered a high priority but it was felt that although cycling should be encouraged, there should be education on cycle safety.

128.19 Finance

a) The financial statement for six months to 30 September 2019 circulated as Appendix B and showing spending against budget was considered and approved.

b) Appendix C (cheques and transfers) was approved for payment.

c) Bank reconciliation showing a balance of £366,272.20 was noted.

d) Replacement CCTV equipment – the Clerk reported that the DVR and monitor in the Council office was showing serious signs of deterioration and the provider recommended replacement. The quote received was for £340 and this included the provision of software to allow connection to the PC.

Resolved:

That the replacement equipment be purchased.

129.19 Diary of Mayor's Engagements

The diary of the Mayor's engagements as Appendix E was noted. The Mayor gave thanks to Cllrs and staff for the help given at his recent Reception which had been a great success.

130.19 Appointment of Internal Auditor 2019/20

Resolved:

That Bedford Borough Council be appointed.

131.19 Report of External Auditor 2018/19

The external auditor report for 2018/19 had been received and in the auditor's opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regularly requirements had not been met.

The report was noted and thanks were given to the Clerk.

132.19 Declaration of climate emergency

Further to Minute 116.19 (10 September 2019) Cllr Purves updated the Council on action taken so far. Kempston Calling and the Bedford Independent had published his letter asking for volunteers to join a Working Group and he was hopeful that the Times and Citizen might publish it also. Notices had also been put up in shops and Council notice boards and churches and other key local organisations/groups had also been contacted. There had been good responses so far. The Working Group would be looking for people with specialist knowledge and Cllr Purves was also compiling a list of local businesses. A doodle poll would be sent out to decide on a date for the first meeting. Mohammed Yasin, the local MP, would be coming to speak to the group.

Cllr Purves had drafted letters to send to Zurich and Nat West Bank (the Council's insurers and bankers) about their impact on climate change.

Thanks were given for progress so far.

133.19 Challenger Academy - Update

Further to Minute 29.19 (12 March 2019), although attempts had been made to organise a date to meet with Stephen Chamberlain, this had been unsuccessful.

Resolved:

That the Clerk chase up the matter again with Stephen Chamberlain with a view to forming a working party.

134.19 Park that Bike – Free Cycle Parking for Town and Parish Councils in Bedfordshire

The Council considered the letter from 'Park that Bike' offering free cycle parking for Town and Parish Councils in Bedfordshire. The Sheffield stands were the preferred option and up to 4 could be provided on Council land as long as it is approved by the project. The best area would be next to Centenary Hall which already had some old stands which could be replaced. It was also suggested that Cryselco could be considered.

Resolved:

1. That the Council applies for 4 Sheffield stands from 'Park that Bike' to replace those already in situ next to Centenary Hall.

2. That the Clerk finds out the cost of the stands in the event the Council wished to purchase additional ones for use at Cryselco if required.

135.19 The Saxon Centre

Cllr Burley reported that there had been a meeting with Cllr Vann, Town Centre Portfolio Holder for Bedford Borough Council. The points raised in Minute 117.19 (10 September 2019) had been raised but there was no update as yet. There was still a problem with the bollards not being replaced but merely left propped up nearby. This was a health and safety issue as one of them was extremely heavy. There was a problem with some of the lighting columns, one of them was quite dangerous and enquiries had been made about this and the other columns.

The winter planting had not been done yes and the 3 pots had still not been put in. There had been a change of staff at the Borough so this would need chasing up.

Attempts were still being made to have a meeting with the new manager of Sainsbury's and a name and email had now been obtained.

136.19 Relocation of KTC noticeboard

Further to Minute 118.19 (10 September 2019) the Clerk reported that permission had been granted from the Borough Council to use the two suggested locations for Council notice boards. She had also obtained the cost of providing a further board which was £685 for the board, £150 for a pair of posts plus carriage and VAT.

Resolved:

That a further notice board be purchased and arrangements be made to locate the new one and the existing one at Manor Road to be located at the two agreed locations.

137.19 Project Involve

The Clerk reported that Cambridge Open Systems who currently provide the Town Council's Project Involve website had taken the decision to shut down all dotCommunity systems, including Bedfordshire Parishes at the end of March 2020. A number of Clerks from the Bedfordshire Branch of the Society of Local Council Clerks had formed a Working Group along with staff from Bedford Borough and Central Bedfordshire Councils to try and find a solution to work for all Councils. All new websites must conform to accessibility standards from 23 September and this will be taken into account. The Clerk would have further details for the next meeting.

138.19 Mayor's Chain

The Clerk reported that she had consulted a local jeweller with regards to adding further walnuts to the Mayor's chain as the existing ones had all been engraved. The jeweller felt that adding another chain would make the chain quite heavy. He had suggested taking out the middle section of the older walnuts and replacing with new blank ones. This would cost £150 per walnut. A discussion took place on what would then become of the old ones and whether this was the best option.

Resolved:

That the Clerk look at what further options were available and prices of new chains.

139.19 Kempston Park Indoor Bowls Club – Second Five-Year Development Plan 2020-2024

Kempston Town Council was one of the consultees for the Development Plan. The Management Committee had prepared a draft of the club's second five-year Plan and was seeking views and comments. The Council did not have any comments but were grateful to be consulted on the future of the Club which improved the wellbeing of residents.

140.19 Office Closure over Christmas 2019

The Clerk made a request to close the office for an additional day over the Christmas period (27th December 2019)

Resolved:

That the office be closed on 27th December 2019.

141.19 New Matters from Councillors for discussion at next meeting

Working towards a paperless Council.

142.19 Date of next meeting

The next meeting would be held at 7.30pm on 12 November 2019.

143.19 Land at Beatrice Street

Cllr Burley reported that she had spoken to officers at Bedford Borough Council and was pursuing the possibility of a meeting. It was also suggested that perhaps new Councillors may like a site visit.

There being no further business, the meeting ended at 9.06pm

Income and Expenditure against budget for seven months up to 31st October 2019 Appendix B

Expenditure	Actual	Relating to	Budgeted	Balance
	Expenditure	2018/19	Expenditure	
			2019/20	
War Memorials	£	£	£	£
Beds & Herts memorial & garden	801.47		3000	2198.53
High Street memorial			1000	1000
Annual Remembrance Wreaths			100	100
	---	---	---	---
	801.47	**0**	**4100**	**3298.53**
Mayor's Committee	---	---	---	---
Mayor's Allowance	500		500	0
Travel, tickets and own events	305.72		500	500
Walnut design past Mayors badges	245.83		450	204.17
Council Chamber - update board			60	60
Mayor's chain engraving/repair	50		-50	0
	---	---	---	---
	1101.55	**0**	**1460**	**764.17**
	---	---	---	---
Allotments maintenance			500	500
Ryswick Open space	339.88	834.21	850	-324.09
NSALG Membership	55.00		55	0.00
			---	---
	394.88	**834.21**	**1405**	**175.91**
	---	---	---	---
Cryselco Grnd maintenance	4,812.08		8600	3,787.92
Cryselco general maint.	74.50		1000	925.50
Tree maintenance	670		500	-170
Fixed Appliance Testing			80	0
Fire protection	101.85		80	-22
Comm. safety, CCTV & airtime	500		3300	2800
Noticeboards			100	100
	---	---	---	---
	6,158.43	**0**	**13660**	**7501.57**
	---	---	---	---
Elections	0		0	0
Christmas lights				
New decorations	0		10000	10000
Installation		9244.8	11800	2555.2
Hospitality			20	20
Monthly page Kempston Calling	1362		2,805	1,443
Kempston Fun Day	250		250	0
Kempston in Bloom	6138.11		4600	-1538.11
	---	---	---	---
	7750.11	**9244.8**	**29475**	**12480.09**
Staff	---	---	---	---
Tools and protective clothing	39.99		100	60.01
Affiliation fees			273	273
Mobile - site agent	10		50	40
Salaries	62,838.35		106200	43361.65
Training			200	200
	---	---	---	---
	62888.34	**0**	**106823**	**43934.66**
	---	---	---	---

Expenditure	Actual Expenditure	Relating to 2018/19	Budgeted Expenditure 2019/20	Balance
	£	£	£	£
Centenary Hall				
Cleaning materials	379.53		1000	620.47
Furn/equip replacement/repair	370.85		1000	629.15
Disposables/bulbs/first aid etc			200	200
Floor Maintenance			0	0
General Maintenance	1107.57		900	-207.57
Insurance	1190.27		1120	-70.27
Rates	2937.75		5068	2130.25
PRS			515	515
Premises Licence			180	180
Trade Waste Collection	160.51	12.22	1100	939.49
Utilities				
Electricity	1494.18	619.91	2560	445.91
Gas	47.74	20	170	102.26
Water	322		620	298
Service Contracts				
Air conditioning			290	290
Bar and catering equipment	510.94		560	49.06
Emergency Lighting/Fire Alarms	231.87		370	138.13
Fire protection	16.65		200	183.35
Security - Alarms			420	420
Entrance door	390		400	10
	---	---	---	---
	9159.86	**652.13**	**16673**	**6873.23**
	---	---	---	---
Offices				
Advertising			400	400
Audit	534		1100	566
Bank Charges	240.84		430	189.16
Clock Repairs/maintenance			196	196
Computer Line	301.05		477	175.95
Data Protection Registration	35		35	0
Equipment replacement/repair	93.45		200	106.55
Furniture			200	200
General maintenance			500	500
Insurance	1446.51		1384	-62.51
Lease of telephone system	188.28		412	223.72
Petty cash			100	100
Photocopier copies	437.11	129.15	850	283.74
Rates	4222.25		7290	3067.75
Stationery/stamps/books	337.78		800	462.22
Telephone	597.08		970	372.92
VAT	6812.87		10,000	3,187
Virus Protector	37.49		37	0
Window painting			1200	1200
	---	---	---	---
	15283.71	**129.15**	**26581**	**11168.14**
	---	---	---	---

Expenditure	Actual Expenditure	Relating to 2018/19	Budgeted Expenditure 2019/20	Balance
	£	£	£	£
Service Contracts				
CCTV System (offices)	87		90	3
IT	928		928	0
Emergency Lighting & Fire alarms	231.88		500	268.12
Fire protection	16.65		150	133.35
Gas boiler service			75	75
Lift maintenance	300		310	10
Payroll	147		252	105
Security alarms			390	390
Utilities				
Electricity	676.93	182.33	1200	340.74
Gas	242.85		680	437.15
Water	173.2		410	236.8
B&MK Waterways sub	30		30	0
BBRU Sub			5	5
calibration of PAT Tester	65		70	5
	---	---	---	---
	2898.51	**182.33**	**5090**	**2009.16**
	---	---	---	---
			---	---
			205267	**88205.46**
Additional to Budget:			---	---
Deposits	2985			
Overpayment of precept in error	152655			
Refund of hire fee	230.12			
Water & Electric at Cryselco which	187.26			
is reclaimed from hirers				
Land registry search	42			

TOTAL	273,578.86			

Income		**Received**	**Expected**	**Balance**
			Income	
			2019/20	
		£	£	
Bank Interest		402.71	300	-102.71
Hire of Premises:				
Hall		17,102.33	34000	16,897.67
Offices		5,718.14	6000	281.86
Cryselco		582.62	720	137.38
Allotments		242	242	0
Miscellaneous		5,486.11	200	-5286.11
Other:				
Precept		152655	152,655	0
KBJC - Clerk payment			1,200	1,200
VAT Refund			9000	9000
CIL			1000	1000
		---	---	---
Sub total		**182188.91**	**205,317**	**23128.09**
deposits		4060		
Overpayment of Precept in error		152655		
TOTAL		**338903.91**		
		========		

Appendix C

	Cheque No.	Description	Net amount	VAT amount	Total
			£	£	£
Beds & Herts Regiment	3210	Remainder of grant for the year	2198.53		2198.53
LWS	3211	Grass cutting at Beatrice Street	£193	38.49	231
Cleverlys	3212	Winter planting	6129.5	1225.9	7355.4
Bedford BC	3213	Trade waste	148.29	0	148.29
Ganson	3214	Refund of deposit	60	0	60
Bedford RBL	3215	Civic wreath	50	0	50
R D Ansell	3216	Painting in hall	1435	0	1435
Churches Fire Security	3218	Alarm/emergency light servicing	250	50	300
Lyreco	3219	Cork notice board for hall and A4 lilac paper	61.19	12.24	73.43
ICP Hygiene	3220	Baby changing unit	165	33	198
White	3221	Refund of deposit	200	0	200
Sasu	3222	Refund of deposit	200	0	200
Smith of Derby	3223	Servicing of clock	196	39.2	235.2
Rosetta Publishing	3224	Kempston Calling	227	45.4	272.4

Signed …… Dated ……..

Signed ……. Dated ……..

Direct Debits

Description	Net	VAT	Total
	£	£	£
Salaries - October & payroll charge	9059.93	4.2	9064.13
Monthly water bill - Centenary Hall - September	46	0	46
SSE - electricity hall - Oct	232.39	46.47	278.86
SSE - electricity office - Oct	116.5	5.82	122.32
Easycopiers	69.72	13.95	83.67
Non domestic rates for Centenary Hall – Oct	419	0	419
Non domestic rates for Council offices – Oct	604	0	604
SSE - electricity - Cryselco	71.1	3.55	74.65
Bank Charges - Oct	35.68	0	35.68

Signed: ……. Dated: ……

Signed: ……. Dated: ……

Appendix D

MAYOR'S ENGAGEMENTS SINCE MEETING IN OCTOBER 2019

DATE	EVENT
10/11/19	Kempston Remembrance Service

DEPUTY MAYOR'S ENGAGEMENTS SINCE MEETING IN OCTOBER 2019

DATE	EVENT
10/11/19	Kempston Remembrance Service

FORTHCOMING EVENTS – MAYOR

DATE	EVENT
17/11/19	RVT Service of Remembrance
19/11/19	Opening of new playroom at Bunyan Playschool
20/11/19	Sikh National Exhibition Celebration
03/12/19	Kempston Christmas Lights Switch On
09/12/19	Bedford Annual Sports Awards

FORTHCOMING EVENTS – DEPUTY MAYOR

DATE	EVENT
17/11/19	RVT Service of Remembrance

Report of audit and inspection

CRYSELCO SPORTS PAVILION

15/10/19

1. *PREMISES DETAILS*
2. *PREMISES PLAN*
3. *FIRE HAZARDS*
4. *MITIGATING THE EFFECTS OF FIRE*
5. *HISTORY*
6. *FIRE DEVELOPMENT*
7. *IDENTIFY PEOPLE AT RISK*
8. *RAISING THE ALARM*
9. *ESCAPE ROUTES*
10. **EVACUATION PROCEDURES**
11. *FIRE SAFETY MANAGEMENT*
12. *MAINTENANCE OF EQUIPMENT*
13. *TRAINING*
14. *RECORDS*
15. *CO-OPERATION & CO-ORDINATION*
16. *CONCLUSIONS*
17. *REMEDIAL ACTION PLAN*
18. *ANY OTHER RELEVANT INFORMATION*

This document suggests information that should be contained in a fire risk assessment record. It may serve as a record of the significant findings of a fire risk assessment

1. PREMISES DETAILS

PREMISES ADDRESS	Cryselco Sports Pavilion, Cryselco Close Kempston
OCCUPIER	Kempston Town Council.
OWNER	Kempston Town Council
RESPONSIBLE PERSON	ANDY BEECH
USE & MAXIMUM NUMBER OF PERSONS PRESENT	CRICKET AND FOOTBALL CLUBS FOR SPORTS
HOURS PREMISES ARE IN USE	VARIED BUT MOSTLY WEEKENDS
CONSTRUCTION	BRICK
DIMENSIONS	SEE PLAN
No. OF FLOORS IN PREMISES	ONE
No. OF FLOORS IN BUILDING	ONE
DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING	N/A
NAME OF ASSESSOR INCLUDING CONTACT DETAILS	ANDY BEECH. KEMPSTON TOWN COUNCIL 104 BEDFORD ROAD KEMPSTON TEL 851005
TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR	TRAINED AS FIRE MANAGER
DATE ASSESSMENT CARRIED OUT	15/10/19
REVIEW DATE	15/10/20

2. PREMISES PLAN (Optional but recommended)

PREMISES PLAN DETAILING MEANS OF ESCAPE & OTHER PREVENTATIVE & PROTECTIVE MEASURES.

Plan available on site

3. FIRE HAZARDS

3.1. SOURCES IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	ELECTRICAL APPLIANCES
EXISTING CONTROL MEASURES	PAT TESTING AND FIXED APPLIANCE TESTING REGULAR INSPECTION
ACTION REQUIRED	NONE
3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	WOODEN FURNITURE
EXISTING CONTROL MEASURES	INSPECTIONS
ACTION REQUIRED	NONE
3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:	
HAZARDS IDENTIFIED	CLEANING MATERIALS
EXISTING CONTROL MEASURES	KEPT LOCKED AWAY
ACTION REQUIRED	NONE
3.4. HAZARDS FROM WORK PROCESSES - DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	NONE
EXISTING CONTROL MEASURES	REVIEWED ANNUALLY
ACTION REQUIRED	NONE
3.5. STRUCTURAL HAZARDS:	
HAZARDS IDENTIFIED	ELECTRICAL APPLIANCES AND WIRING
EXISTING CONTROL MEASURES	REGULAR TESTING
ACTION REQUIRED	FIVE YEAR WIRING TEST NEEDED
3.6. POTENTIAL FOR ARSON:	
DETAILS	THERE IS A RISK
ACTION REQUIRED	REMOVAL OF ALL COMBUSTIBLE MATERIALS

4. MITIGATING THE EFFECTS OF FIRE

4.1. MEANS OF FIGHTING FIRE:	
DETAILS	ONE WATER EXTINGUISHER ONE CO2 EXTINGUISHER LAST TESTED 05/08/19
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

4.2. MEANS FOR RESTRICTING FIRE SPREAD:	
HAZARDS IDENTIFIED	FIRE DOORS. REMOVAL OF ALL COMBUSTIBLE MATERIALS.
EXISTING CONTROL MEASURES	REGULAR INSPECTIONS
ACTION REQUIRED	NONE
4.3. MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:	
HAZARDS IDENTIFIED	FIRE DOORS
EXISTING CONTROL MEASURES	KEPT SHUT
ACTION REQUIRED	NONE

5. HISTORY

HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:	
DETAILS	ONE ARSON ATTEMPT TO A WINDOW.
ACTION REQUIRED	NONE

6. FIRE DEVELOPMENT

CONSIDERING THE INFORMATION CONTAINED IN SECTION 4 - 6 DESCRIBE THE MOST LIKELY WORSE CASE SCENARIO FIRE SITUATION TO BE ENCOUNTERED.
THE RISK IS MINIMAL BUT ARSON IS THE MOST LIKELY CAUSE.
ACTION REQUIRED:
NONE AS ALL PRECAUTIONS ARE TAKEN **LETTERS TO CLUBS**

7. IDENTIFING PEOPLE AT RISK

7.1. IDENTIFY PEOPLE AT RISK	
DETAILS OF OCCUPANTS	SPORTS CLUB MEMBERS
DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARY AT RISK E.G LONE WORKERS, VISITORS,PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP	NONE
ACTION REQUIRED	NONE

7.2. YOUNG PERSONS EMPLOYED TO WORK IN PREMISES:	
DETAILS	NONE
ADDITIONAL ACTION REQUIRED	NONE

8. RAISING THE ALARM

MEANS OF DETECTING & GIVING WARNING OF FIRE:	
DETAILS	MANUAL FIRE BELL FIXED TO THE WALL.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

9. ESCAPE ROUTES

9.1. ARE TRAVEL DISTANCES ACCEPTABLE AND CAN OCCUPANTS REACH A PLACE OF SAFETY BEFORE A FIRE OR SMOKE PREVENTS THEM DOING SO:	
EXISTING PROVISION	ACCEPTABLE
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
9.2. ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:	
EXISTING PROVISION	4 EXITS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
9.3. MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:	
EXISTING PROVISION	REGULAR INSPECTIONS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

10. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:	
EXISTING PROCEDURES	EACH CLUB HAS AN ACTION PLAN IN THE EVENT OF FIRE
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

11. FIRE SAFETY MANAGEMENT

11.1. FIRE SAFETY POLICY STATEMENT:

DETAILS	ALL PRECAUTIONS AND SAFETY CHECKS ARE IN PLACE TO PREVENT A FIRE
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
11.2. FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:	
DETAILS	FIRE MANAGER CARRIES OUT REGULAR INSPECTIONS AND TRAINING OF STAFF AND HIRERS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
11.3. PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:	
DETAILS	CONSTANT REVIEWS BY FIRE MANAGER
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

12. MAINTENANCE OF EQUIPMENT

MAINTENANCE PROGRAMME FOR PREVENTATIVE & PROTECTIVE MEASURES:	
DETAILS	ALL EQUIPMENT IS SERVICED AS REQUIRED BY LAW. WEEKLY INSPECTIONS.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

13. TRAINING

FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS:	
DETAILS	FIRE MANAGER UP TO DATE ON ALL TRAINING
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

14. RECORDS

RECORDS OF MAINTENANCE & TRAINING:	
DETAILS	OPEN FOR REVIEW IN THE COUNCIL OFFICE
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

15. CO-OPERATION & CO-ORDINATION

15.1. PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:

DETAILS	WE RELY ON THE PUBLIC AND RESIDENTS TO KEEP AN EYE OUT WHEN THE PAVILION IS NOT IN USE.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
15.2. CONSULTATION CARRIED OUT WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS. E.G. EMPLOYEES/SAFETY REPRESENTATIVES:	
DETAILS	FIRE MANAGER CONSULTS WITH CLUB/HIRERS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
15.3. PROCEDURES IN PLACE FOR ANY NECESSARY CONTACT WITH EXTERNAL EMERGENCY SERVICES, PARTICULARLY AS REGARDS FIRE-FIGHTING, RESCUE WORK, FIRST-AID AND EMERGENCY MEDICAL CARE:	
DETAILS	ALL HIRERS ARE AWARE OF WHAT TO DO IN AN EMERGENCY
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

16. CONCLUSIONS

CONCLUSION:
ALL PRECAUTIONS AND SAFETY PROCEDURES ARE IN PLACE
ACTION REQUIRED:
NONE

17. ACTION PLAN

DEFICIENCY	REMEDIAL ACTION REQUIRED	TO BE COMPLETED BY DD/MM/YY	**DATE COMPLETED DD/MM/YY**	**VERIFIED BY NAME**
NONE				

Report of audit and inspection

COUNCIL OFFICES

15/10/19

1. *PREMISES DETAILS*
2. *PREMISES PLAN*
3. *FIRE HAZARDS*
4. *MITIGATING THE EFFECTS OF FIRE*
5. *HISTORY*
6. *FIRE DEVELOPMENT*
7. *IDENTIFY PEOPLE AT RISK*
8. *RAISING THE ALARM*
9. *ESCAPE ROUTES*
10. **EVACUATION PROCEDURES**
11. *FIRE SAFETY MANAGEMENT*
12. *MAINTENANCE OF EQUIPMENT*
13. *TRAINING*
14. *RECORDS*
15. *CO-OPERATION & CO-ORDINATION*
16. *CONCLUSIONS*
17. *REMEDIAL ACTION PLAN*
18. *ANY OTHER RELEVANT INFORMATION*

This document suggests information that should be contained in a fire risk assessment record. It may serve as a record of the significant findings of a fire risk assessment

1. PREMISES DETAILS

PREMISES ADDRESS	KEMPSTON TOWN COUNCIL OFFICE, 104 BEDFORD RD, KEMPSTON, BEDFORD.
OCCUPIER	KEMPSTON TOWN COUNCIL.
OWNER	KEMPSTON TOWN COUNCIL.
RESPONSIBLE PERSON	MR ANDREW BEECH.
USE & MAXIMUM NUMBER OF PERSONS PRESENT	54
HOURS PREMISES ARE IN USE	EIGHT AM TO ELEVEN PM.
CONSTRUCTION	BRICK AND WOOD.
DIMENSIONS	VIEW SITE PLAN.
No. OF FLOORS IN PREMISES	THREE.
No. OF FLOORS IN BUILDING	THREE.
DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING	N/A
NAME OF ASSESSOR INCLUDING CONTACT DETAILS	MR ANDREW BEECH – TOWN COUNCIL OFFICES – TEL: 851005
TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR	FIRE MANAGER'S COURSE. FIRE WARDEN'S COURSE.
DATE ASSESSMENT CARRIED OUT	15/10/19
REVIEW DATE	15/10/20

2. PREMISES PLAN **(Optional but recommended)**

PREMISES PLAN DETAILING MEANS OF ESCAPE & OTHER PREVENTATIVE & PROTECTIVE MEASURES.

Plan available at premises

3. FIRE HAZARDS

3.1. SOURCES IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	FRIDGES, COOKERS, KETTLES, COMPUTERS, OFFICE EQUIPMENT, ELECTRICAL EQUIPMENT AND TOOLS.
EXISTING CONTROL MEASURES	INSPECTION AND PAT TESTING OF ELECTRICAL EQUIPMENT. GOOD HOUSEKEEPING OF PREMISES.
ACTION REQUIRED	NONE
3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	WOOD FURNITURE, PAPER AND FILES, WASTE PAPER.
EXISTING CONTROL MEASURES	GOOD HOUSEKEEPING, CORRECT STORAGE OF FLAMMABLE MATERIALS
ACTION REQUIRED	NONE
3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:	
HAZARDS IDENTIFIED	CLEANING MATERIALS, INKS.
EXISTING CONTROL MEASURES	PROPER STORAGE
ACTION REQUIRED	NONE
3.4. HAZARDS FROM WORK PROCESSES - DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK	
HAZARDS IDENTIFIED	NONE AT PRESENT
EXISTING CONTROL MEASURES	CONSTANT REVIEWS
ACTION REQUIRED	NONE
3.5. STRUCTURAL HAZARDS:	
HAZARDS IDENTIFIED	ELECTRICAL WIRING, GAS BOILERS
EXISTING CONTROL MEASURES	REGULAR SERVICING, ELECTRICAL TESTING
ACTION REQUIRED	NONE
3.6. POTENTIAL FOR ARSON:	
DETAILS	A SMALL CHANCE OF THIS.
ACTION REQUIRED	ALL PRECAUTIONS TAKEN

4. MITIGATING THE EFFECTS OF FIRE

4.1. MEANS OF FIGHTING FIRE:	
DETAILS	4 WATER EXTINGUSHERS 4 CO2 EXTINGUSHERS SERVICED 05/08/19
MATTERS OF CONCERN	NONE AT PRESENT
ACTION REQUIRED	NONE
4.2. MEANS FOR RESTRICTING FIRE SPREAD:	
HAZARDS IDENTIFIED	RAPID SPREAD OF FIRE
EXISTING CONTROL MEASURES	FIRE DOORS.
ACTION REQUIRED	NONE AT PRESENT
4.3. MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:	
HAZARDS IDENTIFIED	OFFICE EQUIPMENT, KETTLES AND KITCHEN EQUIPMENT
EXISTING CONTROL MEASURES	FIRE DOORS
ACTION REQUIRED	NONE

5. HISTORY

HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:	
DETAILS	NONE
ACTION REQUIRED	NONE

6. FIRE DEVELOPMENT

CONSIDERING THE INFORMATION CONTAINED IN SECTION 4 - 6 DESCRIBE THE MOST LIKELY WORSE CASE SCENARIO FIRE SITUATION TO BE ENCOUNTERED.
To include details of estimated fire development and heat and smoke generation. *A FIRE IN THE FRONT OFFICE SPREADING THROUGH THE BUILDING.* *SMOKE TRAVELLING THROUGH THE BUILDING AND UP THE LIFT SHAFT.*
ACTION REQUIRED:
ALL PRECAUTIONS TAKEN. **REGULAR FIRE DRILLS**

7. IDENTIFING PEOPLE AT RISK

7.1. IDENTIFY PEOPLE AT RISK	
DETAILS OF OCCUPANTS	OFFICE STAFF, HIRERS OF THE COUNCIL CHAMBER AND MEMBERS OF THE PUBLIC.

DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARY AT RISK E.G LONE WORKERS, VISITORS,PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP	THE CARETAKER AND THE SITE AGENT WORKING ON THEIR OWN AT NIGHT.
ACTION REQUIRED	ALL PRECAUTIONS TAKEN
7.2. YOUNG PERSONS EMPLOYED TO WORK IN PREMISES:	
DETAILS	NONE
ADDITIONAL ACTION REQUIRED	NONE

8. RAISING THE ALARM

MEANS OF DETECTING & GIVING WARNING OF FIRE:	
DETAILS	SMOKE DETECTORS AND FIRE ALARMS.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

9. ESCAPE ROUTES

9.1. ARE TRAVEL DISTANCES ACCEPTABLE AND CAN OCCUPANTS REACH A PLACE OF SAFETY BEFORE A FIRE OR SMOKE PREVENTS THEM DOING SO:	
EXISTING PROVISION	TWO EXITS AT EITHER END OF THE BUILDING
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
9.2. ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:	
EXISTING PROVISION	ARE EXCELLENT
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
9.3. MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:	
EXISTING PROVISION	REGULAR INSPECTIONS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

10. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:	
EXISTING PROCEDURES	EVACUATION PROCEDURES ARE PINNED UP IN ALL AREAS. FIRE DRILLS FOR STAFF AND HIRERS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

11. FIRE SAFETY MANAGEMENT

11.1. FIRE SAFETY POLICY STATEMENT:	
DETAILS	REGULAR TRAINING OF STAFF. REGULAR SERVICING OF ALL EQUIPMENT. STAFF MEETINGS TO RAISE CONCERNS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
11.2. FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:	
DETAILS	REGULAR CHECKS BY STAFF STAFF MEETINGS TO RAISE CONCERNS
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
11.3. PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:	
DETAILS	WEEKLY CHECKS AND INSPECTIONS BY FIRE MANAGER AND STAFF.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

12. MAINTENANCE OF EQUIPMENT

MAINTENANCE PROGRAMME FOR PREVENTATIVE & PROTECTIVE MEASURES:	
DETAILS	ALL EQUIPMENT IS INSPECTED AND SERVICED AS REQUIRED.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

13. TRAINING

FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS:	
DETAILS	ANDREW BEECH, FIRE MANAGER. CAROL URWIN, FIRE WARDEN. CHRISTINE STEWART, FIRE WARDEN.

MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

14. RECORDS

RECORDS OF MAINTENANCE & TRAINING:	
DETAILS	RECORDS ARE MAINTAINED OF WEEKLY CHECKS FOR FIRE ALARMS AND MONTHLY CHECKS FOR EMERGENCY LIGHTING.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

15. CO-OPERATION & CO-ORDINATION

15.1. PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:	
DETAILS	REGULAR FIRE DRILLS AND TRAINING.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
15.2. CONSULTATION CARRIED OUT WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS. E.G. EMPLOYEES/SAFETY REPRESENTATIVES:	
DETAILS	STAFF AND MANAGEMENT ARE ABLE TO RAISE CONCERNS AT ANY TIME
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
15.3. PROCEDURES IN PLACE FOR ANY NECESSARY CONTACT WITH EXTERNAL EMERGENCY SERVICES, PARTICULARLY AS REGARDS FIRE-FIGHTING, RESCUE WORK, FIRST-AID AND EMERGENCY MEDICAL CARE:	
DETAILS	FIRE BRIGADE TO BE CALLED BY PHONE IN THE EVENT OF FIRE
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

16. CONCLUSIONS

CONCLUSION:
TRAINING FOR STAFF IS GOOD AND UP TO DATE. **EQUIPMENT FOR FIGHTING FIRES IS ACCEPTABLE.** **RECORDS ARE UP TO DATE.** **SERVICING AND CHECKS ARE UP TO DATE.** **ALL ELEMENTS ARE UNDER CONSTANT REVIEW**
ACTION REQUIRED:
NONE AT PRESENT

17. ACTION PLAN

DEFICIENCY	REMEDIAL ACTION REQUIRED	TO BE COMPLETED BY DD/MM/YY	**DATE COMPLETE DD/MM/YY**	**VERIFIED BY NAME**
NONE AT PRESENT	**NONE AT PRESENT**			

Report of audit and inspection

CENTENARY HALL

15/10/19

19. PREMISES DETAILS

20. PREMISES PLAN

21. FIRE HAZARDS

22. MITIGATING THE EFFECTS OF FIRE

23. HISTORY

24. FIRE DEVELOPMENT

25. IDENTIFY PEOPLE AT RISK

26. RAISING THE ALARM

27. ESCAPE ROUTES

28. EVACUATION PROCEDURES

29. FIRE SAFETY MANAGEMENT

30. MAINTENANCE OF EQUIPMENT

31. TRAINING

32. RECORDS

33. CO-OPERATION & CO-ORDINATION

34. CONCLUSIONS

35. ACTION PLAN

36. ANY OTHER RELEVANT INFORMATION

This document suggests information that should be contained in a fire risk assessment record. It may serve as a record of the significant findings of a fire risk assessment

1. PREMISES DETAILS

PREMISES ADDRESS	CENTENARY HALL, 104 BEDFORD RD, KEMPSTON, BEDFORD, MK42 8RB
OCCUPIER	KEMPSTON TOWN COUNCIL.
OWNER	KEMPSTON TOWN COUNCIL.
RESPONSIBLE PERSON	MR ANDREW BEECH
USE & MAXIMUM NUMBER OF PERSONS PRESENT	200
HOURS PREMISES ARE IN USE	8AM TO 12AM MIDNIGHT
CONSTRUCTION	BRICK
DIMENSIONS	SEE ATTACHED PLAN
No. OF FLOORS IN PREMISES	1
No. OF FLOORS IN BUILDING	1
DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING	N/A
NAME OF ASSESSOR INCLUDING CONTACT DETAILS	MR ANDREW BEECH, TOWN COUNCIL OFFICES, 104 BEDFORD ROAD, KEMPSTON TEL 851005
TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR	FIRE MANAGERS COURSE FIRE WARDENS COURSE
DATE ASSESSMENT CARRIED OUT	15/10/19
REVIEW DATE	15/10/20

2. PREMISES PLAN **(Optional but recommended)**

PREMISES PLAN DETAILING MEANS OF ESCAPE & OTHER PREVENTITIVE & PROTECTIVE MEASURES.

Copy on display at the premises

3. FIRE HAZARDS

3.1. SOURCES IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	KITCHEN EQUIPMENT: (GAS AND ELECTRIC COOKERS), FRIDGES, FREEZERS, MICROWAVE, HOT WATER HEATERS
EXISTING CONTROL MEASURES	REGULAR SERVICING AND REGULAR CHECKS BY STAFF AND MANAGEMENT
ACTION REQUIRED	ONGOING
3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	FABRIC OF BUILDINGS, SOFT FURNISHINGS
EXISTING CONTROL MEASURES	GOOD HOUSEKEEPING, REGULAR CHECKS BY STAFF
ACTION REQUIRED	VIGILANCE BY STAFF/HIRERS
3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:	
HAZARDS IDENTIFIED	PAINTS AND THINNERS, CLEANING MATERIALS GAS SHUT OFF VALVE BEHIND COOKER HAS NOW BEEN MOVED TO MORE ACCESSIBLE POSITION
EXISTING CONTROL MEASURES	LOCK MATERIALS AWAY
ACTION REQUIRED	NONE
3.4. HAZARDS FROM WORK PROCESSES - DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	HEAT FROM COOKERS IN KITCHEN
EXISTING CONTROL MEASURES	PROCEDURES ARE EXPLAINED TO STAFF AND HIRERS
ACTION REQUIRED	NONE AT THIS TIME
3.5. STRUCTURAL HAZARDS:	
HAZARDS IDENTIFIED	ELECTRICAL WIRING, HOT WATER HEATERS
EXISTING CONTROL MEASURES	REGULAR SERVICING, ELECTRICAL TESTING
ACTION REQUIRED	NONE AT THIS TIME
3.6. POTENTIAL FOR ARSON:	

DETAILS	THERE IS A SMALL RISK BUT ALL PRECAUTIONS ARE TAKEN
ACTION REQUIRED	VIGILANCE

4. MITIGATING THE EFFECTS OF FIRE

4.1. MEANS OF FIGHTING FIRE:	
DETAILS	2 WATER EXTINGUISHERS, 2 CO2 EXTINGUISHERS, 1 FOAM, 1 FIRE BLANKET SERVICED 05/08/19
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
4.2. MEANS FOR RESTRICTING FIRE SPREAD:	
HAZARDS IDENTIFIED	NONE AT PRESENT
EXISTING CONTROL MEASURES	FIRE DOORS
ACTION REQUIRED	NONE
4.3. MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:	
HAZARDS IDENTIFIED	GAS AND ELECTRIC COOKERS AND ELECTRICAL EQUIPMENT
EXISTING CONTROL MEASURES	FIRE DOORS TO KITCHEN, TO HALL, TO ELECTRICITY CUPBOARD. NEW GAS SHUT-OFF VALVE AND STOP-BUTTON FITTED TO GAS COOKER.
ACTION REQUIRED	NONE

5. HISTORY

HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:	
DETAILS	A WIRING FAULT IN THE ROOF SPACE OF MAIN HALL
ACTION REQUIRED	CIRCUIT HAS BEEN DISCONNECTED

6. FIRE DEVELOPMENT

CONSIDERING THE INFORMATION CONTAINED IN SECTION 4 - 6 DESCRIBE THE MOST LIKELY WORSE CASE SCENARIO FIRE SITUATION TO BE ENCOUNTERED.
To include details of estimated fire development and heat and smoke generation. STOVE FIRES , COOKING OIL FIRES IN THE KITCHEN
ACTION REQUIRED:
NONE AS TRAINING AND ALL PRECAUTIONS ARE TAKEN.

7. IDENTIFING PEOPLE AT RISK

7.1. IDENTIFY PEOPLE AT RISK

DETAILS OF OCCUPANTS	STAFF AND HIRERS OF THE HALL.
DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARY AT RISK E.G LONE WORKERS, VISITORS,PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP	STAFF WORKING ALONE AT NIGHT.
ACTION REQUIRED	ALL PRECAUTIONS ARE TAKEN.
7.2. YOUNG PERSONS EMPLOYED TO WORK IN PREMISES:	
DETAILS	NONE
ADDITIONAL ACTION REQUIRED	NONE

8. RAISING THE ALARM

MEANS OF DETECTING & GIVING WARNING OF FIRE:	
DETAILS	SMOKE DETECTORS, HEAT DETECTORS IN KITCHEN.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

9. ESCAPE ROUTES

9.1. ARE TRAVEL DISTANCES ACCEPTABLE AND CAN OCCUPANTS REACH A PLACE OF SAFETY BEFORE A FIRE OR SMOKE PREVENTS THEM DOING SO:	
EXISTING PROVISION	EXCELLENT.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
9.2. ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:	
EXISTING PROVISION	EXCELLENT.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
9.3. MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:	
EXISTING PROVISION	REGULAR INSPECTIONS (WEEKLY)
MATTERS OF CONCERN	NONE AT PRESENT
ACTION REQUIRED	NONE AT PRESENT

10. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:	
EXISTING PROCEDURES	PROCEDURES ARE PINNED UP IN PROMINANT POSITIONS. REGULAR FIRE DRILLS FOR STAFF AND HIRERS AND TRAINING.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

11. FIRE SAFETY MANAGEMENT

11.1. FIRE SAFETY POLICY STATEMENT:	
DETAILS	FIRE MANAGER CARRIES OUT TRAINING OF STAFF AND HIRERS. ALL EQUIPMENT IS SERVICED AND STAFF TRAINED IN ITS USE. ANY CONCERNS CAN BE REVISED AT ALL TIMES.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
11.2. FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:	
DETAILS	ANY CONCERNS ARE BROUGHT TO THE ATTENTION OF THE FIRE MANAGER.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
11.3. PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:	
DETAILS	WEEKLY INSPECTIONS AND TESTING OF FIRE BELLS, EXTINGUISHERS, CALL POINTS, FIRE EXTINGUISHERS.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

12. MAINTENANCE OF EQUIPMENT

MAINTENANCE PROGRAMME FOR PREVENTITIVE & PROTECTIVE MEASURES:	
DETAILS	ALL EQUIPMENT IS INSPECTED WEEKLY. ALL EQUIPMENT IS SERVICED ANNUALLY
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

13. TRAINING

FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS:	
DETAILS	ANDY BEECH IS TRAINED AS FIRE MANAGER. CAROL URWIN IS TRAINED AS FIRE WARDEN, CHRISTINE STEWART IS TRAINED AS FIRE WARDEN
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

14. RECORDS

RECORDS OF MAINTENANCE & TRAINING:	
DETAILS	RECORDS OF WEEKLY FIRE ALARM CHECKS. RECORDS OF MONTHLY EMERGENCY LIGHTING CHECKS.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

15. CO-OPERATION & CO-ORDINATION

15.1. PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:	
DETAILS	REGULAR FIRE DRILLS AND FIRE TRAINING FOR STAFF AND HIRERS.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
15.2. CONSULTATION CARRIED OUT WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS. E.G. EMPLOYEES/SAFETY REPRESENTATIVES:	
DETAILS	STAFF AND MANAGEMENT CAN RAISE MATTERS AT ANY TIME.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE
15.3. PROCEDURES IN PLACE FOR ANY NECESSARY CONTACT WITH EXTERNAL EMERGENCY SERVICES, PARTICULARLY AS REGARDS FIRE-FIGHTING, RESCUE WORK, FIRST-AID AND EMERGENCY MEDICAL CARE:	
DETAILS	FIRE BRIGADE TO BE CALLED BY PHONE IN THE EVENT OF FIRE.
MATTERS OF CONCERN	NONE
ACTION REQUIRED	NONE

16. CONCLUSIONS

CONCLUSION:
ALL PRECAUTIONS TAKEN **ALL PROCEDURES FOLLOWED.** **ALL MAINTENANCE AND SERVICING IS CARRIED OUT.** **SAFETY ASSESSMENTS CARRIED OUT.** **MONITORING OF PROCEDURES BY FIRE MANAGER.**
ACTION REQUIRED:
NONE AT PRESENT.

17. ACTION PLAN

DEFICIENCY	REMEDIAL ACTION REQUIRED	TO BE COMPLETED BY DD/MM/YY	**DATE COMPLETED DD/MM/YY**	**VERIFIED BY NAME**