

STAVERTON PARISH COUNCIL

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

(Version 3.0)

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For further assistance on how to complete this document can be found in the Fire Risk Assessment Template Guidance document available from the Dorset & Wiltshire Fire and Rescue Service website. www.dwfire.org.uk

Responsible Person (Employer or other person having control of the relevant premises)	Cllr Jeff Gibson Staverton Parish Council		
Address of Premises	Staverton Village Hall Off Cygnet Way Staverton Trowbridge		
Postcode	BA14 8UU		
Fire Authority Premise ID (Available from Fire & Rescue Authority)	P0734809		
Assessors:	June Jones, Parish Clerk Responsible Equipment Testing Councillor KEVIN LAMB Responsible Health and Safety Councillor Jeff Gibson		
Date of Fire Risk Assessment	18.2.25		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates to February 2025			
Reviewed by	June Jones	Date	18.2.25
Reviewed by	Cllr Jeff Gibson	Date	
Reviewed by	Cllr Kevin Lamb	Date	

GENERAL INFORMATION

THE PREMISES

Number of floors in building: (To include basements)	One
Approximate floor area: (m²) (To include all floors of responsibility)	118.69 sq mtrs
Brief details of construction: (Date of construction, brick, timber, purpose built or converted)	2010 – Brick and timber – Converted to village hall from changing/shower facility
Primary usage: (eg Hotel, Shop)	Hall for hire to local organisations and residents
Secondary usage: (eg Kitchen, Bar, Function Room, Offices)	Function room with kitchen facilities, two toilets and 3 store rooms

OCCUPANCY PROFILE

Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400			0000 to 0400		
	0400 to 0800			0400 to 0800		
	0800 to 1200		30 B	0800 to 1200		30 B
	1200 to 1600		30 B	1200 to 1600		30 B
	1600 to 2000		30 B	1600 to 2000		30 B
	2000 to 2400			2000 to 2400		
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	All	Average Mobility	All	Vulnerability Issues	All

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants (Details of numbers - public/staff)	None
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	One point of entry and exit – all doors are wheelchair designed – keep clear
Occupants in remote areas (Lone working/isolated areas)	None
Young person's (Individual Risk Assessment provided for those persons under 16 yrs)	All to be accompanied by responsible adults – See terms and conditions.
Others (Details of Elderly/Infirmary/Mental Ability)	Special Needs when a School is hiring No organisations for elderly using facility at present time

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION

Measures taken to prevent fires of electrical origin.

Fixed installation periodically inspected and tested? (Every 5 years)	YES
Portable appliance testing carried out on a risk assessed basis?	YES
Suitable policy in place regarding the use of personal electrical appliances?	YES
Suitable limitation and management of trailing leads and adaptors?	YES

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Trip Leads/hazards Faulty Equipment	Issue guidance to hirers Annual equipment checks	Visual regular checks PAT TESTED

Deficiencies and Comments:

Hirer with own electrical equipment to be included in annual PAT testing

SMOKING

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?	YES
Smoking permitted in appropriate areas?	NO
Suitable arrangements for those who wish to smoke?	NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fire Risk if smoking allowed and inhalation of smoke	Banned from the building and discourage outside smoking	If Terms and conditions breached then hirers will be banned.

Deficiencies and Comments:

Unable to police 24 hourly as building unoccupied and hired out. Rely on reports of this behaviour which will be acted upon with immediate effect and offenders banned from future hires.

ARSON/DELIBERATE IGNITION

Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES
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Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	NO
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Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fire hazards	No access to outside inflammables	Monitor

Deficiencies and Comments:

Any inflammables can be contained in locked area of high security fencing to the side of the building.

PORTABLE HEATERS

Portable heaters are used within the premises.	NO
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Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	NO
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Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A
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Identified Hazards	Existing Control Measures	Additional Control Measures Required
Lead trip hazard and poorly maintained leading to electrical overload	None used	Monitor

Deficiencies and Comments:

As building unoccupied, users can bring in appliances without prior permission.

FIXED HEATING INSTALLATIONS

Fixed heating installations such as boilers are used within the premises.	YES
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Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Poor maintenance leading to carbon monoxide poisons	Annual maintenance checks	Monitored during weekly fire equipment testing i.e. a portable Carbon Monoxide monitor is placed in the Kitchen Storeroom in proximity to the Fixed Heating Installation, ie. Gas Boiler. This is checked during the periodic Fire Alarm and Equipment Testing.
Deficiencies and Comments: The boiler and the system are checked annually and a certificate issued.		

COOKING		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc), an appropriate fire extinguisher and wall mounted fire blanket are installed in the kitchen for use in the event of emergency.		YES
Suitable Shut Down Procedures in place? A free standing cooker is installed in the kitchen. Both the electric hob and electric oven section are controlled by dedicated in-situ control knobs. Additionally the entire cooker is able to be isolated at the dedicated wall mounted electrical isolator switch. There is also a portable microwave oven and worktop hot water boiler for tea and coffee making. In addition to the in-situ controls on both of these items, they are able to be isolated at the switchable wall mounted plug sockets.		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Cooking fires Cooker left on	Identify where fire blanket and other equipment is placed.	In the kitchen and emergency notices on wall. Monitor
Deficiencies and Comments: Building unmanned. Reliant on users reading warning posters and guidance. Contact details and how to deal with fires are available on emergency equipment and exit points.		

LIGHTNING		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Lightening fire	N/A	
Deficiencies and Comments: It is not considered necessary for this building.		

DANGEROUS SUBSTANCES		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		YES
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Dangerous – poison and fire risk Corrosive cleaning products Danger to children	At present none stored but if required would be locked away in kitchen store cupboard	Monitor
Deficiencies and Comments: Make sure that any corrosive chemicals are securely stored.		

HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?	YES	
Appropriate storage of hazardous materials?	YES	
Escape routes kept clear of any combustibles? (Storage /furniture)	YES	
Appropriate measures for the safe storage and disposal of waste?	YES	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Hazardous materials which can combust	Avoid using	Monitor
Deficiencies and Comments:		
Building unmanned. If these are required, they should be stored in secure area. i.e. Paints in loft and other unnecessary equipment also stored in loft.		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?		YES
Give details: Specifications on removal of hazards, and requiring risk assessment from contractor		
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
Give details:		
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Trip, electrical and substance hazards	Daily monitoring and requesting contractor carry out risk assessment of own equipment use	Monitor
Deficiencies and Comments:		
All contractors to be subject to SPC risk assessment and their work closely monitored. Assess risk to hall users and minimise risk. All work subject to SPC specification and health and safety regs.		

OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises?

NO

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY	
Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements. State which strategy(ies) have been adopted.	
SINGLE STAGE EVACUATION It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	YES
PROGRESSIVE HORIZONTAL EVACUATION Relevant persons are dependant on staff to assist with their escape. Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety. NOTE - Progressive Horizontal Evacuation is subject to the following Protected areas should be designed to provide: • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. The number and size of the protected areas depends on a number of factors: • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases;	NO

DELAYED EVACUATION Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed. NOTE - Delayed Evacuation is subject to the following Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms). A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates. If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures. Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.			NO
Written copies of Evacuation Procedures are located as follows:			
Available in entrance lobby on noticeboard and in kitchen.			
Identified Hazards	Existing Control Measures	Additional Control Measures Required	
Smoke and fire danger	The building is not manned by staff so instructions are issued in hire agreements and on posters in the BUILDING.	Monitor	
Deficiencies and Comments: With staff not manning the building reliance the onus is on hirers to follow correct procedures. Make sure evacuation posters are not removed.			

PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

MEANS OF ESCAPE		
It is considered that the premises are provided with reasonable means of escape in case of fire.		YES
Adequate design of escape routes?		YES
Reasonable distances of travel when:		
Where there is escape in a single direction?		YES
Where there are alternative means of escape?		YES
Suitable protection of escape routes? (Fire resisting construction)		YES
Adequate provision of exits?		YES
Exits easily and immediately open-able where necessary?		YES
Escape routes unobstructed?		YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
All the above	One exit only at present and meets Fire Safety regulations	Monitor
Deficiencies and Comments: One exit always a concern but building is small with minor risks of fire. A check showed that the building conforms to existing regulations regarding one exit.		

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Spread of fire	Building built of brick & one level	
Deficiencies and Comments: 		

EMERGENCY ESCAPE LIGHTING		
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		YES
Identified Hazards	Existing Control Measures	
Too dark to escape	Emergency lighting installed which is checked annually All inner doors are fire doors	Carried out by Lead Councillor during routine fire checks Emergency lighting to be checked once a month.
Deficiencies and Comments: The lighting is tested by the Fire Equipment contractor annually. All procedures have been updated to conform to the latest 2024 guidelines.		

FIRE SAFETY SIGNS AND NOTICES		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		YES
Identified Hazards	Existing Control Measures	
Unable to escape	Signage provided In entrance hall and kitchen	Carried out by Lead Councillor during routine fortnightly fire checks Adequate notices for all hazards are displayed.
Deficiencies and Comments: Checked annually by Fire Equipment contractor. All procedures have been updated to conform to the latest 2024 guidelines.		

MEANS OF GIVING WARNING IN CASE OF FIRE		
Reasonable manually operated fire warning system provided?		YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) Break glass call point and bell		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) .. An electrical warning system with fire bell has been installed.		YES
Throughout Premises		NO
Part of Premises only		YES
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?		YES
Remote transmission of alarm signals to a monitoring station or other?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Inadequate warning	Break glass call points installed with fire bell.	Annual checks provided
Deficiencies and Comments:		

MANUAL FIRE EXTINGUISHING APPLIANCES		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?.		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Inability to use or access	12 monthly checks provided by professional contractor and certificates kept by Parish Clerk	Additional checks provided by Responsible Councillor and dates are entered in the records book.
Deficiencies and Comments: All appliances are regularly maintained by a certified contractor and tests and checks are carried out by the Lead Fire Safety Equipment Controller - Councillor Kevin Lamb.		

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
N/A		
Deficiencies and Comments:		

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
N/A		
Deficiencies and Comments:		

FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS		
Fire safety is managed by:	Staverton Parish Council	
Deputy or assistant:	Parish Clerk and 2 Responsible Councillors	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES	
State name and responsible element of fire safety June Jones, Parish Clerk – Monitoring risks, responsible for making sure all precautions are carried out, annual checks are made and risk issues are raised with the rest of the parish council. Liaises with Lead Health and Safety Councillor Jeff Gibson and Cllr Kevin Lamb Lead Responsible for the testing of Fire Equipment/Emergency Lighting/Fire Doors. Cllr Kevin Lamb, Responsible Councillor – Overseeing the management, monitoring, testing of fire alarms & emergency lighting. Cllr Jeff Gibson liaises with Parish Clerk on General fire and health and safety risk assessment.		
Is there a suitable record of the fire safety arrangements?	YES	
Appropriate fire procedures in place?	YES	
Are procedures in the event of a fire appropriate and properly documented?	YES	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES	
Is there a plan of the building available indicating basic layout and any areas of significant risk?. Small single storey building with one exit.	N/A	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
Is there a suitable fire assembly point(s)?	YES	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	N/A	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	N/A	
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	YES	
Deficiencies and Comments:		

TRAINING AND DRILLS	
Fire safety training is managed by:	Staverton Parish Council
Deputy or assistant:	Parish Clerk/Responsible Councillors
Are all staff given adequate fire safety instruction and training on induction?	YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	AS AND IF REQUIRED
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details:	AS AND IF REQUIRED
Does all training for staff provide information, instruction or training on the following:	
Fire risks in the premises?	YES
The general fire precautions in the building?	YES
Action in the event of a fire?	YES
Action on hearing the fire alarm signal?	YES
Method of operation of manual call points?	YES
Location and use of fire extinguishers?	YES
Means for summoning the fire and rescue service?	YES
Identity of persons nominated to assist with evacuation?	YES
Identity of persons nominated to use fire extinguishing appliances?	YES
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details: The building is not permanently occupied. On occasions such as the bi-monthly Parish Council Meeting or any other meetings, fire precautions, no smoking rules, safe escape routes, Evacuation Procedure and the Fire Emergency Assembly Point are read out to all in attendance. This is recorded every time in the Minutes of meetings.	YES
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc) Give details: Notices in the building with instructions	YES

When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES
Give details: Given to appropriate contractors, and bodies using the building	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A
Deficiencies and Comments:	

TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	Avon Fire Extinguishers of Bristol
Deputy or assistant :	John Hunt
Adequate maintenance of workplace?	YES
Testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc) (Routine fire alarm testing is carried out by Cllr Kevin Lamb)	YES
Annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	YES
Annual inspection and testing of lightning protection system?	YES
Other relevant inspections or tests: Give details:	
Deficiencies and Comments:	

RECORDING	
Appropriate records held for:	
Fire drills?	N/A
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required) Give Details: Annual Inspection Records by Avon Extinguishers of Bristol; held by Parish Clerk and Cllr Gibson holds records book with dates when the alarms and emergency lighting are tested.	
Deficiencies and Comments:	

PRIORITY	MEANING
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

RECOMMENDED FINDINGS – ACTION PLAN

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Induction Training for fire risks for all new councillors by Responsible Councillor – One entrance to small single storey building	Low	As required	Cllr Kevin Lamb and June Jones	2024 Instructions circulated to PC
2	Testing of fire alarms & emergency lighting to be carried out fortnightly – Records Book kept by Cllr Lamb/Parish Clerk.	Med	With immediate effect	Cllr Kevin Lamb	See records Book
3	Testing of fire Alarm Systems and Equipment by a named professional Contractor. John Hunt from Avon Extinguishers of Bristol	Med	Annual testing	June Jones & Cllr Lamb	Certificates and Records to be kept by Parish Clerk June Jones
4	Out of date/faulty equipment to be replaced/maintained as per recommendations by Avon Extinguishers when carrying out annual test with specialised equipment.	Med	Annually or as required	June Jones & Cllr Lamb	As soon as remedial work can be urgently carried out
5	Emergency Exit Instructions in case of fire to be read out at the beginning of each “face to face” Parish Council meeting by the Chair of the Parish Council	Med	6 times per year	Chair of the Parish Council	At each meeting of the Parish Council
6	Clear instructions and Fire Exit notices to be clearly displayed at the entrance to the building	HIGH	Immediately	Parish Clerk	On permanent display