



Bexhill-on-Sea Town Council

Fire Risk Assessment/Checklist

Adopted - 01-April-2023

POLICY STATEMENT

Our policy is to protect all persons including employees, customers, contractors, members of the public and unauthorised visitors from potential injury and damage which might arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment, and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements.

Signed by: for and on behalf of Bexhill-on-Sea Town Council

Date: _____

GENERAL INFORMATION

Name of Person Responsible	Julie Miller – Town Clerk
Business Name	Bexhill-on-Sea Town Council
Address	35 Western Rd, Bexhill-on-Sea, East Sussex. TN40 1DU
Telephone Number	01424 214248
Assessment date	01-April-2023
Assessor	Julie Miller – Town Clerk
Assessor signature	
Assessor	Anne Anaswara - Facilities Coordinator
Assessor signature	
Date of review with Responsible Person	

THE PREMISES

Use of Premises	Local Government office
Approximate area in square metres	200 sq m Approx
Number of floors	3
Number of floors below ground	0
Describe the building's age and construction	1930s? brick-built construction



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Level of fire risk	Low
Please see the attached plan of the Building (fig 1)	

OCCUPIERS AND VISITORS

What days and times are the premises in use on weekdays?	Between 08:30 and 15:00
What time are the premises in use at weekends?	Not used
Are there any occupiers out of working hours?	No
What is the maximum number of persons at the premises on weekdays	5
What is the maximum number of persons at the premises at the weekend	0
Do any of the occupiers have mobility issues? If so describe them.	No
Do you have a visitor signing in/out system (Y/N)	Yes
Briefly lay out the main points in your fire safety policy	

PROCEDURES

Has a fire safety coordinator been appointed	
Has a fire safety plan been produced	
Have fire emergency plans been produced	
Is a fire certificate required	
Are fire procedures displayed?	
Have personnel on site been provided with information on procedures	
Has a fire assembly point been designated	
Is there a fire warning system is it distinctive	

Escape Routes

Are there adequate means of escape	
Are means of escape clearly and correctly marked	
Are escape routes a) Marked b) Unobstructed c) Illuminated	
Are all fire doors kept closed	
Do all exits have an adjacent alarm call point	



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SOURCES OF IGNITION

Are there any sources of heat	
Is there a hot work permit system in operation	
Is smoking permitted on site	
Are no smoking signs clearly displayed	
Is electrical equipment in good condition	
Is electrical wiring/equipment faulty or damaged	
Is it regularly maintained and speedily repaired	
Is burning of rubbish on site banned	
Has electrical equipment the correct fuse circuit protection	
Are designated smoking areas checked at the end of the working day	

SOURCES OF FUEL (WHAT MIGHT BURN?)

Source of fuel	Location	Control measures	Suitable? Y/N
Paper/Cardboard etc	Back office	Stored in a cupboard away from any heat sources	Y
Furniture and fittings	Everywhere	Flame retardant Away from heat sources	Y
Electrical equipment	Front and Back offices Kitchen area	PAT tested	Y
Flammable liquids/gases (eg oils, solvents)	None	None	Y
Waste materials	TBC	TBC	N
Is all waste kept away from buildings			
Is waste stored in appropriate containers			
Are there quantities of combustable waste			
Is the quantity of waste kept to a minimum			



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Is combustible waste cleared daily and stored in a safe place			
51 are vehicles refuelled outside the building with engine switched off			
Are all areas inspected on a regular basis to identify combustible materials			
Are any areas subject to a build up of grease or oil			
Are there large amounts of combustible materials stored in the department			
Is there LPG or flammables on site			
If you have answered NO to any control measures, complete the details below			
What needs to be done?	Who responsible?	By when?	Sign and date when complete.

INTEGRITY

Are fire compartments created and maintained	
Are ventilation systems switched off auto or manually	
Are suitable fire doors fitted and used	

FIRE HAZARDS AND CONTROL MEASURES, SOURCES OF IGNITION

Source of ignition	Location	Control measures	Suitable? Y/N
Cooking facilities	Kitchen area	Nothing currently useable	Y



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Heating	Kitchen area	Central boiler – Inspected prior to moving in?	N
Electrical equipment	Office	Annual PAT test	N
Lighting equipment	Everywhere	Electrical inspection prior to moving in	N
Arson	Letterbox, back garden	None for letterbox Back garden has no external access and has nothing flammable in it	Y
Other sources			
If you have answered NO to any control measures, complete the details below			
What needs to be done?	Who responsible?	By when?	Sign and date when complete.
Boiler inspection details need to be located and regular service contract set up - Contractor tender needs to be approved at meeting by councillors	Anne Anaswara	ASAP	
PAT tests need to be scheduled or documentation confirmed - Contractor tender needs to be approved at meeting by councillors	Anne Anaswara	ASAP	
Electrical inspection documents to be located and filed - Contractor tender needs to be approved at meeting by councillors	Anne Anaswara	ASAP	

WHO IS AT RISK?

What is the risk?	Location	Control measures	Suitable? Y/N
People with disabilities. (Inc. mobility, hearing, vision impairment)	Front Office	Front office is on the ground floor. Well lit. Main door is wide enough for a wheelchair.	Y



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		Building is compliant with British safety regs.	
Staff working alone	Front Office	Familiar with building Ground floor working only	Y
Visitors unfamiliar with the building	Front Office	Restricted access to building	Y
Contractors	Everywhere	Contractor's safety briefed prior to work commencing. No unauthorised access. Building is compliant with British safety regs.	Y
Unauthorised visitors	Everywhere	Lockable doors. Building is compliant with British safety regs.	Y
If you have answered NO to any control measures, complete the details below			
What needs to be done?	Who responsible?	By when?	Sign and date when complete.

FIREFIGHTING AND DETECTION

Fire warning system	No
Emergency lighting	No
Other fire prevention measures	Smoke detector
Fire extinguishers, hose reels and fire blankets	Fire extinguishers
Fire resisting construction to secure the means of escape	No
Fire escape routes and exits (See appendix 2)	Via front door. Via back door in extremis.
Fire doors (see appendix 3)	Some

FIRE EXTINGUISHERS

Are fire extinguishers provided	Y
Are fire extinguisher inspections up to date	Y
Are fire extinguishers of the correct type	Y



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Are fire extinguishers correctly positioned	Y
a) in easy view	Y
b) on exit routes	Y
c) easily accessible	
Have staff been trained in there use	Y
GENERAL	
Are there any automatic smoke alarms	
Are fire drills held	
Is access for the fire brigade maintained	
Is the site enclosed to deter trespassers	
is site illuminated to deter trespassers	
are fire checks undertaken at the end of the day	
is there a need for fire checks at a weekend	
is emergency lighting regularly checked	
are records kept	
are there any automatic smoke alarms	

PROCEDURES AND TRAINING	
How will people be warned if there is a fire?	Verbally
What should staff do if they discover a fire?	Shout to warn other occupants. Use fire extinguisher if safe to do so. Notify the fire brigade. Evacuate the building via the front door
What is the evacuation procedure?	Out through the front door , meeting point
Who are the fire wardens?	5 members of team
Where should people assemble and how will the evacuation be checked?	Opposite the office (Outside Wetherspoons)
Have you provided instructions and training to the staff?	Yes, all staff attended Fire marshal training
How often are fire drills carried out?	Not currently
See the schedule and signing sheet (appendix 4)	



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FIRE SAFETY RECORDS

Do you have records of fire drills, staff instruction and training?	No		
Where are those records kept?	TBC		
Who is responsible for maintaining them?	Anne Anaswara		
If you have answered NO to any control measures, complete the details below			
What needs to be done?	Who responsible?	By when?	Sign and date when complete.
Records need to be created and documented	Anne Anaswara		
Fire drill schedule	Anne Anaswara		

EVALUATE, REMOVE, REDUCE AND PROTECT

Are possible ignition sources kept separate from combustible materials?	Y		
Are possible ignition sources controlled to minimise the risk of fire	Y		
Would a fire be discovered quickly	Y		
Will everybody be warned of the fire immediately?	Y		
Is escape possible in more than one direction?	Y		
Can everyone escape (with or without assistance)?	Y		
Are exits easy to identify and reach?	Y		
Are escape routes free from obstructions?	Y		
Do Fire escape doors open outwards?			
Are fire escape doors easy to open?			
Is the alarm system tested and maintained in accordance with the relevant British Standard?	N		
Are fire extinguishers tested and maintained in accordance with the relevant British standard	N		
If you have answered NO to any control measures, complete the details below			
What needs to be done?	Who responsible?	By when?	Sign and date when complete.



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REVIEW

Date of next review: