



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING VILLAGE LIBRARY ON WEDNESDAY 6 NOVEMBER 2019 AT 7:30pm

Present: Councillors John Oldfield; David Marsh; Lee Hamilton-Street (Chairman); Rhys Evans; Sylvia Verrinder and Nikki Hamilton-Street

In attendance: Katie Herr – Parish Clerk, Tracy Lees – Committee Clerk

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	19/025	APOLOGIES FOR ABSENCE None.	
2	19/026	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	19/027	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 8 August 2019 were agreed and subsequently signed by the Chairman.	
4	19/028	PUBLIC CONSULTATION None.	
5	19/029	THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA Cllr. L Hamilton-Street talked through the list and asked if there were any questions. The number of Councillors allowed for a Parish was brought up. The Clerk reported that she had not yet received any information but would chase for a response. <u>Action:</u> Find out how many Councilors Angmering Parish Council (APC) are permitted.	Clerk
		GDPR regulations were discussed for Councillors as two still need to undergo training. A discussion took place around what would happen if Councillors choose not to undertake the training and the position this would put the Council in. The Clerk commented that policies were already in place but that they would need to be checked. Cllr. L Hamilton-Street asked for clarification to be sought. <u>Action:</u> Clarification to be sought and reported back to this committee.	Clerk
6	19/030	HEALTH AND SAEFTY There was nothing to report.	
7	19/031	RISK REGISTER The Clerk explained what had happened since the last meeting and talked through the proposed changes. A discussion then took place, talking through each item on the register. Cllr. Evans commented that he thought another line should be added to cover Social Media and all agreed. <u>Action:</u> Line to be added for Social Media.	Clerk

Cllr. L Hamilton-Street commented that he would like to trial this document and asked the question to all present on where this document should sit. The Clerk suggested that the document was presented at the December full Parish Council meeting on Monday 9 December as all Councillors need to buy in, all agreed.
Action: Add the Risk Register as an agenda item to the December agenda.

Clerk

The Clerk finished by commenting that there was still work to be done and she would welcome any suggestions and ideas.

8 19/032 INTERNAL AUDIT REPORT

The Clerk talked through the report and asked for any comments. No questions were asked.

Cllr. L Hamilton-Street asked how the new RBS financial system was working and if any further training or add-ons were needed. The Clerk reported that it was working well and that if support or help was needed RBS were very quick to respond. She also confirmed that no add-ons at this time were needed.

9 19/033 ALL ABOUT ANGMERING MAGAZINE

A discussion took place on the best way to display the APC newsletter in the magazine. The merits of printed pages within the magazine or a flyer placed in the magazine were discussed.

After discussion it was agreed that two printed pages in the magazine was the preferred option. If possible, APC would like to have the same two pages every month so the newsletter could be easily found by the magazine's readers.

Action: Contact the magazine and see if this is possible.

TL

APC will aim to have the first newsletter included in the magazines January edition.

RESOLUTION: Cllr. Marsh **PROPOSED** that APC commit two pages per month for the APC newsletter in the magazine, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

Cllr. Oldfield asked that the APC office confirm exact distribution areas so all areas within Angmering receive the magazine.

Action: Contact magazine to confirm the distribution areas.

TL

10 19/034 FINANCIAL RISK ASSESSMENT

The Clerk presented the Financial Risk Assessment and explained that is was part of her CiLCA qualification which she had recently passed. She commented that it would need to go for adoption at the full Parish Council meeting on Monday 9 December as this is important for the internal audit which was not in place before. A discussion then took place.

Cllr. N Hamilton-Street raised the question about updates, the Clerk advised that this would be done at least once a year or as and when required.

Cllr. Evans raised the question regarding depreciation of Parish Assets. The Clerk advised that assets were not depreciated they were list at the purchase value.

Cllr. N Hamilton-Street raised the question regarding the APC van and when it would need replacing.

Action: To confirm depreciation and plan for the van.

Clerk

Cllr. L Hamilton-Street commented that the above points would not stop this going for adoption at the next Parish Council meeting, all agreed.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that Financial Risk Assessment be presented at the next full Parish Council meeting for adoption, Cllr. Evans **SECONDED**, and **ALL AGREED**.

Action: Add to Decembers Parish Council meeting.

Clerk

11 19/035 CORPORATE WORKPLACE INSPECTION

The Clerk confirmed that the inspection had taken place and that the document was easy to use. Cllr. L Hamilton-Street went through each item on the document resulting in no real concerns.

Cllr. L Hamilton-Street asked about a Fire Risk Assessment and when this was due. As this had not been brought up before a Fire Risk Assessment had not been done. Cllr. L Hamilton-Street recommended looking for a pre-made template which could be found on the West Sussex Fire Service website.

Action: Locate template and complete assessment as soon as possible.

TL

Cllr. N Hamilton-Street advised that a Radon risk assessment also needed to be undertaken.

Action: Investigate action needed to be taken and report back.

TL

It was highlighted that the Boiler needs to be tested.

Action: Arrange for boiler to be tested as soon as possible.

TL

Cllr. Verrinder commented the fire extinguishers had just been tested at the Community Centre. The Clerk confirmed that she was aware but also surprised at the costs involved. Cllr. L Hamilton-Street asked to see the report as he has worked in this area before and would be interested to see why these costs were so high.

Action: Report to be sent to Cllr. L Hamilton-Street.

Clerk

Cllr. L Hamilton-Street asked if anything else should be included on inspection form. Tracy Lees commented that the APC Lock Up should be included and all agreed.

Action: Add the APC Lock Up to the inspection form.

TL

Cllr. L Hamilton-Street requested that the inspection be carried out every six months and that a Councillor was present at the inspection. This was agreed by all.

Action: Schedule in next inspection and advise Cllr. L Hamilton-Street so he arrange for a Councillor to be present.

TL

12 19/036 MEETING REPORTS

Cllr. Verrinder gave an overview of what had prompted her to put together the report template she had prepared. A discussion then took place.

Cllr. L Hamilton-Street thanked Cllr. Verrinder for pulling the document together and commented that it will be good to use as a reference guide for other Councillors. Once SharePoint is in place for Councillors this is will the place to hold documents like this.

DATE OF NEXT MEETING

The Committee's next meeting will be held in the Community Room at Angmering Library on **Wednesday 5 February 2019** at 19:30.

The meeting concluded at 20.16

.....
Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
15.11.19	6	18/018	Staffing Position Summary	Draw up new contracts	Investigate and complete	Contract sent 22/01/2020 - bring to Feb 2020 Governance	KH
22.05.19	8	19/008	Chairman's File	Cllrs. to suggest items to be included in the File.	suggested items to be sent into the Office for collation	Tracy to collate information sent in. Nothing received. Waiting for sharepoint. Asked for update 28/01/2020	Cllrs.
22.05.19	11	19/011	General Policy Updates - Annual Investment Strategy	Agree a date to review it	Date to be set	Due for update in June 2020 - take to Governance in May 2020	KH
07-Aug	7	19/019	Number of Cllrs.	Need to check what the correct number of Cllrs. Is for Angmering	The Clerk to check and report back	Contact Arun District Council to re-confirm. Emailed Lauren 12/09/19 Resent 23/09/19. Emailed Anna Beams after researching on internet 27/01/2020. Update received from Trevor Leggo - will bring to 5 Feb meeting	KH
06-Nov	6	19/031	Risk Register	To be adpoted at next Full Parish Council meeting	Add to the December agenda	Risk Register - bringing to Feb 2020 Governance then agreement of document ate Full Parish Feb 2020.	KH
06-Nov	11	19/035	Workplace Inspection	Fire Risk Assessment	Locate template and complete assessment as soon as possible	TL working on it - 20/01/2020. Take to Governance on 5 February 2020	TL
06-Nov	11	19/035	Workplace Inspection	Radon risk assessment	Investigate action needed to be taken and report back	Radon monitor installed - send back in Feb 2020. Date in calendar 17 February 2020	TL
06-Nov	11	19/035	Workplace Inspection	Schedule in next inspection	Advise Cllr. L Hamilton Street of date.	Mike Jones to undertake the next inspection. Email sent to arange a date.	TL

Document	Month	Year	Other
Health and Safety Policy	December	2019	
Standing Orders	May	2020	
Financial Regulations	May	2020	
Investment Policy	June	2020	
Code of Conduct	February	2021	
Complaints Procedure	June	2021	
Freedom of Information	June	2021	
Co-option Policy	June	2021	
Communications Policy	October	2021	
Financial Risk Assessment	November	2021	
Branding Policy	January	2022	
General Risk Register	NA	NA	Every 3 months
Register of Interest	NA	NA	When changes occur
Boundary Policy	NA	NA	When changes occur

This Year

Updated: 29/01/2020

1. Introduction

OPC has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Odiham Parish Council’s area of responsibility.

2. Core Business of

The Council provides local services to its electorate which includes the provision of:

- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- Parks and Opens Spaces including 4 play areas
- Benches
- Waste bins in the play areas
- King Street cemetery
- Allotment site in Hook Road
- King Street public toilets
- The Parish Room
- Christmas trees and lights in the High Street
- The Stocks and War Memorial
- Issuing of grants twice a year
- Lengthsman works – the Lengthsman is funded by HCC
- Acting as a statutory consultee on planning applications
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with the District and County Councils and other partner organisations on issues that affect the parish

3. Potential causes of disruption:

Damage caused by -

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism

Failures to -

- a) Equipment
- b) Public services

Losses of -

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Cllrs by any reason which leaves the Council inquorate

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Clerk due to death, sudden/ long term illness, incapacity or resignation	a) Ensure staffing team are aware of their responsibilities. b) Ensure rolling program is up to date and all key	Chairman and Vice-Chairman to be informed. Chairman to Inform Council. Call	Recruit temporary replacement. Seek and employ permanent Clerk.	Review procedures to ensure minimal impact from loss.

	tasks are listed. c) Access to log ins and passwords are available via the IT consultant.	extraordinary meeting to confirm appointment of temporary cover, recruitment is started as appropriate for event.		
a) Death or serious injury to member of staff whilst carrying out Council duties or b) Prolonged absence or resignation or dismissal of staff.	Having others trained or acquainted with the duties of all members of staff. Written procedures are in place for tasks such as Traffic Partnership Meetings, Cemetery, Planning Committee, play area risk assessments, website, T&T Committee, agenda and minutes, newsletter, Basic finances.	Clerk to be informed who will report to the Council. Clerk to inform the insurance company. Clerk to inform HSE if necessary.	Seek temporary help. Start recruitment procedures to seek replacement.	Review procedures to ensure improvements.
Loss of Cllrs due to multiple resignations (causing Council to be inquorate).	Co-option of Cllrs who may be in reserve.	Clerk to inform remaining Cllrs and employees of the Council. Clerk to inform the Returning Officer at Hart DC.	Hart DC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure.	Council to review procedures for recruitment of Cllrs.
Loss of Council documents due to fire, flood or other causes.	Scan important documents and store on computer. Provide secure	Clerk to inform Council and insurance company if necessary.	Council to discuss at next meeting.	Review procedures to ensure improvements and security.

	storage of paper documents.			
Loss of Council electronic data due to fire, fault or breakdown.	<p>The regular backup is carried out by the IT consultant.</p> <p>Volatile data is kept off site.</p> <p>There are 2 back-up cartridges which are rotated and kept off site with the Clerk.</p> <p>The IT consultant has OPC passwords in a secure place off site and a back-up plan if anything should happen to him.</p>	Clerk to inform Council and insurance company if necessary.	Instigate use of stored material.	Review procedures to ensure procedures are in place and to research improvements to the system.
Loss of Council equipment due to theft, fault or breakdown.	<p>Back up data to the server.</p> <p>Clerk has Council laptop at her home.</p>	<p>Report theft to police and insurance company.</p> <p>Decide on immediate replacement.</p>	Replace in accordance with current financial regulations.	Review procedures to ensure improvements.
Damage to Parish office.	<p>Maintain adequate insurance cover.</p> <p>Carry out fire risk assessment.</p>	Clerk to inform insurance company.	Use alternative premises for administrative work or admin team to work from home.	Review risk assessment.
Damage to meeting place – Parish room.	<p>Maintain adequate insurance cover.</p> <p>Carry out fire risk assessment.</p>	Clerk to inform insurance company.	Use alternative premises for meetings.	Review risk assessment.

<p>Staff unable to get to work due to adverse weather conditions.</p>	<p>The Clerk keeps the council's laptop at home.</p> <p>If there is a warning, the council has a spare lap top that another member of staff could take home to allow them to work from home.</p> <p>Staff that live locally can walk to work.</p> <p>All staff have contact details for each other.</p>	<p>Clerk to update the website to advise residents that the parish office may be closed.</p> <p>Staff to contact the Clerk if they are unable to get to work.</p> <p>Clerk to advise the Chairman of the situation.</p>	<p>Clerk to carry out any urgent work.</p>	<p>Review procedures to ensure improvements.</p>
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4. Important documents to be scanned

Important documents to be scanned and stored in a secure location on the server include:

- Staff contact details
- Staff next of kin details
- External contacts – including the accountants and auditors details
- Land registry documents
- Leases/tenancy agreements
- Bank account details



ANGMERING PARISH COUNCIL FIRE POLICY & LOGBOOK 2020

Includes records of tests, Inspection and drills

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Version: 1
Date Updated: January 2020**



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Premises Information & Policy Review/Assessment Dates

	PAGE
Name	Angmering Parish Council
Address	The Corner house, The Square, Angmering, West Sussex, BN16 4EA
Description	Council Offices One floor comprising of two offices, kitchen, toilet and small storage area
Contact Number / Email	01903 772124 / admin@angmering-pc.gov.uk
Hours of business	Monday to Thursday: 09:00 – 16:00 Friday: 09:00 – 15:00 Saturday to Sunday: Closed
Max No. of persons at any one time	5 Visitors upwards of 10
Responsible Person (Position & contact details)	The Clerk 01903 772124
Building Owner (Contact number)	Angmering Parish Council 01903 772124
Evacuation Meeting Point	Outside the Lamb Pub (Opposite the premises)
Assessment date:	
By	
Review Date:	
By	

Guidance on Completing Records

When completing records ensure the correct procedures are followed and frequency of tests are observed at all times.

Enter whether the test was done by a member of staff or recognised engineer.

Where faults are found, indicate any remedial action taken and what date the fault was reported.

Ensure all logs are completed in full stating all action taken on date of completion.

Frequency of Tests

Interval	Action
Daily	Check means of escape is clear and unobstructed
Weekly	Test fire alarm
Monthly	Test CO alarm
Six Monthly	Staff fire drill
Annually	Fire drill*
	Test fire extinguishers and obtain certificate
	Test firm alarm and obtain certificate
Five-yearly	Fire alarm wiring test

*Should comprise of a **FULL** evacuation of staff, regrouping at the Assembly point and Registration. All issue (if any) are to be recorded on the form.

Induction of New Staff

All new staff are to be told about **ALL** drills, inspections and methods of recordings. For example: Wat is inspected, how often and how it is recorded.

The New Staff Induction Log can be found in Section 4.



WEEKLY TESTS

RECORD OF TESTS AND MAINTENANCE FOR FIRE ALARM, FIRE EXTINGUISHERS AND MEANS OF ESCAPE

Alarms, appliances and routes to be tested **weekly**.

Date	Fire Alarm	Extinguishers (1 Foam & 1 CO2)	Means of Escape	Location	OK? Y/N	Action? Y/N	Name & Signature
<i>Example</i>	✓	✓	✓	<i>3 x Fire Alarms, 2 x Extinguishers, all means of escape clear</i>	<i>Y</i>	<i>N</i>	

Date	Comment (if applicable)



FIRE DRILL

FIRE DRILL COMPLETION FORM

Fire Drills are to be completed **ANNUALLY**. It should comprise of a **FULL** evacuation of staff, regrouping at the Assembly Point and Registration.

ALL issues are to be recorded on this form.

Date of Drill:	
Number of Participants:	
Person responsible for Drill:	
Time of Drill:	
Evacuation Time*:	
All Present at Registration:	
General Assessment / Any Issues	
Personnel Participating:	

*How long did it take from sounding the alarm to the point where all participants were accounted for at the assembly point.

Angmering Parish Council

Tel: 01903 772124 Email: admin@angmering-pc.gov.uk
The Corner House, The Square, Angmering, West Sussex, BN16 4EA



INDUCTION LOG

INDUCTION OF NEW STAFF

All new staff are to be told about **ALL** drills, inspections and methods of recordings.
For example: What is inspected, how often and how it is recorded.

New Staff Members Name:	
Person Giving Instruction:	
Date:	
New Staff Members Signature:	

New Staff Members Name:	
Person Giving Instruction:	
Date:	
New Staff Members Signature:	

New Staff Members Name:	
Person Giving Instruction:	
Date:	
New Staff Members Signature:	

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FIRE SIGNAGE

FIRE SIGNAGE LOG

What	Location	Current	In good order Yes/No	Comments
Fire Evacuation Location Poster	<ul style="list-style-type: none">• Kitchen Area• Middle Office			Ordered 27.01.20
Fire Exit signs	<ul style="list-style-type: none">• Above front door• Entrance to front office• Entrance to kitchen• On fire door at the back of the building	Yes	Yes	
Fire Extinguisher signs	Above each extinguisher	Yes	Yes	Signs also explains what the extinguisher can be used for



ANGMERING PARISH COUNCIL FIRE RISK ASSESSMENT 2020

ANGMERING PARISH COUNCIL

Authored by: Tracy Lees

Date Updated: January 2020

Overview

Fire Risk Assessments (FRA) are a legal requirement of the Regulatory Reform (Fire Safety) Order 2005 (RRO).

The legislation requires the responsible person to look at (i.e. risk assess) the fire precautions within their premises. The general areas to look at are:

- Means of detection & giving warning in case of fire
- Means of escape
- Means of fighting fire
- Staff training
- Maintenance and recording.

If 5 or more people are employed, a record of the risk assessment's significant findings must be kept.

5 Steps to Risk

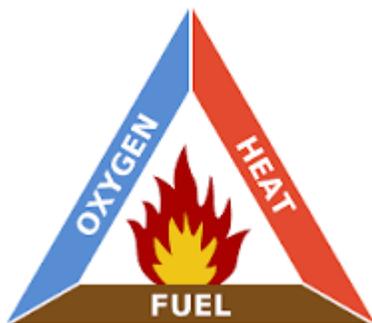
STEP	WHAT
Step 1	Identify any fire hazards
Step 2	Identify who could be harmed
Step 3	Evaluate the risks
Step 4	Record the significant findings
Step 5	Review and revise assessment

Step 1 - Identifying the fire hazard

3 areas should be looked at:

1. Ignition sources (Heat): Electrical, cooking, smoking, hot surfaces, arson, naked flames etc.
2. Fuel: Flammable solids, liquids and gases
3. Oxygen: present in the air but also from oxidising agents/chemical products etc.

Walk around your premises and identify all areas which have the potential to contribute to a fire.



The fire triangle (which is also known as the combustion triangle) is a simple model for understanding the chemical reaction which must occur to create a fire. It is composed of three elements – fuel, heat and oxygen – which must all be present for a fire to ignite.

Step 2 - Identifying people at risk

If a fire was to start, look at the people who would be at risk. Do they have any special needs? Consider:

- Workers, Customers, Visitors, Contractors
- Pay attention to people at risk such as:
- Disabled
- Elderly
- Lone workers
- Working out of normal hours
- People in isolated areas.

Step 3 - Evaluate, remove, and protect from risks

Consider the measures needed to prevent fire by:

- Evaluating the likelihood of a fire occurring
- Evaluating the risk to people from a fire starting somewhere in the building
- Removing or reducing the hazards that may cause a fire
- Removing or reducing the risk to people from a fire

Look at the measures within your premises to protect people from fire. Are they suitable and sufficient? These measures include:

- Fire detection and warning systems
- Means of escape (escape routes, fire resistance, fire doors, etc)
- Firefighting equipment
- Signs and notices
- Lighting (normal and emergency)
- Staff training
- Maintenance

Step 4 - Record, plan, instruct, inform & train

If 5 or more people are employed, or your premises are licensed, or an Alterations Notice is in force which requires you to do so, the significant findings of your risk assessment and control measures must be recorded.

A plan of **Action to be taken in an emergency** should be produced. The plan should be:

-
- Based on the outcomes of your fire risk assessment
 - Appropriate to your premises
 - A plan of exactly what you want your staff to do in an emergency
 - Available to all relevant persons

All staff should be given information and instruction on what to do in an emergency.

This should be given:

- As soon as possible after appointment
- Regular intervals thereafter.

The information and instruction given must include:

- Significant findings of your risk assessment
- Measures in place to reduce risk
- Action to take in the event of a fire
- Identity of people nominated with fire safety responsibilities
- Any special arrangements for serious imminent danger

Staff Training should include:

- Action on discovering a fire
- How to raise the alarm
- Action on hearing fire alarm
- Procedure for alerting members of the public/visitors
- Evacuation procedure to reach the assembly point
- Location and, when appropriate, use of fire fighting equipment
- Importance of closing fire doors
- Isolation of machinery
- Reason for not using lifts (unless specifically designed for evacuation)
- Information on specific hazards in your premises

Co-operation & Co-ordination

In multi-occupied premises, it is important that you liaise with the other occupiers and inform them of any significant risk you have identified.

You should co-ordinate your resources to ensure your actions and working practices do not place others at risk in the event of a fire and the co-ordinated emergency plan operates effectively.

Step 5 – Review and revise assessment

An FRA is a working document, which should be reviewed and revised on a regular basis. Timescales are not set. However, as a guide, a review should be undertaken as a risk or hazard changes or as new ones are introduced to the workplace. To ensure compliance, assessments should be checked at least once every 12 months.

If in any doubt, consult your local Fire Safety department.

Risk Assessment 1 – Hazard Identification

Item	Sources of Ignition	N/A	Yes	No
A	Electrical installation regularly inspected?			
B	Electrical equipment PAT tested?			
C	Portable or fixed heating kept away from combustibles?			
D	Multipoint adaptors/ extension leads kept to a minimum?			
E	Electrical flexes safe from physical damage?			
F	Hot works permit procedure in force?			
G	Smoking permitted in and around premises?			
H	Any processes that produce heat?			
I	Any other sources of ignition not mentioned above?			
Item	Sources of Fuel	N/A	Yes	No
J	Safe storage of combustible materials?			
K	Flammable liquids kept on premises stored safely?			
L	Standard of housekeeping satisfactory			
M	Procedures to protect from arson in place?			
N	Any other sources of fuel not mentioned above?			
Item	Sources of O2	N/A	Yes	No
O	Any sources of oxygen other than air?			

Walk around your premises to identify the sources of: **Ignition Fuel Oxygen**

Things to consider:

1. Unattended portable heater covered with towels or clothing
2. Unattended laminator left on
3. Smoking permitted in external areas around building
4. Microwave vents covered
5. Overloaded plug sockets

Once you have identified your significant finding, look at who is at risk and the control measures you have in place / require.

Comments _____

Risk Category - Sources of Ignition/Fuel/Oxygen

The Risk Category is an estimation of the potential for the hazard to cause harm.

- High – Immediate action required
- Medium – Action within 1 month
- Low – Action within 6 months

Hazard	Location	Persons at risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Various fuel sources (e.g. paper products)	Throughout the building	All	M	Keep tidy and clear of any heat sources Daily inspection		
Discarded Cigarettes	External wall by back door	All	M	None	To consider a container to be provided on external wall, or no smoking allowed	
Portable Heater	Front Office	All	L	Never to be covered		
Electrical Items	Throughout the building	All	M	Regular checks (PAT Testing)		

Risk Assessment 2 – Means for Giving Warning

Fire Alarm and Detection System	N/A	Yes	No
Does the building have a means for giving warning in case of fire?		✓	
Is the means for giving warning appropriate and does it meet the building's requirements?		✓	
Is the alarm audible throughout the building?		✓	
Is the number and siting of call points satisfactory?		✓	
Is the detection sufficient and appropriate for the building needs?		✓	
Are any detectors or call points obstructed?			✓
Are all employees aware of how to raise the alarm?		✓	
Are employees trained on how to raise the alarm?		✓	
Is the fire alarm system tested on a weekly basis?		✓	
Is the fire alarm system serviced/maintained in accordance with BS 5839?		✓	
Does the system have a battery back up?		✓	

Comments

Risk Category - Means for giving warning

Complete if needed

Hazard	Location	Persons at risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned

Risk Assessment 3 – Means of Escape

General	N/A	Yes	No
Is there an alternative exit from all areas of the premises?		✓	
Are travel distances acceptable?		✓	
Are there any dead-end situations?			✓
Are all escape routes unobstructed and free from combustibles?		✓	
Suitable arrangements in place for inner room conditions?		✓	
Are escape routes adequately protected?		✓	
Doors	N/A	Yes	No
Are there sufficient exits of suitable size to allow a way out for all occupants?		✓	
Can all exits be immediately opened without the use of a key?		✓	
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?			
Are any internal doors wedged open?			
Signage	N/A	Yes	No
Is the premises fitted with sufficient exit signage?		✓	
Are all escape routes clearly identified?		✓	
Does the signage comply with BS 5499?		✓	
Are all doors fitted with appropriate label signage?		✓	
Any external signage required?			
Are there adequate staff notices?			
Are illuminated exit signs required?			✓
Lighting	N/A	Yes	No
Is emergency lighting required?			✓
Are all escape routes adequately illuminated?		✓	
Are additional emergency lighting luminaires needed?			✓
Does existing artificial lighting appear satisfactory?		✓	
Do emergency lighting units appear to be charging?	✓		
Is emergency lighting maintained and tested according to BS5266?	✓		

Comments

Risk Category - Means of Escape

Complete if needed

Hazard	Location	Persons at risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Clothing Obstructing means of escape	Corridor between kitchen & back office	All	L	Clothing kept to a minimum and hung on suitable pegs	Monitor daily	
No emergency lighting	Premises escape routes	All	H	Daylight and general office lighting	Consider Emergency lighting system complying with BS5266 requirements	
Boxes left on floor	Premises escape routes	All	M	Staff advised not to leave boxes etc. on the floor in any areas	Monitor daily	

Risk Assessment 4 – Portable Fire Fighting Equipment

Portable Fire Fighting Equipment	N/A	Yes	No
Are additional extinguishers required?			✓
Are extinguishers correctly positioned?		✓	
Are extinguishers appropriate to the risk & of sufficient capacity?		✓	
Are fire blankets required?			
Are extinguishers obstructed?			✓
Are extinguisher signs required?		✓	
Have extinguishers been serviced?		✓	

Comments

Risk Assessment 5 – Fixed Installations

Fixed Installations	N/A	Yes	No
Is the building provided with a sprinkler system?			✓
Is the building provided with a dry/wet riser?			✓
Is the building provided with a gas flooding system?			✓
Is the building provided with a smoke control system?			✓
Is the building provided with any other fixed installation?			✓
Are hose reels provided?			✓
Are fixed installations tested to current BS standards?	✓		
Are all protection systems provided with appropriate signage?	✓		
Are all protection systems provided with appropriate alarms?	✓		

Comments

No fixed installations provided.

Risk Assessment 6 – Arson

Fixed Installations	N/A	Yes	No
Are the premises reasonably secure during hours of darkness?		✓	
Is there a reasonable standard of external lighting?		✓	
Could external rubbish/waste put the building at risk?			✓
Are wheelie bins lockable?	✓		
Are wheelie bins remote from the building?	✓		
Is CCTV provided?		✓	

Comments

Risk Assessment 7 – Maintenance and Record Keeping

Maintenance and Record Keeping	N/A	Yes	No
Is there a suitable and sufficient risk assessment?		✓	
Is the risk assessment reviewed on a regular basis?		✓	
Is there a suitable and sufficient emergency action plan?		✓	
Is a logbook kept within the building?		✓	
Are there up to date records of:			
Fire Alarm testing?		✓	
Emergency light testing?	✓		
Means of escape testing?		✓	
Fire extinguisher testing?		✓	
Fixed installation testing?		✓	
Staff fire training?		✓	
Fire drills?		✓	

Comments

Risk Assessment 8 – Emergency Action Plan

Emergency Action Plan	N/A	Yes	No
Is there a written site-specific fire emergency action plan?		√	
Is the location of the fire assembly point specified on staff fire notices?			
Does the fire emergency action plan include details of the following:			
Action on discovering a fire			
How to raise the alarm			
Action on hearing fire alarm			
Procedure for alerting members of the public/visitors			
Evacuation procedure to reach the assembly point			
Location &, when appropriate, use of fire fighting equipment			
Importance of closing fire doors			
Isolation of machinery			
Information on specific hazards in your premises			

Comments

No emergency action plan

Risk Assessment 9 – Staff Training

Staff Training	N/A	Yes	No
Are staff given information as to the contents of the Fire risk assessment?		√	
Are staff given written copies of the premise's emergency action plan?			
Are staff being trained in the following areas:			
Action on discovering a fire			
How to raise the alarm			
Action on hearing fire alarm			
Procedure for alerting members of the public/visitors			
Evacuation procedure to reach the assembly point			
Location and when appropriate use of fire fighting equipment			
Importance of closing fire doors			
Isolation of machinery			
Information on specific hazards in your premises			
Information on specific hazards in your premises			
The requirements for any specific role such as a fire marshal			
Are fire drills undertaken			

Comments

Works Action Plan

In this Works Action Plan, the time limits for prioritised actions are as follows:

Low (L) – 6 months

Medium (M) – 1 month

High (H) within 1 week or as reasonably practicable.

Item	Action	Date	Responsible person

TYPES OF FIRE EXTINGUISHER

There are 5 main fire extinguisher types - Water, Foam, Dry Powder, CO2 and Wet Chemical. You should have the right types of fire extinguisher for your premises.

The various types of fire extinguisher put out fires started with different types of fuel - these are called 'classes' of fire. You need to make sure that you have the right size and weight of fire extinguisher as well as the right kind for your premises.

There are 5 main types of fire extinguisher, however there are different versions of both the Water and Dry Powder extinguishers, meaning there are a total of 8 fire extinguisher types to choose from. The 8 types of fire extinguisher are:

Water

Water Mist

Water Spray

Foam

Dry Powder - Standard

Dry Powder - Specialist

Carbon Dioxide ('CO2')

Wet Chemical

There is no one extinguisher type which works on all classes of fire.

The classes of fire

There are six classes of fire: Class A, Class B, Class C, Class D, 'Electrical', and Class F.

Class A fires - combustible materials: caused by flammable solids, such as wood, paper, and fabric

Class B fires - flammable liquids: such as petrol, turpentine or paint

Class C fires - flammable gases: like hydrogen, butane or methane

Class D fires - combustible metals: chemicals such as magnesium, aluminium or potassium

Electrical fires - electrical equipment: once the electrical item is removed, the fire changes class

Class F fires - cooking oils: typically a chip-pan fire

Which fire extinguisher types should be used for each class of fire?

A QUICK GUIDE

Type Extinguisher	Fire	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
		Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water		✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam		✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder		✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2		✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical		✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

The Angmering Parish Council office has the following:
1 x CO2 Extinguisher and 1 x Foam Extinguisher

Type	Location	Next Test Date
CO2 	Middle office by the glass door, hung on the wall	June 2020
Foam 	Kitchen area by the boiler, hung on the wall	June 2020

Water Extinguishers

Overview:

Water extinguishers are the most common fire extinguisher type for **Class A** fire risk.

Most premises will require either water or foam extinguishers

Types of premises/business who may need water extinguishers:

- o Offices
- o Schools
- o Hospitals
- o Residential properties
- o Warehouses

Label Colour:

Bright Red



Use for: Organic materials such as:
o Paper and cardboard
o Fabrics and textiles
o Wood and coal

DO NOT USE FOR:
o Fires involving electrical equipment
o Kitchen fires
o Flammable gas and liquids

Water spray extinguishers what's the difference:
Water spray extinguishers are equipped with a spray nozzle, rather than a jet nozzle, meaning a greater surface area can be covered more quickly and the fire put out more rapidly.

How water extinguishers work:

The water has a cooling effect on the fuel, causing it to burn much more slowly until the flames are eventually extinguished

Water mist extinguishers what's the difference:

Water mist extinguishers have a different type of nozzle again which releases microscopic water particles. These particles 'suffocate' the fire and also create a wall of mist between the fire and the person

Where to locate water extinguishers:

By the exits on a floor where a Class A fire risk has been identified

using the extinguisher, reducing the feeling of heat.

Foam Extinguishers

Overview:

Foam extinguishers are the most common type of fire extinguisher for **Class B** fires, but also work on **Class A** fires as they are water-based

Most premises will require either water or foam extinguishers

Types of premises/business who may need foam extinguishers:

- o Offices
- o Schools
- o Hospitals
- o Residential properties
- o Warehouses
- o Buildings where flammable liquids are stored

Label Colour:

Cream



Use for: Organic materials such as:

- o Paper and cardboard
- o Fabrics and textiles
- o Wood and coal

Plus: Flammable liquids, like paint and petrol

DO NOT USE FOR:

- o Kitchen fires
- o Fires involving electrical equipment
- o Flammable metals

How foam extinguishers work:

As with water extinguishers, foam extinguishers have a cooling effect on the fuel. On burning liquids, the foaming agent creates a barrier between the flame and the fuel, extinguishing the fire.

Where to locate water extinguishers:

By the exits on a floor where a Class A or Class B fire risk has been identified

Dry Powder Extinguishers

Overview:

Standard dry powder extinguishers are also called 'ABC' extinguishers because they tackle class A, B and C fires, however they are not recommended for use in enclosed spaces. This is because the powder can be easily inhaled, and also the residue is very difficult to clean up after. ABC powder extinguishers can also be used on some electrical fires. Specialist dry powder extinguishers are used for flammable metals.

Label Colour:

Blue



Use for: Organic materials such as:

- o Paper and cardboard
- o Fabrics and textiles
- o Wood and coal

Plus: Flammable liquids, like paint and petrol

Plus: Flammable gases, like liquid petroleum gas (LPG) and acetylene

Plus: Fires involving electrical equipment up to 1000v

DO NOT USE FOR:

- o Enclosed spaces such as offices or residential properties
- o Fires involving cooking oil
- o Fires involving electrical equipment over 1000v

How dry powder extinguishers work:

Dry powder extinguishers smother fires by forming a barrier between the fuel and the source of oxygen.

Types of premises/business who may need dry powder extinguishers:

- o Businesses using flammable gases for chemical processes
- o Premises where welding and flame cutting takes place
- o Garage forecourts
- o Liquid petroleum gas (LPG) dispensing plants
- o Premises with large, commercial boiler rooms

Where to locate water extinguishers:

Place dry powder extinguishers near to the source of the fire risk.

Specialist Dry Powder extinguishers - what's the difference:

Specialist dry powder extinguishers work in the same way as standard dry powder extinguishers but are for use with flammable metals only. There are 2 types of specialist dry powder extinguishers - 'L2' which only tackles lithium fires, and 'M28', for all other flammable metal fires.

Carbon Dioxide (CO2) Extinguishers

Overview:

CO2 extinguishers are predominantly used for electrical fire risks and are usually the main fire extinguisher type provided in computer server rooms.

They also put out **Class B** fires (flammable liquids, such as paint and petroleum)

Types of premises /business who may need CO2 extinguishers:

Premises with electrical equipment, such as:

- o Offices
- o Kitchens
- o Construction sites
- o Server rooms

All work vehicles should also carry a smaller 2kg CO2 extinguisher.

Label Colour:

Black



Use for:

- o Flammable liquids, like paint and petrol
- o Electrical fires

DO NOT USE FOR:

- o Kitchen fires, especially chip-pan fires
- o Combustible materials like paper, wood or textiles
- o Flammable metals

How CO2

extinguishers work:

CO2 extinguishers suffocate fires by displacing the oxygen the fire needs to burn

Where to locate CO2 extinguishers:

Place near to the source of the fire risk and/or near the fire exits.

Wet Chemical Extinguishers

Overview:

Wet chemical extinguishers are designed for use on **Class F** fires, involving cooking oils and fats. They can also be used on **Class A** fires although it is more usual to have a foam or water extinguisher for this type of fire risk

Label Colour:

Yellow



Use for: Cooking oil / fat fires

Organic materials such as:

- o Paper and cardboard
- o Fabrics and textiles
- o Wood and coal

DO NOT USE FOR:

- o Flammable liquid or gas fires
- o Electrical fires
- o Flammable metals

How wet chemical extinguishers work:

Wet chemical extinguishers create a layer of foam on the surface of the burning oil or fat, preventing oxygen from fuelling the fire any further. The spray also has a cooling effect.

Where to locate wet chemical extinguishers:

Place near to the source of the fire risk.

Types of premises / business who may need wet chemical extinguishers:

- o Commercial kitchens
- o Canteens