



CASTLE CARY TOWN COUNCIL
MARKET HOUSE OFFICES & SHAMBLES
FIRE SAFETY RISK ASSESSMENT



Address:	Castle Cary Town Council, THE MARKET HOUSE, Market Place, CASTLE CARY, Somerset BA7 7AH
Telephone number:	01963 359 631
Date of assessment:	18 th September 2015
Name of assessor:	Alan Gibbons
Details of assessor:	Technical Director (Retired)
Telephone number:	01963 350 194 (assessor)
Email:	town.clerk@castle-cary.co.uk
Review Frequency:	12 months

Statement of Policy

The Castle Cary Town Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all persons who may work on/in, visit, or use its premises, or who may be affected by its activities or services.

The Council takes its fire safety duties seriously. For that reason this Fire Safety Policy pertaining to its Castle Cary offices has been formulated to help the Council comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

Please see separate document for Castle Cary Town Council's full Fire Safety Policy.

Signed:

Print Name:

ALAN GIBBONS

Date:

18th Sept 2015

Management Systems

In-house management system with documentary evidence of:
Fire Equipment Log, Weekly Check List, Statutory Equipment Testing, etc.



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Property Description	
<p>Castle Cary Town Council operates from the ground floor of the Market House, which is a Grade II listed building dating from 1855. The building is centrally located in the town. Extensive refurbishment of the building was completed in 2014.</p> <p>As well as housing the Council Office there is a Tourist & Community Information Point, Conference Room/Event Venue known as the Shambles and under-cover open area called the Undercroft (see diagram on page 8). Both Shambles and Undercroft are available for hire for community or commercial events.</p> <p>There are two upper floors in the Market House, which are managed by South Somerset District Council. The first floor houses the town museum and the second floor a dance studio. Both of these levels have external fire escape as well as sharing the main stair-well leading to and from the front door. <i>Note: This assessment is for the ground floor only. It does not cover the upper floors.</i></p> <p>All levels of the Market House are connected to a common Fire Alarm System.</p>	
<p>Occupancy</p> <p>Times premises in use: day-time and evening.</p> <p>Max number at work at any time: <10</p> <p>Max number of people: <100 (employees and others)</p>	<p>Approximate Size:</p> <p>Building Footprint (m²): Overall with Undercroft 230 Shambles venue 85</p> <p>Number of levels: Ground only</p> <p>Number of stairs: 3 steps (wheel chair elevator provided)</p>
Fire Safety Systems	
<p>Fire Warning System:</p> <p style="text-align: center;">Fire Alarm System for all areas of Market House, including upper floors that are not part of this assessment (i.e. Museum, Dance Studio and Clock Room).</p>	
<p>Escape Lighting:</p> <p style="text-align: center;">Emergency Lighting is installed through-out Council Offices and Shambles.</p>	
<p>Other Fire Safety Systems (e.g. sprinklers):</p> <p style="text-align: center;">Smoke Detectors installed through-out Council Offices and Shambles.</p>	



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How a Fire Could Start

- **Discarded cigarette** – smoking is not permitted on the premises.
- **Naked flame** – candles are only permitted by special permission and are subject to control measures.
- **Cooking fire** – there are no permanent cooking facilities within the Market House. Portable ovens and barbeques are only permitted in the Undercroft by special permission and are subject to control measures (e.g. user Risk Assessment).
- **Electrical fire** – there is an inspection regime for stationary fixed appliance testing and PAT testing of Hall property by qualified technician; Hall users shall insure that equipment brought in meets requirement of PAT. The electricity cupboard is fitted with smoke detector and area checked weekly.
- **Gas boiler** – in locked storeroom fitted with smoke detector and area checked monthly. Boiler is subject to annual inspection by qualified technician.
- **Combustible materials** – the facility has limited storage. Flammable materials are stored in both electrics cupboard or boiler storeroom. These areas are checked weekly to ensure good housekeeping and that anything combustible is kept away from sources of ignition.
- **Poorly maintained equipment** – weekly checks are made and recorded, rectification of anything likely to create a fire risk is immediate.
- **Maintenance & repair work** – no hot work allowed without special permission and approval of contractor's risk assessment; only approved sub-contractors used for maintenance and repairs.

People Affected by Fire

Those using, visiting, maintaining or working in the Council Offices and Shambles including:

- Both able and disabled
- All ages including children
- People who are familiar with the Market House and others who are not
- Event organizers who are responsible for safety of their charges
- Volunteers – especially those involved with catering
- Entertainers
- Those performing cleaning and maintenance



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FIRE SAFETY RISK ASSESSMENT

Training
<p>Currently, there is no formal training regime. Although, this is said to be changing in near future.</p>
Escape Routes
<ul style="list-style-type: none"> ▪ Clearly marked with either illuminated or luminescent signs ▪ Kept free of obstacles (egress checked weekly) ▪ Action of emergency exit doors are checked weekly and any issues resolved immediately ▪ Event organizer shall point out emergency exits before starting any event
Fire Alarm
<p>Fire Alarm System supplied by Security & Electrical Services (Yeovil) Ltd. (Tel: 01935 433 488) and maintained by Walker Fire (UK) Limited (Tel: 0800 731 3630). There is no direct connection to the Fire Service.</p> <p>The Alarm System covers the whole of the Market House including the two upper floors.</p> <p>The System comprises:</p> <ul style="list-style-type: none"> • Fire Alarm Panel situated in the Foyer by the stairs to upper floors • Fire Call Points by emergency exits • Integrated Smoke Alarms • Integrated Emergency Lighting <p>The fire call points are subject to weekly testing.</p>
Fire Extinguishers
<p>Extinguishers can be found at following locations:</p> <ul style="list-style-type: none"> ▪ General Enquiries Office: – 1 x Foam; 1 x CO₂ ▪ Shambles Conference Room: – 1 x Foam; 1 x CO₂ ▪ Foyer: – 1 x Foam <p>Fire fighting and safety equipment checked and maintained annually by Walker Fire (UK) Limited (Tel: 0800 731 3630).</p> <p>All such equipment kept mounted on storage bracket at all times and free of obstacles.</p>



CASTLE CARY TOWN COUNCIL MARKET HOUSE OFFICES & SHAMBLES FIRE SAFETY RISK ASSESSMENT



Fire Action

On discovering a fire:

1. Operate nearest Fire Alarm Point
2. Dial 999 to call Fire Brigade – emergency phone can be found in Tourist Information and General Enquiry Office
3. Leave the building by nearest exit
4. Report to Assembly Point – Post Office Forecourt
5. Do not stop to collect personal belongings

On hearing the fire alarm:

1. Leave building by nearest exit – do not delay to retrieve personal items.
2. Help those less able without putting yourself or others at risk.
3. Close all doors behind you.
4. Report to Assembly Point – Post Office Forecourt
5. Do not re-enter building for any reason until authorized to do so.

Fire Information

Fire Action signs are placed at each Fire Extinguisher station and Fire Call Point.

The following diagrams will be displayed in Foyer by Main Entrance:

- Hall Emergency Plan
- Location of switch/cut-off points for gas, electricity and water

Fire safety instructions can be found in the hirers information pack.

The Hall's hiring agreement states rules that those using the hall must abide by.



CASTLE CARY TOWN COUNCIL MARKET HOUSE OFFICES & SHAMBLES FIRE SAFETY RISK ASSESSMENT



Summary of Significant Findings

The Hall is well managed and there is an adequate inspection regime. It is considered to be a low fire risk. Even with a large attendance, full evacuation of the premises will take less than two minutes. There is documentary evidence that statutory inspections are completed as and when required. The same is true of fire safety equipment.

Results from checks made on 18th September 2015 were as follows:

1. **Fire Call Point** – checked weekly by CCTC staff
2. **Emergency Lighting** – checked periodically by SSDC
3. **Fire Alarm (Smoke Detector)** – checked periodically by SSDC
4. **Fire Extinguishers** – last checked by Walker Fire in July 2015
5. **Emergency Escape Doors** – checked weekly for easy opening and clear of obstruction
6. **Signage** – adequate
7. **Smoking** – no further action needed
8. **Arson** – no flammable materials left outside
9. **Disabled Toilets** – access satisfactory, emergency alarms checked weekly
10. **Hot Work** – not permitted without special written permission
11. **Equipment** – well maintained by qualified technicians/contractors
12. **Electrical Testing** – evidence of inspection is available
13. **Cooking Facilities** – none available
14. **Heating System** – gas boilers last checked by Warm Welcome Heating Services on 13th February 2015; boiler room tidy and checked monthly
15. **Fire Doors** – are clear and in good order.
16. **Fire Routine** – emergency plan is going to displayed in Foyer; Fire Action Notices are displayed at Extinguisher Stations and Fire Call Points.
17. **General** – all new furnishings to be made of fire retardant materials; refreshment serving counter flap shall be closed after use.
18. **Fire Safety Management** - Hirers must nominate a person responsible for fire safety whilst they occupy the Hall.



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 MARKET HOUSE OFFICES & SHAMBLES
 FIRE SAFETY RISK ASSESSMENT



Action Plan	
1.	Housekeeping checks of electric switch room and boiler storeroom to be added to weekly check list.
2.	Checks of emergency lighting and the alarm system remain responsibility of South Somerset District Council. CCTC to confirm and record date when last checked and when next check is due on the Fire Log.
3.	Emergency Plan (Page 9) to be mounted in Foyer.
4.	Fire safety training to be completed (date unknown).

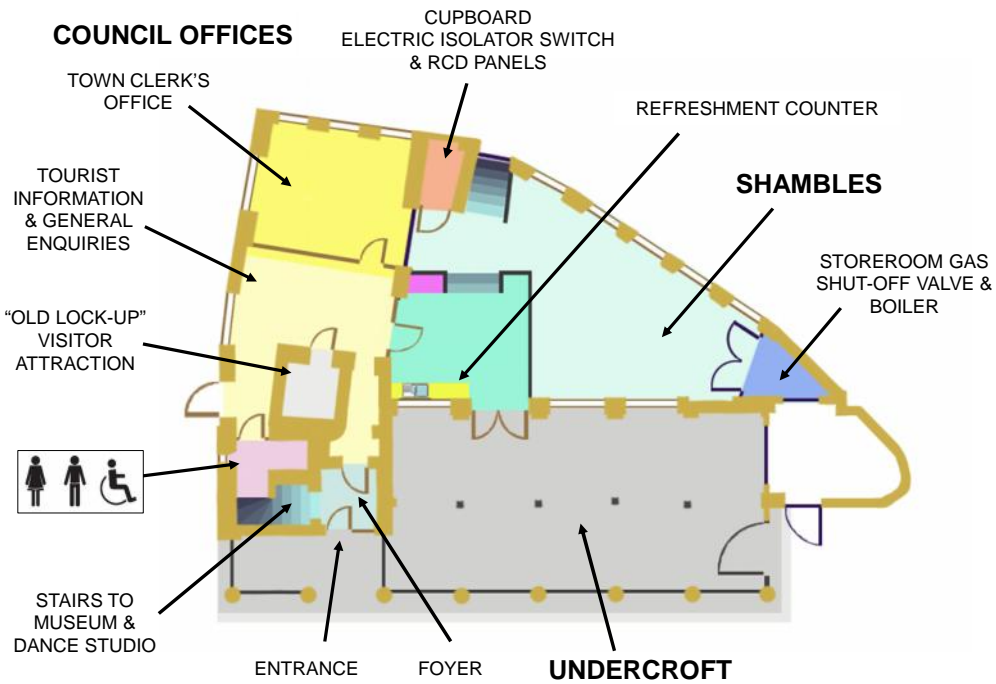
Review Date	Comments
18 th Sept 2015	The Council Office's fire prevention and action measures are considered to be satisfactory.



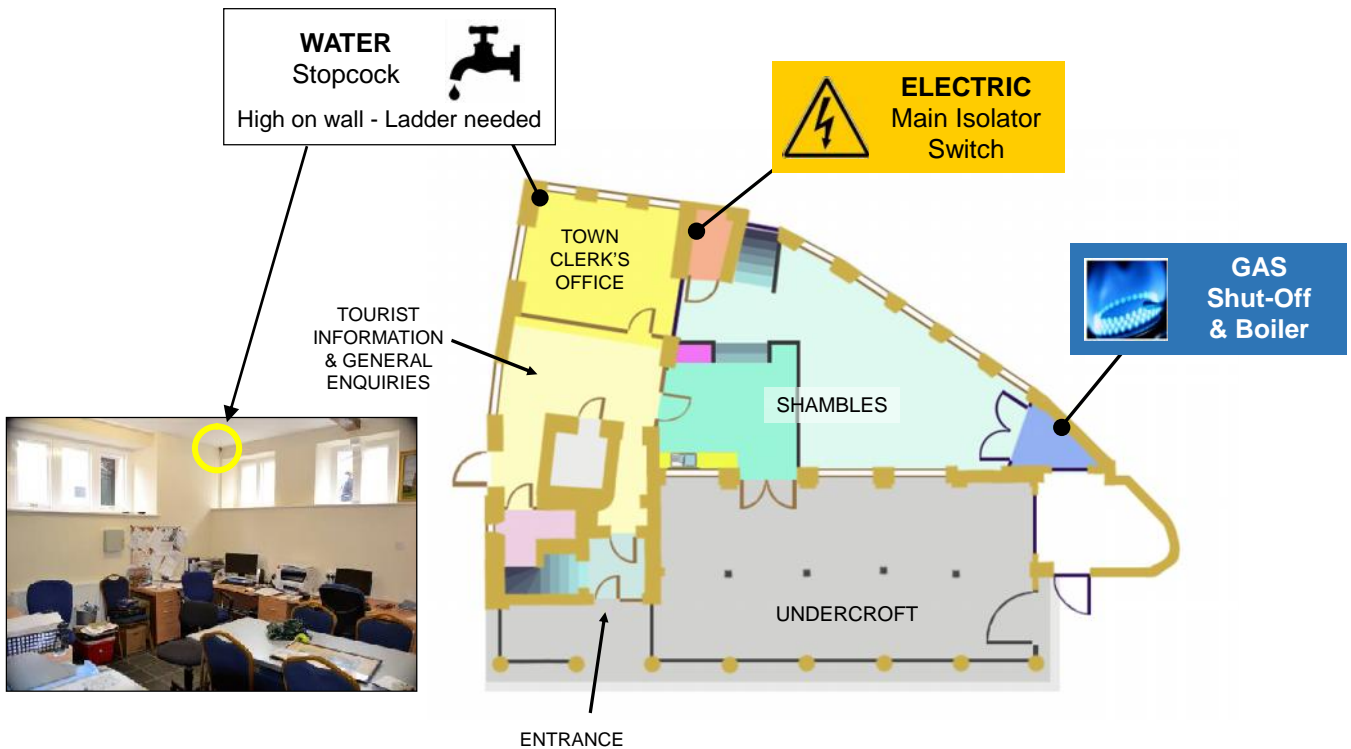
CASTLE CARY TOWN COUNCIL MARKET HOUSE OFFICES & SHAMBLES FIRE SAFETY RISK ASSESSMENT



HALL PLAN

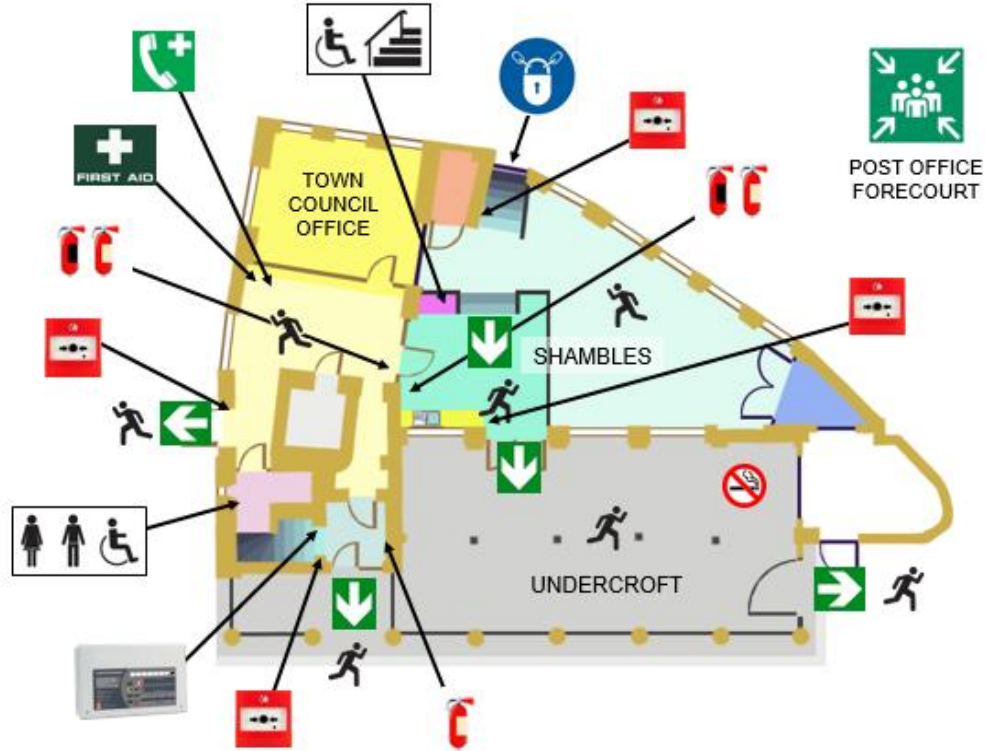












LOCATION OF MAINS SERVICES





EMERGENCY PLAN



- | | | | |
|---|---------------------|---|-------------------------|
|  | Fire Assembly Point |  | Fire Extinguisher |
|  | Fire Alarm Panel |  | First Aid Box |
|  | Fire Call Point |  | Fire Door – Keep Locked |
|  | Emergency Exit |  | Disabled Elevator |
|  | Emergency Phone |  | “Undercroft” No Smoking |

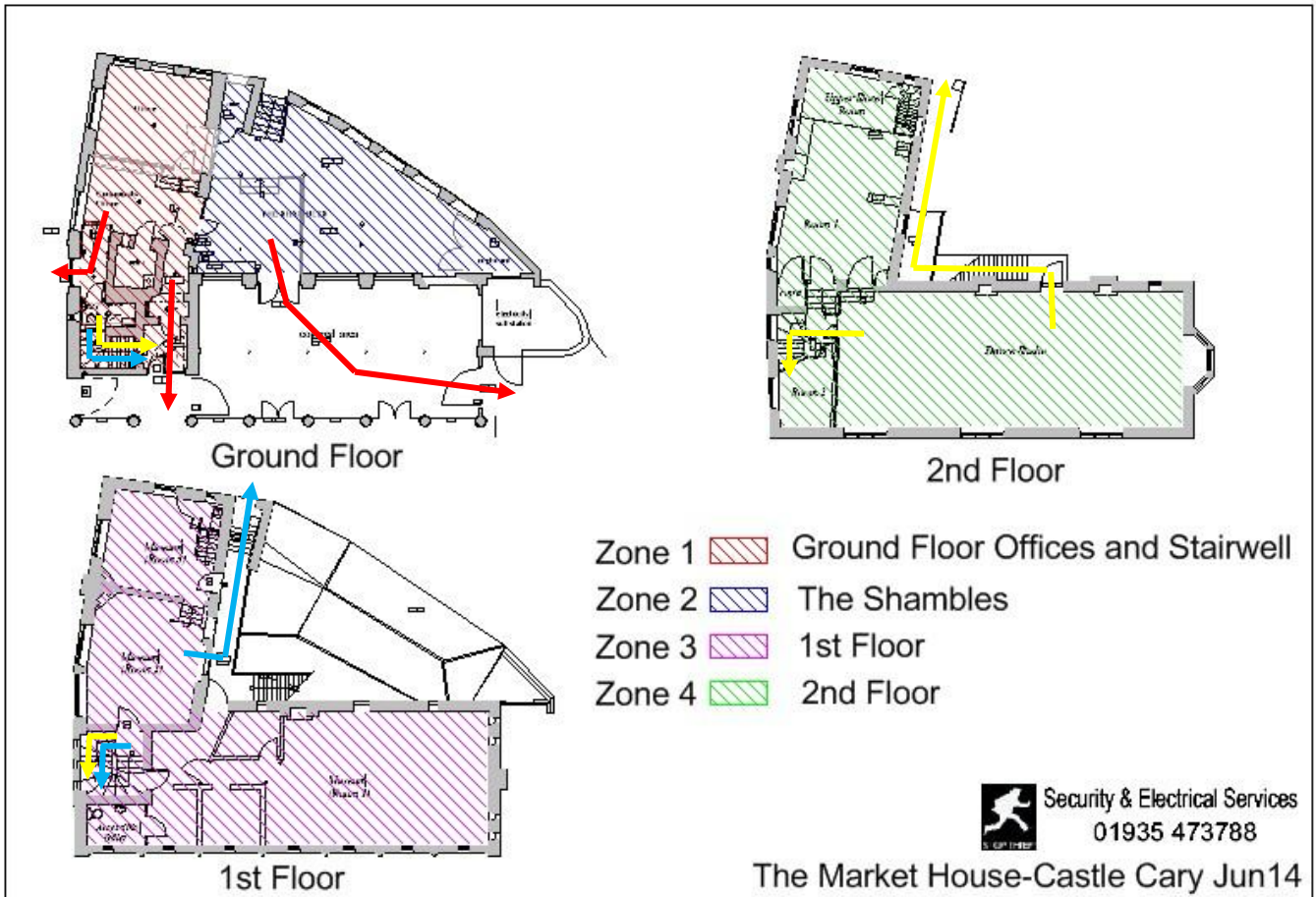


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FIRE ALARM ZONES

DIAGRAM SHOWING ALARM ZONES AND ESCAPE ROUTES



Images showing rear fire escape from 1st and 2nd floors



KNOW YOUR FIRE EXTINGUISHERS

Foam





For use on

CLASS A Wood, Paper, Textiles etc.

CLASS B Flammable liquids

Do not use on

Live electrical equipment

CLASSES OF FIRES	TYPES OF FIRES	SYMBOL
A	Wood, paper, fabric, plastic and most kinds of trash.	
B	Flammable liquids .	

A foam fire extinguisher cools and suffocates. The foam creates an air-excluding, cooling, continuous layer of vapour sealing, water bearing material that halts and prevents combustion. Class A and Class B fires can be fought with foam fire extinguishers, that is to say, fires caused by solids and flammable liquids. Their colour code is CREAM.

CO₂
Carbon dioxide





For use on

CLASS B Flammable liquids

Live electrical equipment

Do not use in a confined space

CLASSES OF FIRES	TYPES OF FIRES	SYMBOL
B	Flammable liquids .	
E	Fires involving energized electrical equipment .	

This type of extinguisher holds CO under pressure, when it is discharged, it expands abruptly. Consequently, the extinguishing agent's temperature drastically diminishes to values under -79°C, which means the CO turns to dry ice. The mist cools the fire fuel when it gets in contact with it. There is also a side effect of suffocation from oxygen displacement. The extinguisher is suitable for Class B and E fires as it's not an electrical conductor. You need to be especially careful when extinguishing liquid fuels to avoid splashing. CO fire extinguishers colour code is **BLACK**.