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|  | **Means of Escape** |  |  |  |
| 2016/01 | The Yale lock has been removed from the door at the foot of the stairs to the second floor. This has left a hole which must be filled to ensure the integrity of the protected staircase. |  | BCMC | 20 Feb 2106 |
| 2016/02 | The double door outside the cellar (into the staircase) should be provided with a new self-closing device so that the door remains fully closed to protect the integrity of the escape route from the upper floors. |  | BTC | May 2016 |
| 2016/03 | The door to the Pritchard Room should be provided with smoke seals to ensure that smoke cannot affect the main escape route from the building. |  | BTC | July 2016 |
|  | **Signs and notices** |  |  |  |
| 2016/04 | An additional directional exit sign is required on the wall at the foot of the protected staircase pointing towards the final exit door (arrow right) |  | BCMC | 10 Feb 2016 |
| 2016/05 | The following additional directional exit signs should be removed from the emergency lights:   * - Foot of the protected staircase leading back into the community centre * - From above the link door in The Pritchard Room |  | BCMC | 28 Jan 2016 |
| 2016/07 | Each break glass alarm should be provided with a sign to the current standard. This is a requirement in premises where there is regular public entertainment. |  | BCMC | 10 Feb 2016 |
| 2016/08 | General fire notices should be provided adjacent to each final exit to remind occupants of the basic escape procedure – raise the alarm, exit the building, call the fire brigade, only tackle fires if safe to do so. These should be in standard format. |  | BCMC | 10 Feb 2016 |
| 2016/09 | The exit door from The Pritchard Room to the rear exit should be provided with a notice indicating the direction to turn the thumb turn device. |  | BCMC | 10 Feb 2016 |

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| 2016/10 | Each of the final exit doors should be provided with a notice indicating “Fire Exit Keep Clear”. These should be located on the outside of the doors. |  | BCMC | 15 Feb 2016 | |
| 2016/11 | A sign indicating the location of the assembly point should be provided. |  | BCMC | 15 Feb 2016 | |
|  | **We recommend signs with photo-luminescent properties** |  |  |  | |
|  | **Management Issues** |  |  |  | |
|  |  |  |  |  | |
| 2016/12  2016/12  (cont.) | A fire safety testing and maintenance regime should be implemented, in line with the following guidance:  **FIRE WARNING SYSTEM**  The fire warning system must be tested **weekly** and the results of this test recorded in a fire log book.  The system should also undergo servicing by a competent electrical engineer annually.  **EMERGENCY LIGHTING SYSTEM**  The emergency lighting system must be tested monthly by a simple on/off test for each unit to ensure correct operation and the results of this test recorded in the fire log book.  Further, the system is required to undergo an annual service by a competent electrical engineer.  **FIRE EXTINGUISHERS**  The portable fire extinguishers should be inspected monthly by the occupier, to ensure there is no obvious damage to them and that they are located correctly. These inspections are required to comply with BS5306 and the Fire Safety Order.  They will also require to be inspected annually by a competent engineer.  **ESCAPE ROUTES AND EXIT DOORS ETC**  Good practice would indicate that all escape routes, fire doors and exit doors should be inspected on a regular basis to ensure there are no identified hazards or defects and the results of this inspection must be recorded in the fire log book. |  | BCMC  BTC  BCMC  BTC  BCMC  BTC  BCMC | Already in place (Jan 2016)  July 2016  Initiated Feb 2016  July 2016  Initiated Feb 2016  Already in place Jan 16  Initiated Feb 2016 | |
| 2016/13 | Staff should receive fire safety training on an annual basis and records of dates and content should be kept.  The training should cover:   * Fire safety measures in the building * Action in event of fire * Action on the fire alarm * Method of operating manual call points * Location and use of Fire Fighting Equipment (FFE) * Means for summoning the Fire Service * Identity the people who will use FFE   General Fire Awareness courses cover all of these issues plus a wealth of other information including practical use of fire extinguishers. |  | BCMC/  BTC | Oct 2016 | |
| 2016/14 | It is important that at least two fire drills are conducted each year and that these are recorded in a log book. We suggest these take place when the Brownies are occupying the first floor. |  | BCMC | No fire drills undertaken as Brownies no longer use the building | |
| 2016/15 | In order to further tighten management procedures, we recommend that each room hirer is required to state they have read and understood the fire policy and fire plan for the building, and that during their use of the building they are responsible for the safety of their party.  This might best be achieved by the use of a “confirmation tick box” on the web form. Failure to check the box would result in the Management Committee declining the hire. |  | BCMC | Website booking procedures and info reviewed and amended Feb 2016 | |
|  | **Other Matters** |  |  |  | |
| 2016/16 | We note that some fire extinguishers have not been fixed on brackets. This is important to ensure extinguishers are available in appropriate locations when required.  This should be actioned in March 2016 during the annual service. |  | BTC | Completed March 2016 | |
| 2016/17 | A plan of the building indicating the location of fire alarm zones should be provided adjacent to the fire alarm panel. |  | BCMC | July 2016 | |
| 2016/18 | We note that the fire separation between the kitchen (most likely origin of a fire) and the remainder of the building is compromised by the use of door hold-open devices. We recommend provision of an automatic hold-open device linked to the fire alarm system. This is not required for life safety but for property protection and business continuity. |  | BTC | Note Aug 18: Risk to business continuity etc not considered to justify expense of suggested hold-open device | |
| 2016/19 | Stage curtains should be treated with fire retardant to reduce the likelihood of fire spread. When next they are cleaned, the curtains should have an appropriate fire retardant applied. |  | BCMC | Completed in 2017 | |
| 2016/20 | We recommend that additional emergency lighting is provided outside the rear of the building to illuminate the car park in the event of power failure. |  | BTC |  | |
| 2016/21 | The waste bins are located against the building. It is recommended that bins are located away from the building, and preferably secured to prevent fires spreading to the building. |  | BTC |  | |
| **August 2018 Review** | | | | |
| 2018/01 | Replace rear car park Assembly Point sign |  | BCMC |  | |

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| 2018/02 | Mask/remove “Running Man” sign above terrace doors |  | BCMC | Aug 2018 |
| 2018/03 | Repair/replace weather damaged escape door to Birchmeadow Road at foot of main stairs |  | BTC |  |
| 2018/04 | Management issues (as listed above in 2016/12) to be reviewed and updated as necessary |  | BCMC | Oct 2016 |
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|  | **Key to Priorities** |  |  |  |
|  | Immediate action required |  |  |  |
|  | Action within 1 month |  |  |  |
|  | Action within 3 months |  |  |  |
|  | Action within 12 months |  |  |  |
|  | Recommendation only |  |  |  |

Revised and updated: 14 Feb 2016

20 Feb 2016

29 Mar 2016

20 July 2016

19 Oct 2016

2 Aug 2018

12 July 2019