

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No members of the public in attendance.

7. To Receive Reports of RoSPA Inspections

- a) Wymer Drive**
- b) Mileham Drive Playground**
- c) Mileham Drive MUGA**
- d) Mileham Drive Play Area**

All reports had been circulated prior to the meeting. Priorities were set as:

- The safety matting tiles on Mileham Drive which had come apart and were now a trip hazard. Gavin is to try to repair, but consideration may have to be given to replacement.
- Gates on the play areas on Mileham Drive which currently do not have the correct closing action. Look to fix or replace
- The nest swing is becoming worn. Look to repair or replace.
- The rocking toy has a rusty spring. Look to repaint or replace.
- The concrete surfacing to the MUGA is breaking up. Look to see if a repair is possible but resurfacing may need to be considered.
- Fracturing to the basketball hoop. Gavin to review.

It was clarified that this was an annual safety check by an independent body. The Town Council does weekly inspections.

8. Drill Hall

a) To Receive Valuations Office Correspondence

The Clerk advised the meeting that, as a result of the boxing club being granted planning permission for a structure attached to the Drill Hall, the Valuations Office wished for further information about use of the premises. This may result in an amendment to the business rates paid.

b) To Receive Report on Flood at the Drill Hall and Consider Correspondence from the Boxing Club

A report was presented to the committee on the recent flooding to the Boxing Club area, its cause and its impact on the Boxing Club. It was agreed to waive one month's rent for the Boxing Club in compensation for loss of income and inconvenience.

Gavin advised that the roof and the gutters had now been cleared of moss and debris. Chery thanked the Town Council staff for their work in this matter.

9. To Note Items for Information or for Inclusion on a Future Agenda

- Dishwasher
- Windows
- It was noted that councillors would be touring certain properties in the ownership of the council, and items for future agendas would be raised during this tour.

10. Date of Next Meeting

The next meeting will be Wednesday 8th October at 11am

There being no further business the meeting was closed at 3.45pm

Notes of Property Committee Tour 9th July 2025

Town Hall

- Sash Windows – require replacement. Could put on a rolling programme when extent of works are known.
- No accessibility ramp to the Green Room.
- Boiler – requires replacement. Faye will circulate information on how Newark Town Council retrofitted their grade 1 listed building [post meeting note – the retrofit report is here <https://www.newark.gov.uk/wp-content/uploads/sites/87/2024/10/Appendix-1-to-Agenda-Item-9-161024-compressed.pdf> – something like this may be worth commissioning?]
- Tile lose in the main hall – what are working at height regulations for our staff?
- Faulty fan in main hall – also requires clarification on working at height regs.
- Unsure if the hearing loop works
- Trap door – concerns raised regarding safety.
- Kitchen is the only area with automated fire detection. Manual fire alarms in place for other areas of the building. If a fire broke out and staff were in the office, they would not be made aware. Risk of fire blocking the only escape route. Faye to get quotes for a full fire risk assessment.
- Concerns regarding unauthorised access to the basement areas. Even authorised access poses a risk when lone working.
- Discussed the ‘fall in’ and the bricking up of the vault and what impact this may have on the Town Hall. Trevor may have more information on this [post meeting note – Ryan has advised that this area has the originally roof section of the building within it, and it is full of brick rubble, so much so a dance group had to be asked to leave as the movement of the dancing used to send dust up through the boards making it slippery and difficult to clean].

23 Market Place

- Roof tiles slipping. In need of urgent repair. Likely to be original roof.
- Cracks in the pointing on left corner.
- Recent repairs made to stop leaks to building.

Drill Hall

- Area where flooding occurred was viewed. Agreed this needs to be remediated.
- Viewed outside area where a shed could be erected to store street cleaning equipment.
- Cracks visible in brickwork

- No signage to say the building is the Drill Hall.

Gavin has a hazards and DDA report for the town centre. To forward to committee.

The cemetery and the Paupers' Graveyard will be toured at a future date.



the **play inspection** company

Annual Inspection

Aylsham Town Council

St Michaels Development Play Area

Off Cawston Road, Aylsham, Norwich, NR11 6EB



API Associate



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Inspection Scope for RPII Inspection Methodology

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BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

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BS EN 14974 Skateparks
BS EN 16630 Permanently installed outdoor fitness equipment
BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

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The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

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The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3). Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
 BS EN 14974 (Facilities for users of roller sports equipment)
 BS EN 15312 (Free access multi-sports equipment)
 BS EN 16899 (Parkour Equipment)
 BS EN 16630 (Outdoor Fitness Equipment).

St Michaels Development Play Area

Inspection Ref: 2777495

Site Ref: 52711

Inspected: 28-July-2025 - 12:32 by Liam Last (RPII Annual Inspector)

Risk Assessment: 10 Low Risk

**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

5 - Very Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



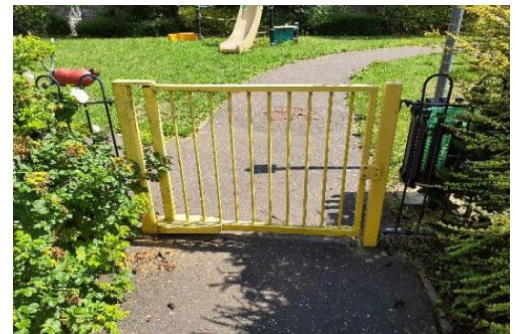
Finding 1

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations

8 - Low Risk

Item: Gate - Self Closing
Manufacturer: I.A.E. Fencing
Surface Type: Tarmac
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

4 - Very Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

10 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is no padlock on the maintenance gate - Provide a padlock to secure the gate

Finding 2

There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The liner of the litter bin is not secured and can be easily removed - Ensure the liner is secured

6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The adjacent foliage is overhanging - Cut back and maintain

4 - Very Low Risk

Item: Sculpture
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Misc Springer
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Hammock - Under 1.3m
Manufacturer:	Kompan Ltd
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	2



Finding 1

There is algae or moss on the surface of the equipment -
Clean and treat appropriately

Finding 2

Hard fixing pins have been installed in the grass mat tiles within the impact area of the equipment. Grass mat pins should only be installed at the perimeter of the tiles, and outside of any equipment impact areas. NOTE - where grass mat wear pads have been provided and the impact area includes surrounding surfaces, the grass mats should be tucked into the turf, and not pinned - Remove pins from impact areas

8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 5



Finding 1

There is/are finger entrapment/s in the rings and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6
 Entrapment of fingers - Monitor - No remedial work recommended

Finding 2

There is algae or moss on the surface of the equipment -
 Clean and treat appropriately

Finding 3

There is minor damage to the slide surface - Monitor for any further deterioration and repair as required

Finding 4

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 5

A number of fixing(s) have worked loose - Secure all loose fixings

6 - Low Risk

Item: Spinning Pole
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Findings information

5 - Very Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



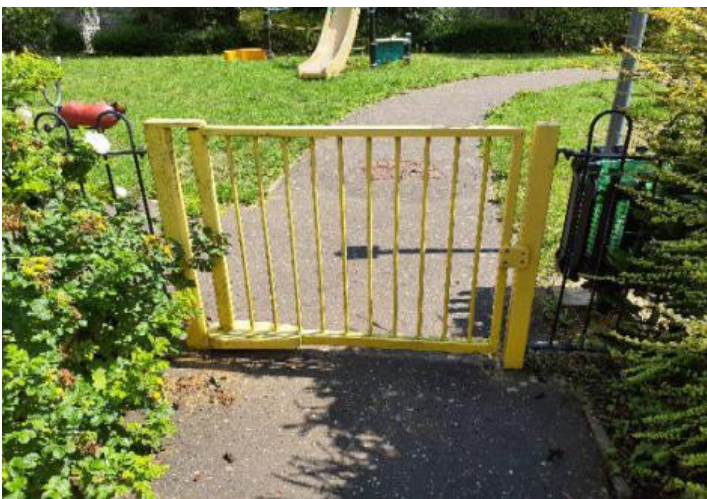
Finding: It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility

Action: Provide in accordance with the recommendations

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: I.A.E. Fencing

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is no padlock on the maintenance gate

Action: Provide a padlock to secure the gate

i 10 - Low Risk (Finding 2)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The liner of the litter bin is not secured and can be easily removed
Action: Ensure the liner is secured

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The adjacent foliage is overhanging
Action: Cut back and maintain

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Hammock - Under 1.3m

Manufacturer: Kompan Ltd

Risk Level: L - Low Risk

Surface: Grass Matrix Tiles



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

i 5 - Very Low Risk (Finding 2)

Item: Activity Equipment - Hammock - Under 1.3m

Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk

Surface: Grass Matrix Tiles



Finding: Hard fixing pins have been installed in the grass mat tiles within the impact area of the equipment. Grass mat pins should only be installed at the perimeter of the tiles, and outside of any equipment impact areas. NOTE - where grass mat wear pads have been provided and the impact area includes surrounding surfaces, the grass mats should be tucked into the turf, and not pinned

Action: Remove pins from impact areas

5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are finger entrapment/s in the rings and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

Action: Monitor - No remedial work recommended

8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is minor damage to the slide surface

Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings



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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

A full copy of the Play Inspection Company Ltd. Terms & Conditions is available on our website (www.playinspections.co.uk)

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).								
Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
BS EN 14974 (Facilities for users of roller sports equipment)
BS EN 15312 (Free access multi-sports equipment)
BS EN 16899 (Parkour Equipment)
BS EN 16630 (Outdoor Fitness Equipment).

St Michaels Development Trim Trail

Inspection Ref: 2777496

Site Ref: 52710

Inspected: 28-July-2025 - 13:15 by Liam Last (RPII Annual Inspector)

Risk Assessment: 9 Low Risk

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

5 - Very Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations

8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Medway Gate Co.
Surface Type: Tarmac
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is or are fixings missing on the item - Replace all missing fixings

Finding 2

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

4 - Very Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The litter bin is full - Empty and review the collection routine

4 - Very Low Risk

Item: Bench
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Bench
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

9 - Low Risk

Item: Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 3

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 2

The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

Finding 4

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 5



Finding 1

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

Finding 3

There is a split in the tread - Monitor for any further deterioration and replace as required

Finding 5

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 4

A number of rope connection fixing(s) have worked loose - Secure all loose fixings

8 - Low Risk

Item:	Basket Swing - Type 1
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	8



Finding 1

Swings of this design should have a secondary safety mechanism fitted to prevent collapse of the seat in the event of a joint failure to comply with BS EN 1176 Part 2, however this swing was installed prior to the standards being updated in 2018 and the manufacturer has confirmed that the joint was independently cycle tested by BSi - Monitor use and check the joint and fixing security regularly

Finding 3

The joint collar is missing - Replace

Finding 5

There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

Finding 7

The fixings have corroded excessively - Replace all corroded fixings

Finding 2

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface. Consideration should be given to HIC testing the surface to verify impact attenuating properties (<https://playinspections.co.uk/inspection-services/safety-surface-testing/>) - Contact our office for a quotation for this service

Finding 4

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 6

There are caps missing from the underside of the seats - Replace missing caps under the seats

Finding 8

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

8 - Low Risk

Item:	Activity Trail
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	3



Finding 1

The surface has eroded and the foundations are exposed - Reinstate surrounding surfaces to cover the foundations

Finding 3

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Finding 2

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

8 - Low Risk

Item:	Swinging Steps
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	4



Finding 1

There is algae or moss on the surface of the equipment which can lead to the onset of rot - Clean and treat appropriately and monitor condition of the timber

Finding 3

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 2

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 4

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk

Item:	Suspension Bridge
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	3



Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 2

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 3

A number of eyebolt fixing(s) have worked loose - Secure all loose fixings

8 - Low Risk

Item:	Parallel Bars
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	1



Finding 1

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstate the grass or provide an all weather surface

6 - Low Risk

Item:	Stepping Stones
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	6
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	3 - 5 Years
Total Findings:	1



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

8 - Low Risk

Item:	Wobble Board
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	1



Finding 1

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstate the grass or provide an all weather surface

Findings information

5 - Very Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility

Action: Provide in accordance with the recommendations

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Medway Gate Co.

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

6 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: Medway Gate Co.

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



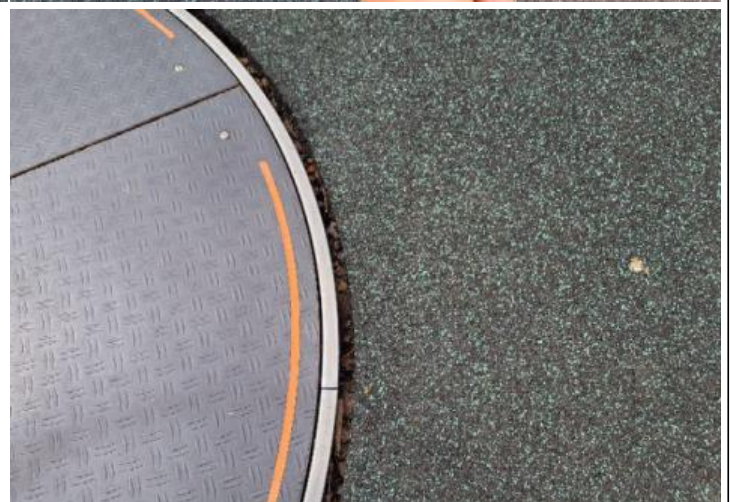
Finding: The litter bin is full

Action: Empty and review the collection routine

i 9 - Low Risk (Finding 1)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter

Action: Repair surfacing

8 - Low Risk (Finding 2)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The surface is lifting at the edges and creating trip points
Action: Repair perimeter of surfacing to remove trip points

6 - Low Risk (Finding 3)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The item has been damaged
Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 4)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.

Action: Reinstate as required

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



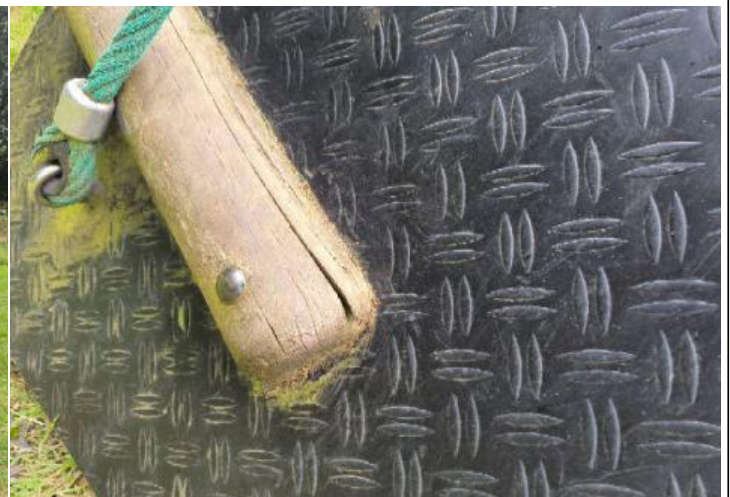
Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is a split in the tread

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: A number of rope connection fixing(s) have worked loose
Action: Secure all loose fixings

i 6 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item
Action: Replace missing or damaged bolt cap covers

i 4 - Very Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Swings of this design should have a secondary safety mechanism fitted to prevent collapse of the seat in the regularly event of a joint failure to comply with BS EN 1176 Part 2, however this swing was installed prior to the standards being updated in 2018 and the manufacturer has confirmed that the joint was independently cycle tested by BSi

Action: Monitor use and check the joint and fixing security

8 - Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface. Consideration should be given to HIC testing the surface to verify impact attenuating properties (<https://playinspections.co.uk/inspection-services/safety-surface-testing/>)

Action: Contact our office for a quotation for this service

8 - Low Risk (Finding 3)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The joint collar is missing

Action: Replace

i 6 - Low Risk (Finding 4)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 5)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some wear to the shackles

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 6)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There are caps missing from the underside of the seats

Action: Replace missing caps under the seats

8 - Low Risk (Finding 7)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The fixings have corroded excessively

Action: Replace all corroded fixings

i 6 - Low Risk (Finding 8)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded and the foundations are exposed

Action: Reinstall surrounding surfaces to cover the foundations

6 - Low Risk (Finding 2)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

6 - Low Risk (Finding 3)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The tree canopy overhangs the equipment and is less than 2.0m away
Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

8 - Low Risk (Finding 1)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There is algae or moss on the surface of the equipment which can lead to the onset of rot

Action: Clean and treat appropriately and monitor condition of the timber

4 - Very Low Risk (Finding 2)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

6 - Low Risk (Finding 3)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

6 - Low Risk (Finding 4)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.
Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk (Finding 3)

Item: Activity Equipment - Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of eyebolt fixing(s) have worked loose

Action: Secure all loose fixings

8 - Low Risk (Finding 1)

Item: Activity Equipment - Parallel Bars
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather

Action: Reinstate the grass or provide an all weather surface

6 - Low Risk (Finding 1)

Item: Activity Equipment - Stepping Stones
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

8 - Low Risk (Finding 1)

Item: Rocking Equipment - Wobble Board
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather

Action: Reinstate the grass or provide an all weather surface



FIRE RISK ASSESSMENT REPORT

Regulatory Reform (Fire Safety) Order 2005

Eastern Security Systems LTD Company Registration. Number: 12328548

Unit 2 Oaktree Business Park, Basey Rd, Norwich Norfolk.

NR13 6PZ

Tel No. 01603 932300 Email address: enquiries@easternss.co.uk

FIRE RISK ASSESSMENT REPORT

Responsible person (e.g., employer) or person having control of the premises:

Ryan Jeckell/ Aylesham Town Council

Address of premises:

Aylesham Town Hall, Market Place. Aylesham. Norfolk. NR11 6EL

Person responsible for Fire Safety at the premises:

Ryan Jeckell

Person(s) consulted:

Andy Bell

Assessor:

Steven Duffin

Date of fire risk assessment:

3rd September 2025

Date of previous fire risk assessment:

N/A

Suggested date for review:

2nd September 2026

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been significant change in the matters to which it relates, or if a fire occurs.

INDEX

Section	Subject
	Introduction and Assessment Summary
	General Information regarding the premises
1.	Sources of Ignition
2.	Sources of Fuel and Oxygen
3.	Measures to Limit Fire Spread and Development
4.	Means of Escape
5.	Fire Safety Measures
6.	Fire Safety Management
7.	Action Plan (Significant Findings) & Photographs
8.	Terms and Definitions

Statement:

'It is the policy of **Ryan Jeckell/ Aylesham Town Council** to protect all persons including employees, visitors, contractors, and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment, and systems of work for all employees, and to provide such information, training, and supervision as they need for this purpose.'

We will ensure that in place is suitable and sufficient arrangements to measure the performance of current fire safety measures and ensure that reviews are completed to comply with current legislative standards.

INTRODUCTION

The purpose of this document is to provide an assessment of the risk to **Life Safety** from fire in these premises, and, where appropriate, to make recommendations to improve the fire safety measures. Secondary benefits for mitigating damage to property by fire are also included, but no guarantee can be given that a fire will not occur. This report is based upon subjective observations noted at the time of the audit and is measured against both good practice and recommended guidance.

Omission of any statement does not necessarily mean that those standards were satisfactory during this time but that observations may not have been made, or information/access provided.

The report is based in part on information provided by others during the audit.

No liability whatsoever is accepted for the accuracy of such information.

ESS Ltd has no control over the premises audited, no control over business compliance with any procedures that we recommend and no control over staffing levels or any other factor that might affect the efficiency of any fire safety management system.

The responsibility for the fire safety of the premise's rests with the owners of the business.

The report constitutes neither a warranty of future results by **ESS Ltd** nor an assurance against the risk.

Non-invasive inspections only were undertaken within the premises/equipment.

Not all fire safety related points noted might be recorded, often only examples are given to highlight types of risk.

The GOV.UK web site www.gov.uk/dclg is a source of further information that may be accessed free of charge.

This document contains a Fire Safety Assessment report, which covers a number of established headings. Information on potential control measures may be included even when standards are accepted to act as a reference guide and to assist in the understanding of the reasoning behind comments made.

This is a living document which guides rectification and upgrade works as part of the planned preventative maintenance regime on the site. It also serves to facilitate upgrade/improvement works appertaining to fire related matters which will be part of a strategic development plan for the site. Information for the completion of this assessment was obtained by visual inspection of the work areas, inspection of records and drawings (where available) and discussions with employees where required. Please note that the fire alarm, detection, and emergency lighting system have been visual inspected only and that no destructive or intrusive tests have been carried out.

Competent Person. The Competent Person in relation to the survey underpinning this fire risk assessment and the author of this report is **Steven Duffin**.

Responsible Person. The Responsible Person as defined under the RRO in relation to all premises is considered to be the **owners of the business**.

Executive Summary. A full fire safety audit of all buildings on the site was undertaken. The premises continue to maintain full compliance with fire safety legislation. The fire safety management at the site serves to enhance the resilience of the premises on the site to fire on a continual basis, and as part of the organisation's longer-term plan. Fire safety arrangements for the premises are in compliance with the Regulatory Reform (Fire Safety) Order 2005.

Fire Scenarios. The most likely scenarios of a fire occurring in the premise are:

- Arson as a consequence of trespass.
- Arson by a reckless disgruntled member of staff or public.
- Electrical fault/overheating within fixed wiring on site.
- Electrical fault/overheating within portable electrical equipment.
- Ignition of combustible material during/following maintenance work.
- Ignition of combustible material from use of open fire, naked flames.

While this list is not exhaustive it should serve to give focus to the issue of a fire occurring and consequently preventative measures as cited in this document complimented by control measures within specific risk assessments relating to the premise's activities should be implemented at all times.

There are two sections in the matrix:

A. The chance of a fire starting (**Probability of Ignition**) is classed as:

1. Low
2. Medium
3. High

B. The risk that it poses to relevant persons (**Potential consequences for life safety**) is classed as:

1. Slight Harm
2. Moderate Harm
3. Extreme Harm

Depending on where the **Probability of Ignition** and **potential consequences** lines meet will indicate the subjective assessment of the audit.

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:			
Probability of Ignition	Potential consequences for life safety		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of the fire safety audit, it is my considered opinion that the hazard from fire (probability of ignition) within these premises is:

Medium

Taking into account the nature of the premises, the occupants, as well as the fire protection and procedural arrangements observed during the fire safety audit; it is my considered opinion that the consequences for life safety in the event of fire would be:

Slight Harm

Accordingly, the overall risk assessment of the premises is deemed to be a:

Tolerable Risk

Risk Assessor: Steven Duffin

ESS Ltd

Date: 13th September 2025

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there might be a need for improvement that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

In this context, a definition of the terms used in the matrix is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g., potential ignition sources) for this type of occupancy with the fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Light Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

NB. Before any work or alterations to the premises are undertaken, all interested legislative organisations should be consulted and informed of your intentions.

All standards quoted are subject to change and therefore should be checked before committing yourself to any alterations. If as a result of an inspection by the enforcing authority you have been given advice that does not comply with current Government fire safety guides it is advised that you ask for any deviation to be confirmed in writing.

Action Recommended

In general, a suitable risk-based Action Plan involved effort and urgency that is proportional to the risks identified should be considered following completion of the fire risk assessment.

The risk assessment result is based on the situation found to be present at the time of the audit and is based on the subjective professional opinion of the author.

To reduce the risk to persons and the property from the effects of a fire, it is recommended that you implement the significant findings listed within the Action Plan.

Fire Risk Assessment Review

The fire risk assessment and fire safety measures (including procedures) must be reviewed on a regular basis. Normal guidance suggests that this should be annually unless there is another trigger which may require a review to be undertaken sooner.

Reasons that may cause a review to take place sooner are:

- Incidents, such as a fire or even a near miss
- Incidents by third parties
- Changes are proposed or made to a workplace process/activities/substances and materials
- Physical/structural changes to a workplace
- Changes in number of types of relevant persons (young persons, those with disabilities) in the workplace

If an amendment to legislation or new legislation is made, the fire risk assessment may need to be reviewed to ensure compliance.

Legislation

The main Relevant Statutory Provisions and or guidance documents that may be applicable to the various sections of this Fire Risk Assessment are:

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

The Health and Safety (Safety Signs and Signals) Regulations 1996.

Equality Act 2010.

BS 5839 –1: 2017 Fire detection and fire alarm systems for buildings.

BS 5266 – 1: 2016 Emergency lighting.

Building Regulations &c. (Amendment) Regulations 2016.

BS 9999 – 2017 Fire safety in the design, management, and use of buildings.

BS 7671:2008+A3:2015 Requirements for Electrical Installations. IET Wiring Regulations.

BS EN3-10:2009 Portable fire extinguishers.

BS5306-3:2017 Annex A & B Fire extinguishing installations and equipment on premises.

Building Safety Act 2022.

FIRE SAFETY AUDIT

Regulatory Reform (Fire Safety) Order 2005

General Information		
The premises -		
Maximum number of floors in the building:	Two plus a basement.	
Brief details of construction	The premises being assessed is a grade 11 listed building built in 1857 and predominantly constructed brick on block work with Internal partitions being solid block walls plastered construction to define compartmented areas. The building consists of toilets-kitchen-main hall-green room-loading room-council chamber-archive and storage rooms with three offices.	
Type of evacuation:	A simultaneous evacuation policy is in place.	
Main use of the building: Times the premises are in use:	Council admin and events Mon-Fri-office hours	
Have you been issued with any of the formal notices listed below by the enforcing authorities in respect to the fire safety arrangements within the premises under the Regulatory Reform (Fire Safety) Order 2005: - Alternation notices - Enforcement notices - Prohibition/Restriction notices		No
Occupancy Profile		
Maximum number of persons in the site/building at any one time:	Day	Night
	8	0
Overview of the occupants	All able bodied adults.	
Occupants especially at risk from Fire		
Sleeping occupants	No	
Disabled/mobility impaired	No	
Hearing or vision impaired	No	
Occupants in remote areas, lone working/isolated areas of the building.	Yes	
Lone Working Policy in place?	Yes	
Young persons:	No	
Others	Visitors to the premises, clients, and contractors, in many cases they will be familiar with the building layout, others will not.	
Relevant Fire Safety Legislation	The Regulatory Reform (Fire Safety) Order 2005	
Other guidance and legislation used to compile this assessment	- Building Regulations - BS9999 - Control of Substances Hazardous to Health Regulations - Equality Act 2010 - Health & Safety (Consultation with Employees) Regulations - Health & Safety (First Aid) Regulations - Health & Safety (Safety Signs and Signals) Regulations - Health & Safety at Work act - Personal Protective Equipment at Work Regulations - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - Dangerous Substances and Explosive Atmospheres Regulations	

SECTION 1

Sources of Ignition

Section 1: Sources of Ignition (Electrical)		
1.1	Has the main fixed electrical installation been periodically inspected and tested as per current guidelines?	Yes
1.2.	Were there any priority 1 issues identified in the report? Please note. (Electrical Installation Condition Report (EICR) superseded the Periodic Inspection Report (PIR) in January 2012) Periodic Inspections Report Defect Codes 'Priority 1: Urgent Attention Required'. EICRO Classification Code 'C1: - Danger present – risk of injury and immediate remedial action required. Any C1 observation should be reported immediately in writing to the person responsible for the site; including action taken to remove or mitigate the risk.'	No
1.3.	Has any priority been rectified?	N/A
1.4.	Is there a procedure for the testing of portable appliances on a risk assessed basis?	No
1.5.	Is there a suitable policy in place regarding the use of personal electrical appliances?	Yes
1.6.	Is a register of all portable appliances maintained with the premises?	Yes
1.7.	Is there suitable limitation and management of electrical trailing leads and adaptors?	Yes
1.8.	Are there any obvious examples of electrical equipment not being provided with suitable ventilation?	No
1.9.	Are there any examples of damaged electrical equipment?	No
1.10.	Is the location of the main electrical switchgear known and identified?	Yes

Comments and Deficiencies Observations: Section 1

We were able to confirm when the mains electrical test and inspection was last carried out August 2025. Please note commercial properties should have a test and inspection on the mains income every five years or less and this is currently being carried out. If extension leads are in use to supply domestic appliances etc., Ideally, they should be routed or fixed to the wall to prevent damage to the cables, you must make sure they are not overloaded and before you plug in and use the appliances in an extension lead or socket, make sure you know what the total of the current rating (the amperage) and the wattage of those appliances is. The total current rating cannot exceed the maximum current rating of the lead, and the wattage cannot exceed 3000W. Otherwise, the plug in the wall socket can overheat and possibly cause a fire. We would recommend that employees are advised to visually check plugs, sockets, and leads for damage periodically and report any faults to their line manager. These arrangements can assist to reduce the likelihood of fires occurring. PAT needs to be arranged. PAT testing should be carried out at suitable intervals when required.

Deficiencies.

PAT to be arranged for all portable appliances.

Please see examples below of what are the ratings of the most commonly used domestic appliances used.

Domestic Portable Appliance	Amps Used	Watts Used
Laptop	<0.5	65 - 100
Mobile phone charger	<0.5	<12
Kettle	13	3000
Satellite TV box	<0.5	30
Printer	<0.5	50
Radio	<0.5	40
Radiator	8.5	2000
DVD player	<0.5	28
Hair dryer	10.0	2200
Landline cordless telephone charger	<0.5	10
Computer monitor	<0.5	100
Desktop computer	3.0	700
Television 42" HD	0.5	120
Games console	0.86	<200
Washing machine	10	2200
Toaster	9.0	2000
Tumble dryer	11.0	2500
Dishwasher	10.0	2200
Iron	12.5	2800
Microwave	4.5	1000
Vacuum cleaner	9.0	2000
Radiator (oil filled)	13.0	3000

Section 1: Sources of Ignition (Smoking)		
1.11.	Is smoking prohibited in close confines to the building?	Yes
1.12.	Is there any evidence of smoking inappropriate locations?	No
1.13.	Is the smoking area well managed with suitable/separate receptacles for discarded smoking materials and other combustible materials?	Yes
Comments and Deficiencies Observations: Section 1 A no smoking policy is in place in accordance with current legislation. No remedial actions were observed at the time of the assessment.		
Section 1: Sources of Ignition (Arson)		
1.14.	Do the security arrangements against the entry of unauthorized persons onto the site and/or into the building appear to be reasonable?	Yes
	Is the building subject to security patrol visits when not occupied?	No
1.15.	Are there combustible materials/structures in close proximity to the building which may present a risk to the premises?	No
1.16.	Are there any openings or other weaknesses in the building that would allow the introduction of an ignition source or flammable liquid?	No
1.17.	Is the site well illuminated?	Yes
1.18.	Is a monitored security system installed?	Yes
Comments and Deficiencies: Section 1 No easily combustible materials should be left adjacent to the building, all combustible materials like wood or combustible materials should be stored as far from a building as is reasonably practicable and indeed this is the case. Careful management and vigilance on a day to day basis is the only control measure in reality that can be suggested. Good housekeeping and site tidiness are important to prevent fire and assist in the reducing the likelihood of arson. CCTV is in place within the premises. No remedial actions were observed at the time of the assessment.		
Section 1: Sources or Ignition (Portable Heaters)		
1.19.	Are portable heaters used within the premises?	Yes
1.20.	Are suitable measures taken to minimize the hazard of ignition of combustible materials when portable heaters are being used?	Yes
Comments and Deficiencies Observations: Section 1 If portable heaters are being used, they need to be PAT tested on an annual basis and when in use the user should ensure there are no easily combustible materials in close proximity, and the heaters are turned off and unplugged at the end of the day. Deficiencies. There is an out of date (PAT) portable heater in place that has no tilt/cut off switch in the Council Chamber .		

Section 1: Sources or Ignition (Fixed Heating Installations)		
1.21.	Are there fixed heating/air conditioning installations used within the premises?	Yes
1.22.	If yes, are they subject to regular servicing?	Yes
1.23.	Are suitable measures taken to minimise the hazard of ignition of combustible materials as a result of these installations?	Yes
Comments and Deficiencies Observations: Section 1 The premises has heating that is serviced on an annual basis. This was carried out December 2025. No remedial actions were observed at the time of the assessment.		
Section 1: Sources or Ignition (Catering Facilities)		
1.24.	Are deep fat fryers provided within the kitchen?	No
1.25.	Is there a method of remotely isolating the fuel/power to the cooking appliances and for shutting down the extraction system?	Yes
1.26.	Is there an automatic and/or manual fire suppression system installed above the cooking range? (Fryers over .4m ²)	No
1.27.	Are the cooking filters and associated extraction ductwork subject to regular cleaning?	Yes
1.28.	Are there minor catering facilities within these premises?	Yes
Comments and Deficiencies Observations: Section 1 The premises has a commercial kitchen. The main Kitchen was noted as being well managed and very tidy with stainless steel preparation tables and covering behind the cooker. No remedial actions were observed at the time of the assessment.		
Section 1: Sources or Ignition (Lightning Protection)		
1.29.	Does the building have lightning protection system installed?	No
1.30.	Is the system subject to regular testing and maintenance?	N/A
Comments and Deficiencies Observations: Section 1 No remedial actions were observed at the time of the assessment.		

Section 1: Sources or Ignition (Hazards introduced by Contractors and Building Works)		
1.31.	Have fire safety procedures been explained and imposed on both external contractors and in-house maintenance staff?	When necessary
1.32.	Is there satisfactory control over works (including use of hot work permits where appropriate) by external contractors and in-house maintenance personnel?	Yes when carried out
Comments and Deficiencies Observations: Section 1 No remedial actions were observed at the time of the assessment.		
Section 1: Other significant fire hazards that warrant consideration		
1.33.	Are there any other fire related hazards that require identification? Examples of fire related hazards may include: • Naked flames, candles, open fires, and tea lights • Hot processes that may produce sparks and create friction • Chemical reactions that are exothermic • Lighting hazards such as incandescent bulbs close to combustible materials	No
Comments and Deficiencies Observations: Section 1 No remedial actions were observed at the time of the assessment.		

SECTION 2

Sources of Fuel and Oxygen

Section 2: Dangerous Substances		
2.1.	Are dangerous substances used or stored within these premises? (i.e., substantial quantities of alcohol, white spirits, flammable liquids, or materials).	No
2.2.	Where applicable, have such substances been stored in suitable areas and in containers away from possible sources of ignition, to include issues of chemical reactivity and compatibility?	N/A
2.3.	Are all fume cabinets maintained and operated within the current British Standard BS 7989:2001 Specification for Re-circulatory Filtration Fume Cupboards?	N/A
2.4.	Where applicable, has a risk assessment been carried out as per the Dangerous Substances and Explosive Atmosphere Regulations 2002?	N/A
2.5.	Are there suitable receptacles for the safe disposal of contaminated materials?	N/A
Comments and Deficiencies Observations: Section 2 No remedial actions were observed at the time of the assessment.		
Section 2: Housekeeping		
2.6.	Are combustible materials separated from ignition sources?	Yes
2.7.	Do the arrangements for the storage of waste materials present a risk to the building?	No
2.8.	Are there any examples of damaged foam filled furniture?	No
2.9.	Is the standard of housekeeping adequate?	Yes
Comments and Deficiencies Observations: Section 2 You must review the housekeeping generally throughout the premises considering the two main elements of the fire triangle. Keep fuel away from an ignition source and you will not have a fire under most circumstances. There were no issues at the time of this audit, and we would advise that careful management and vigilance on a day to day basis is the only control measure in reality that can be suggested. All furniture should comply with the furniture and furnishings (fire) (safety) regulations 1988. Curtains and linen should be of a durable flame-retardant fabric or inherently flame-retardant fabric. Standards that need to be taken into account are BS5867-2 A, B & C the standards detail the requirement for flame retardant materials. No remedial actions were observed at the time of the assessment.		

SECTION 3

Measures to Limit Fire Spread and Development

Section 3: Measures to Limit Fire Spread and Development		
3.1.	Is the building subdivided into fire resisting compartments?	Yes
3.2.	Are there breaches in fire walls, ceilings, and floors and/or surrounding pipes and cables?	No
3.3.	Are there any known voids beneath floors, above ceilings and anywhere else that could allow unseen fire spread?	No
3.4.	Have fire dampers been installed in ductwork, ventilation grills etc. Where they pass through compartment walls, floors, or ceilings?	N/A
3.5.	Are there unprotected lift shafts or other vertical shafts that would allow fire and/or smoke to spread?	No
3.6.	Is there a reasonable limitation of the use of linings on walls or ceilings which may promote fire spread in all areas?	Yes
3.7.	Do the fire doors meet the required standards?	No

Comments and Deficiencies Observations: Section 3

Any breaches in walls or ceilings where pipework or cables pass through should be made good with a suitable fire-resistant material to maintain the fire integrity of the element of construction in which it is located. This makes good sense from a property protection perspective to prevent the spread of fire within the compartmentation of the building.

Overall, the walls in the premises do not present a surface spread of flame hazard (fire will not travel along the surfaces as they are non-combustible) and in general the building has suitable compartmentation for life safety purposes.

In general, the building has suitable compartmentation for life safety purposes. Compartmentalisation is a frequently used term within the fire industry and is one of the core principles of Passive Fire Protection (PFP). An example of compartmentalisation would be the installation of (minimum) 30-minute fire rated barriers separating each distinct area throughout a property. The creation of layered pockets of fire resistance ensures a fire can be contained within a relatively small area and therefore enables people to exit the building safely and minimises any damage to the property.

Advisory-We would advise that all loft hatches are secured to reduce the chance of a fire spreading.

A common sign of compartmentalisation is a fire door. Fire doors should be rated to a minimum of 30 minutes fire resistance and are designed to completely seal off a doorway to prevent flames and smoke from passing through. Of course, fire doors must be accompanied by fire resistant walls and ceilings in order to prevent the spread of fire.

Please note that all fire doors in the property should be a minimum standard of FD30 and the gap between the fire door and frame should be 2mm to 4mm wide, this will offer at least 30 minutes protection against fire, smoke, and comply with BS EN 1634-1:2014.

It is advisable to carry out an audit at regular intervals of all fire doors to ensure that they are in good repair, functional and all the intumescent strips are in good condition.

Deficiencies.

Intumescent strips and smoke seals are recommended on both basement fire doors including a self-closer.

SECTION 4

Means of Escape

Section 4: Means of Escape		
4.1.	Are the premises provided with a reasonable means of escape in the event of a fire?	Yes
4.2.	Is there a reasonable distance of travel where there is escape in a single direction only?	Yes
4.3.	Is there a reasonable distance of travel where there are alternative means of escape?	Yes
4.4.	Are there an adequate number of fire exits?	Yes
4.5.	Are all exits easily and immediately openable?	Yes
4.6.	Do the fire exits open outwards in the direction of travel where appropriate?	Yes
4.7.	Do the final exits lead to a place of ultimate safety?	Yes
4.8.	Are there routine checks undertaken of final exit doors and security fastenings?	Yes
Comments and Deficiencies Observations: Section 4 Good housekeeping and site tidiness are important to prevent fire and to ensure that emergency routes do not become obstructed. Escape is generally considered in four distinct 'Stages' as follows. Stage 1 – escape from the room or area of fire origin. Stage 2 – escape from the compartment of origin via the circulation route to a protected stairway or an adjoining compartment offering refuge. Stage 3 – escape from the floor of origin to the ground level. Stage 4 – escape at ground level away from the building. It is important that each floor plan of a building indicates the shortest route(s) to a place of comparative or ultimate safety should an emergency evacuation be triggered, e.g., by the sounding of the fire alarm. The width of final exit doors and the escape routes leading to them will dictate the maximum number of people who can safely occupy that floor or a specific area within it under normal conditions of operation. The exit doors from the premises are all unlocked during office hours.		

Section 4: Means of Escape		
4.9.	Are escape routes clearly identified?	Yes
4.10.	Are all stairways, corridors and lobbies kept free from combustible storage and furniture at all times?	Yes
4.11.	Are all stairways, ramps and steps which comprise the means of escape both internally and externally maintained in a safe condition with even and non-slippery surfaces?	Yes
4.12.	Are internal escape routes protected by fire resistant construction where required?	Yes
4.13.	Are external escape routes protected by fire resistant construction where required? (Any opening within 1.8m horizontally or 9m vertically).	N/A
Comments and Deficiencies Observations: Section 4 Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the health and safety (Safety Signs and Signals) Regulation 1996. These make use of pictograms showing the running man, an open door, and directional arrows. Text only signs are no longer acceptable on their own and indeed there were not issues at the time of the assessment. All stairways and corridors were kept clear of any combustible materials, furniture etc. at the time of this assessment. No remedial actions were observed at the time of the assessment.		

Section 4: Means of Escape		
4.14.	Are all escape routes free from obstruction?	Yes
4.15.	Is there a periodic inspection of the condition of all external escape staircases and pathways?	N/A
4.16.	Is there a procedure for ensuring the safety of external escape stairs and pathways during inclement weather?	N/A
4.17.	Do electrically operated doors release on activation of the fire alarm or upon a power failure?	N/A
4.18.	Where fire doors are held open with automatic devices can it be confirmed that they close automatically on operation of the fire alarm?	Yes
4.19.	Are all double leave doors fitted with selector devices where appropriate to ensure that the doors close effectively?	N/A
4.20.	Are there suitable fire precautions for any inner rooms?	N/A
4.21.	Has the maximum occupancy of the premises been determined where appropriate?	Yes
4.22.	Are persons asked if they have any issues regarding their personal evacuation from the building during their induction process or during refresher training?	Yes
4.23.	Are suitable arrangements that are not reliant on assistance from the fire and rescue service made for the evacuation of mobility impaired persons or any other persons with impairments?	N/A
4.24.	Are there always sufficient personnel trained and available to assist with the evacuation of persons with impairments or other conditions that may increase their evacuation time?	N/A
4.25.	Is there a suitable Assembly Point(s)?	Yes

Comments and Deficiencies Observations: Section 4

The Regulatory Reform (Fire Safety) Order (RRFSO) 2005, which came into force in October 2006, charges the responsible person(s) in control of non-domestic premises with the safety of everyone, whether employed in or visiting the building. Under Article 14 of the RRFSO, this duty of care includes ensuring that "routes to emergency exits from premises and the exits themselves are kept clear at all times" (14: 1) and that these "emergency routes and exits must lead as directly as possible to a place of safety" (14: 2: a). In other words, the entire escape route up to and including the final exit from a building must remain unobstructed at all times, while the distance people have to go to escape (the travel distance) must be as short as possible.

The Means of escape from the building listed in this report for both able and mobility impaired persons should be adequate by design and indeed this is, with all exits being a minimum of 800mm allowing safe egress from the premises for the occupancy numbers stated in this assessment. The building has numerous exits with all exits providing occupants with ability to turn their back on a fire and evacuate to ultimate safety.

We were advised that during induction process the company enquires if persons may have any issues regarding their escape from the building that may not be obvious.

The assembly point is located in the car park in the market place.

No remedial actions were observed at the time of the assessment.

SECTION 5

Fire Safety Measures

Section 5: Fire Safety Measures		
5.1.	Has an automatic fire detection and alarm system been installed throughout the premises?	Partly
5.2.	Is the standard and category of the system generally appropriate for the occupancy and fire risk within the premises?	No
5.3.	Is the fire alarm audible in all areas and distinct from all other alarm sounds?	Yes
5.4.	Have visual alarm devices been provided where required?	N/A
5.5.	Is the fire alarm system control panel situated in a suitable location?	Yes
5.6.	Has a plan of the zones to enable easy identification of the alarm activation been provided?	No
5.7.	Is the alarm of fire transmitted to an external receiving/monitoring centre?	No
5.8.	Is the fire detection and alarm system (including any ancillary equipment such as hold open devices on fire doors? Tested on a weekly basis by the operation of one call point in rotation?	Yes
5.9.	Is the fire detection and alarm system services as per British Standard 5839?	Yes
Comments and Deficiencies Observations: Section 5 The premises has mains automatic fire detection and warning system in the building which complies with the current standard BS 5839-Part 1 for smoke and part 2 for heat, all manual call points were located at most final exit routes and throughout some of the buildings at a height of approximately 1.4m and travel distance to the nearest call point was within the prescribed 45m. Manual call points are tested on a weekly basis in rotation every week. Automatic detection compliments the fire compartmentation by giving early warning of a fire developing in an unoccupied area therefore giving persons the chance to either deal with the incident in its early stages and/or evacuate the building. The fire alarm panel is located near the entrance. Deficiencies. Suitable detection is required throughout most of the premises, this includes the basement-boiler cupboard and all escape routes. A zone chart is recommended next to the fire alarm panel.		

Section 5: Emergency Lighting		
5.10.	Has a reasonable standard of both normal and emergency lighting been provided to ensure the safe use of all internal escape routes, change in floor levels, change in direction and to enable occupants to access emergency equipment?	Yes
5.11.	Has a reasonable standard of both normal and emergency lighting been provided to ensure the safe use of all external escape routes?	Yes
5.12.	Is there monthly and annual testing/servicing of the emergency lighting system?	Yes
Comments and Deficiencies Observations: Section 5 Emergency lighting is lighting for an emergency situation when the main power supply is cut, and any normal illumination fails. The loss of mains electricity could be the result of a fire, or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a possible danger to the occupants, either through physical danger or panic. Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely There is three-hour maintained/non-maintained emergency lighting installed in the premises and complies with BS 5266 – 1: 2016 Emergency Lighting Systems. See some guidance below: - Emergency escape lighting – that part of an emergency lighting system that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process beforehand. It is part of the fire safety provision of a building and a requirement of The Regulatory Reform (Fire Safety) Order 2005. Escape route lighting – that part of an emergency escape lighting system provided to ensure that the means of escape can be effectively identified and safely used by occupants of the building. Sitting of luminaires and emergency signs -Lighting units and signs should be sited so as to clearly show the exit routes leading to the final exits from the premises. Where the exit route or final exit is not readily identifiable, a sign should be utilised rather than a lighting unit. Particular attention should be paid to individual stairways, changes in floor level, corridor intersections, changes in direction, the outside of each final exit, control / plant rooms, lifts, toilet areas over 8m², Access to fire alarm call points and firefighting equipment should be clearly illuminated. In general, if careful consideration is given to siting the luminaires and signs to cover these areas, the completed scheme will meet most requirements. Monthly emergency lighting tests All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g., lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean, and functioning correctly. Annual emergency lighting tests A test for the full rated duration of the emergency lights (e.g., 3 hours) must be carried out. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible.		

Section 5: Fire Safety Signs and Notices		
5.13.	Are all fire exits, and escape routes clearly signed?	Yes
5.14.	Are all cupboards on escape routes secured and appropriately signed to enforce this?	N/A
5.15.	Are all fire doors provided with correct signage?	Yes
5.16.	Have sufficient and relevant fire action notices been provided?	No
5.17.	Has appropriate hazard signage been provided where necessary?	N/A
5.18.	Is a scheduled audit undertaken to ensure that all relevant signage is in place and can be clearly seen?	Yes

Comments and Deficiencies Observations: Section 5

Fire action notices should be displayed in prominent positions to enable persons to have information regarding evacuation procedures.

All fire actions notices should have the location of the assembly point located on them and all notices should be simple as possible and bespoke to the premises so that persons under stress can understand what they are reading and react accordingly.

As part of a scheduled fire safety audit of the premises the signage should be checked to ensure that it is appropriate and can still be clearly seen and not missing.

Deficiencies.

All fire action notices require the assembly point location on them.

Section 5: Manual Fire Fighting equipment		
5.19.	Are there an adequate number of portable fire extinguishers?	Yes
5.20.	Are they suitable for the risk?	Yes
5.21.	Is relevant ID signage provided above/adjacent to the extinguisher?	Yes
5.22.	Are all fire extinguishers visible, accessible, and located appropriately?	Yes
5.23.	Have hose reels been provided?	N/A
5.24.	Are the fire extinguishers checked monthly and serviced annually?	No

Comments and Deficiencies Observations: Section 5

All fire extinguishers should be located in escape routes, easily seen and accessible, they may also be located near a particular risk but not too close and indeed this is the case.

All firefighting equipment is serviced annually in accordance with BS 5306-3 2017. All extinguishers appeared to be in good working order with tamper proof seals in place and they all had the correct pressure. The fire extinguishers last had the test and inspection 8/2025.

Deficiencies.

The fire extinguisher in the hallway near the council chamber needs an annual inspection.

SECTION 6

Fire Safety Management

Section 6: Procedures and Arrangements		
6.1.	Is there an Emergency Action Plan in place?	Yes
6.2.	Are there suitable arrangements for summoning the emergency services and meeting them on their arrival?	Yes
6.3.	Are there suitable arrangements to inform other premises occupiers and neighbouring premises?	Yes
6.4.	Can fire appliances identify and gain access to the premises easily?	Yes
6.5.	Is there an 'Emergency Information Folder' available to provide relevant information: (Building plans, location and operation of isolation devices, areas of specific risk and potential hazards to responding personnel?)	TBA
6.6.	Are there emergency water supplies in close proximity to the premises?	Yes
Comments and Deficiencies Observations: Section 6 We would recommend there is an emergency folder that provides information on a number of critical issues. This should contain a basic plan and information on the building, the services and any other issues that may have a bearing on the outcome of any incident that may occur within it. All relevant staff should be fully conversant with the procedure for isolating the services to the premises so that it can be made safe as soon as possible in the event of an incident and indeed in-house maintenance staff are aware. There are procedures for summoning the fire and rescue services and nominated persons to conduct a roll call at the assembly point.		
Section 6: Procedures and Arrangements		
6.7.	Are there scheduled in-house audits of the fire safety measures (e.g., as part of your H&S policy?)	Yes
6.8.	Is there a formal close down procedure at the end of the working day?	Yes
6.9.	Have the premises been visited by the Fire & Rescue Service for familiarisation purposes?	No
Comments and Deficiencies Observations: Section 6 Scheduled fire safety audits are to be undertaken in house to help identify any fire safety issues before they become critical. No remedial actions were observed at the time of the assessment.		

Section 6: Training and Fire Drills		
6.10.	Are all persons given adequate fire safety training during their induction process?	No
6.11.	Do personnel that may be expected to use firefighting equipment receive both theoretical and practical training from an accredited trainer?	No
6.12.	Do personnel with specific responsibilities such as Fire Warden/Marshals receive additional training from an accredited trainer?	No
6.13.	Are fire drills undertaken on a scheduled basis?	TBA
Comments and Deficiencies Observations: Section 6 There is only one person who has had fire training. Deficiencies. We recommend that all personnel have fire extinguisher training including hands on training. See basic guidance below. In the event of a general alarm to evacuate being given, all persons who have not been allocated specific fire duties should be instructed to leave in an orderly manner, without stopping to collect their personal belongings. Specific fire duties that should be allocated to trained individuals include: 1. Supervising the evacuation and ensure that all people have left each area and report to the fire assembly point. 2. Ensure all doors and windows (only if safe to do so) are closed as each area is cleared. 3. Meeting the fire and rescue service on its arrival and give all relevant information, i.e., location of fire, missing persons. 4. Ensure that people do not re-enter the building until authorized to do so. Fighting Fires In the event of a fire being discovered, the agreed fire procedure should always take priority. After raising the alarm, evacuation has commenced and ensuring that the fire and rescue service has been called, attempts may be made to fight the fire with the equipment provided. 1. Trained staff are available. 2. It is deemed safe to do so. 3. Such action would contain or extinguish the fire. 4. It is likely to have a direct and immediate effect in protecting life. If it is necessary to abandon firefighting, then staff involved should be instructed to withdraw, closing doors behind them and leave the premises. The last evacuation was carried out.		
Section 6: Recording of equipment tests and training		
6.14.	Are appropriate records kept for the testing and maintenance of the fire detection and alarm system?	Yes
6.15.	Are appropriate records kept for the testing and maintenance of the emergency lighting system?	Yes
6.16.	Are appropriate records kept of staff fire training and drills?	Yes
6.17.	Are appropriate records kept for the testing and maintenance of any installed fixed installations or other fire related equipment?	Yes
Comments and Deficiencies Observations: Section 6 The business should have a fire safety management system in place, whereby all in house testing is recorded and any findings documented.		

SECTION 7

Action Plan

It is advised that you consider the significant findings within the action plan and implement them as recommended.

High – Recommended time scale for completion – within 4 weeks

Medium - Recommended time scale for completion – within 8 weeks

Low - Recommended time scale for completion – within 12 weeks

Please note - this is only guidance from the fire risk assessor and the ultimate time scales are set by the responsible person for the premises.

A fire risk assessment is only complete when all actions are completed.

Significant Findings		Recommended Priority & Time Scale	Actioned By	Date
1.	PAT to be arranged for all portable appliances. See section 1	Medium		
2.	There is an out of date (PAT) portable heater in place that has no tilt/cut off switch in the Council Chamber. See section 1	Medium		
3.	Intumescent strips and smoke seals are recommended on both basement fire doors including a self-closer. See section 3	Medium		
4.	Advisory-We would advise that all loft hatches are secured to reduce the chance of a fire spreading. See section 3	Medium		
5.	Suitable detection is required throughout most of the premises, this includes the basement-boiler cupboard and all escape routes. See section 5	Medium		
6.	A zone chart is recommended next to the fire alarm panel. See section 5	Medium		
7.	All fire action notices require the assembly point location on them. See section 5	Medium		
8.	The fire extinguisher in the hallway near the council chamber needs an annual inspection. See section 5	Medium		
9.	We recommend that all personnel have fire extinguisher training including hands on training. See section 6	Medium		

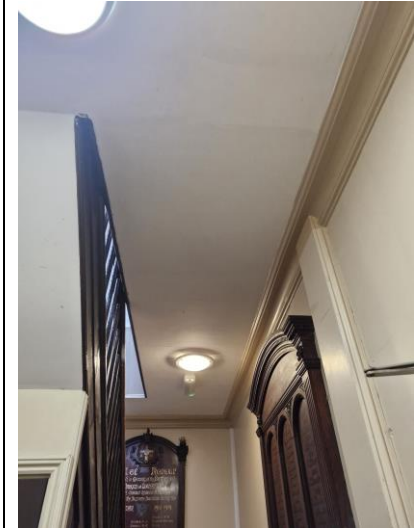
17.	All tests and inspections to be carried out and all findings documented. See section 6	Medium		
	Make sure all services, i.e., electrical, heating system are tested in accordance with the relevant legislation.	As applicable		
	Review the fire risk assessment on a yearly basis or if changes have happened to the design or layout of the building beforehand	As applicable		
	Consider any other points that have been noted within this report.	As applicable		

SECTION 7

Photographs of observation made at the time of the assessment

		
See section two(sources of fuel and oxygen)	See section two(sources of fuel and oxygen)	See section three(measures to limit fire spread and development)

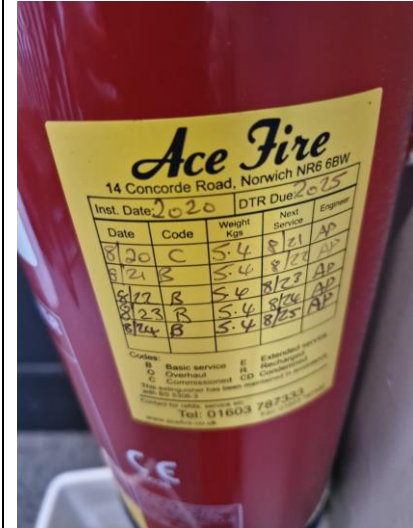
		
See section three(measures to limit fire spread and development)	See section three(measures to limit fire spread and development)	See section three(measures to limit fire spread and development)



See section three(measures to limit fire spread and development)



See section three(measures to limit fire spread and development)



See section Four (means of escape)

ESS Ltd has been commissioned to undertake a Fire Risk Assessment including fire safety of the statutory health and safety precaution arrangements as required by the Regulatory Reform (Fire Safety) Order 2005. The risk assessment is to appraise compliance with the regulations and to identify any areas for improvement and should be subject to regular reviews.

The purpose of the audit and risk assessment report is to review the safety and fire precautionary arrangements of the company, building and site, to appraise its present use in terms of **life preservation**. In addition, the report will make recommendations for the implementation of any additional works, alterations or new works which may be required to secure effective and efficient fire safety precautionary measures and policies. All observations and recommendations are made without prejudice to any other legislative provisions, which may apply to the building.

The Fire Risk Assessment may have identified areas in need of corrective action to bring the building to an acceptable standard. All problems revealed can be overcome and we are willing to advise as required.

SECTION 8

Terms and Definitions

8.1.	Alarm Receiving Centre (ARC) Staff premises remote from that in which the fire alarm is located, where the information regarding the state of the fire alarm system is displayed and/or recorded so that the fire and rescue service can be summoned as required.
8.2.	Alternative Escape Route Escape routes sufficiently separated either by direction and space, or by fire resistant construction, intended to ensure that should one escape route be affected by the fire the other will still be available.
8.3.	Automatic Release Door Mechanism A device that can be used for holding a door in the open position, against the action of the door closer and automatically releases the door to the close position on actuation of the fire alarm.
8.4.	Competent Person Someone who is suitably trained and qualified by knowledge and practical experience, and provided with necessary instructions, to enable the required task to be carried out. Note the relevant fire safety legislation requires a nomination of various competent persons to carry out a number of defined tasks, for example Fire Incident Manager, Fire Wardens etc.
8.5.	Dead End An area from which escape is only possible in one direction only, or in directions less than 45° degrees apart that are not separated by fire resisting construction.
8.6.	Emergency Lighting Lighting provided to illuminate escape routes that will function on failure of the normal lighting. In the absence of natural lighting sufficient emergency lighting should be provided to allow safe use of the escape route, illuminate fire alarm call points, firefighting extinguishers etc. and also allow employees to shut down plant, processes and equipment safely as required.
8.7.	Enforcing Authority Usually the local Fire & Rescue Service however the HSE and Local Authority are also responsible for specialised establishments under their control.
8.8.	Evacuation Lift Specially designed for the evacuation of disabled persons – These lifts are enclosed within a fire-resistant structure and have a separate power supply so that their use can be assured during a fire.
8.9.	Fire Compartment A building or part of a building constructed to prevent the spread of fire to and from another part of the same building or an adjoining building.
8.10.	Fire Damper Mobile closure or intumescent device within the duct which is operated automatically and is designed to prevent the passage of fire which, together with its frame, is capable of satisfying for a stated period of time the same fire resistance criterion for integrity as the element of the building construction through which the duct passes.
8.11.	Fire Door A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which when closed is intended to restrict the passage of fire and/or smoke to a predetermined level of performance. (Source: Fire safety risk assessment – offices and shops DCLG)

8.12.	Fire Drill Rehearsal of the fire evacuation procedure involving participation of all occupants of the building
8.13.	Final Exit A door that gives access to a place of ultimate safety outside of the building
8.14.	Fire Fighting Lift Lift with fire protection measures, including controls that enable it to be used under the direct control of the fire and rescue service in fighting a fire.
8.15.	Fire Resistance Ability of an item to fulfil for a stated period of time the required load bearing capacity and/or integrity and/or thermal insulation, and/or other expected duty specified in a standard fire resistance test.
8.16.	Fire Risk Assessment This is the central emphasis of the Order and must be formally recorded if the responsible person employs five or more people if the premises are licensed or if an Alterations Notice is in force. The Fire Risk Assessment must record significant findings, and any action required because of those findings. It must be reviewed regularly and when any significant changes to the building, risks or work activity occur.
8.17.	Fire Safety Adviser/Inspecting Officer Usually the local Fire Officer/Fire Safety Adviser. He/she may enter premises (but not by force) to inspect, ask about the extent of the premises and the identity of the responsible person, inspect, or copy fire safety records, and take samples of certain materials.
8.18.	Fire Safety Manual A record of all design features, procedural and managerial issues and events that relate the fire safety of the building.
8.19.	Fire Safety Policy Documented strategy that sets the standards of fire safety that an organisation is committed to maintaining.
8.20.	Fire Stopping Sealing or closing an imperfection of fit between the elements, components, or construction of a building or any joint, so as to restrict penetration of smoke and flame through the identified imperfection or joint.
8.21.	Generic Emergency Evacuation Plan (GEEP) Should be devised for buildings which may have visitors who require assistance to evacuate.
8.22.	Inner Room A room that can only be accessed/egressed through another room (known as the access room)
8.23.	Means of Escape A structural means whereby a safe route is provided for persons to escape in case of a fire, from any point in the building to a place of safety clear of the building without outside assistance. Where necessary, in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. (Source: Officers & Shops DCLG)
8.24.	Personal Emergency Evacuation Plan (PEEP) A written arrangement made with consultation and agreement with the person concerned as to a means of ensuring their safe evacuation in the event of a fire. The specific needs of the person should be identified and details of those who will assist them should be recorded. Consideration should be given not only to staff with obvious mobility impairments but also to those who may temporarily have a mobility issue, or those with a sensory or neurological impairment.

8.25.	Records Records must be kept of the fire risk assessment, fire safety policy, procedures, training, drills, and installation and maintenance of alarms, emergency lighting and extinguishers.
8.26.	Refuge A place of reasonable safety where a disabled person and others who may require assistance may rest and wait for assistance before reaching a place of total safety. It should lead directly to a fire resisting escape. (Source: Officers and Shops DCLG) Note: Refuges are intended to be used for a short period only. They are not areas where disabled persons can wait to be rescued by the fire service. Persons should not be left alone, and they should be able to communicate to other people in the building to inform others of their location. A refuge is an area that is both separated from the fire by fire resistant construction, and which has access via a safe route to a final exit.
8.27.	Relevant Person Anyone who may be lawfully on or near the premises or affected by an incident arising in or around the premises.
8.28.	Responsible Person The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005.
8.29.	Self-closing Device A device that is capable of closing a fire door from any angle and against any latch fitted to the door.
8.30.	Signs and Notices Appropriate signs must be deployed to mark evacuation routes, firefighting equipment, and fire doors. Notices must be displayed reinforcing instructions to employees, and anyone reasonably expected to be in or around the premises (Fire Action notice).
8.31.	Staff Training All employees must be given adequate Fire Safety training (during normal working hours) when they commence employment and receive refresher training as appropriate, or when circumstances change which affect fire safety.
8.32.	Travel Distance The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions, and fixings (Source: Offices & Shops DCLG)



FIRE RISK ASSESSMENT REPORT

Regulatory Reform (Fire Safety) Order 2005

Eastern Security Systems LTD Company Registration. Number: 12328548

Unit 2 Oaktree Business Park, Basey Rd, Norwich Norfolk.

NR13 6PZ

Tel No. 01603 932300 Email address: enquiries@easternss.co.uk

FIRE RISK ASSESSMENT REPORT

Responsible person (e.g., employer) or person having control of the premises:

Ryan Jeckell/Aylesham Town Council

Address of premises:

Aylesham Drill Hall, 9 Cawston Road. Aylesham. NR11 6BX

Person responsible for Fire Safety at the premises:

Ryan Jeckell

Person(s) consulted:

Andy Bell

Assessor:

Steven Duffin

Date of fire risk assessment:

3rd September 2025

Date of previous fire risk assessment:

N/A

Suggested date for review:

2nd September 2026

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been significant change in the matters to which it relates, or if a fire occurs.

INDEX

Section	Subject
	Introduction and Assessment Summary
	General Information regarding the premises
1.	Sources of Ignition
2.	Sources of Fuel and Oxygen
3.	Measures to Limit Fire Spread and Development
4.	Means of Escape
5.	Fire Safety Measures
6.	Fire Safety Management
7.	Action Plan (Significant Findings) & Photographs
8.	Terms and Definitions

Statement:

'It is the policy of **Ryan Jeckell/Aylesham Town Council** to protect all persons including employees, visitors, contractors, and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment, and systems of work for all employees, and to provide such information, training, and supervision as they need for this purpose.'

We will ensure that in place is suitable and sufficient arrangements to measure the performance of current fire safety measures and ensure that reviews are completed to comply with current legislative standards.

INTRODUCTION

The purpose of this document is to provide an assessment of the risk to **Life Safety** from fire in these premises, and, where appropriate, to make recommendations to improve the fire safety measures. Secondary benefits for mitigating damage to property by fire are also included, but no guarantee can be given that a fire will not occur. This report is based upon subjective observations noted at the time of the audit and is measured against both good practice and recommended guidance.

Omission of any statement does not necessarily mean that those standards were satisfactory during this time but that observations may not have been made, or information/access provided.

The report is based in part on information provided by others during the audit.

No liability whatsoever is accepted for the accuracy of such information.

ESS Ltd has no control over the premises audited, no control over business compliance with any procedures that we recommend and no control over staffing levels or any other factor that might affect the efficiency of any fire safety management system.

The responsibility for the fire safety of the premise's rests with the owners of the business.

The report constitutes neither a warranty of future results by **ESS Ltd** nor an assurance against the risk.

Non-invasive inspections only were undertaken within the premises/equipment.

Not all fire safety related points noted might be recorded, often only examples are given to highlight types of risk.

The GOV.UK web site www.gov.uk/dclg is a source of further information that may be accessed free of charge.

This document contains a Fire Safety Assessment report, which covers a number of established headings. Information on potential control measures may be included even when standards are accepted to act as a reference guide and to assist in the understanding of the reasoning behind comments made.

This is a living document which guides rectification and upgrade works as part of the planned preventative maintenance regime on the site. It also serves to facilitate upgrade/improvement works appertaining to fire related matters which will be part of a strategic development plan for the site. Information for the completion of this assessment was obtained by visual inspection of the work areas, inspection of records and drawings (where available) and discussions with employees where required. Please note that the fire alarm, detection, and emergency lighting system have been visual inspected only and that no destructive or intrusive tests have been carried out.

Competent Person. The Competent Person in relation to the survey underpinning this fire risk assessment and the author of this report is **Steven Duffin**.

Responsible Person. The Responsible Person as defined under the RRO in relation to all premises is considered to be the **owners of the business**.

Executive Summary. A full fire safety audit of all buildings on the site was undertaken. The premises continue to maintain full compliance with fire safety legislation. The fire safety management at the site serves to enhance the resilience of the premises on the site to fire on a continual basis, and as part of the organisation's longer-term plan. Fire safety arrangements for the premises are in compliance with the Regulatory Reform (Fire Safety) Order 2005.

Fire Scenarios. The most likely scenarios of a fire occurring in the premise are:

- Arson as a consequence of trespass.
- Arson by a reckless disgruntled member of staff or public.
- Electrical fault/overheating within fixed wiring on site.
- Electrical fault/overheating within portable electrical equipment.
- Ignition of combustible material during/following maintenance work.
- Ignition of combustible material from use of open fire, naked flames.

While this list is not exhaustive it should serve to give focus to the issue of a fire occurring and consequently preventative measures as cited in this document complimented by control measures within specific risk assessments relating to the premise's activities should be implemented at all times.

There are two sections in the matrix:

A. The chance of a fire starting (**Probability of Ignition**) is classed as:

1. Low
2. Medium
3. High

B. The risk that it poses to relevant persons (**Potential consequences for life safety**) is classed as:

1. Slight Harm
2. Moderate Harm
3. Extreme Harm

Depending on where the **Probability of Ignition** and **potential consequences** lines meet will indicate the subjective assessment of the audit.

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:			
Probability of Ignition	Potential consequences for life safety		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of the fire safety audit, it is my considered opinion that the hazard from fire (probability of ignition) within these premises is:

Medium

Taking into account the nature of the premises, the occupants, as well as the fire protection and procedural arrangements observed during the fire safety audit; it is my considered opinion that the consequences for life safety in the event of fire would be:

Slight Harm

Accordingly, the overall risk assessment of the premises is deemed to be a:

Tolerable Risk

Risk Assessor: Steven Duffin

ESS Ltd

Date: 13th September 2025

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there might be a need for improvement that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

In this context, a definition of the terms used in the matrix is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g., potential ignition sources) for this type of occupancy with the fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Light Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

NB. Before any work or alterations to the premises are undertaken, all interested legislative organisations should be consulted and informed of your intentions.

All standards quoted are subject to change and therefore should be checked before committing yourself to any alterations. If as a result of an inspection by the enforcing authority you have been given advice that does not comply with current Government fire safety guides it is advised that you ask for any deviation to be confirmed in writing.

Action Recommended

In general, a suitable risk-based Action Plan involved effort and urgency that is proportional to the risks identified should be considered following completion of the fire risk assessment.

The risk assessment result is based on the situation found to be present at the time of the audit and is based on the subjective professional opinion of the author.

To reduce the risk to persons and the property from the effects of a fire, it is recommended that you implement the significant findings listed within the Action Plan.

Fire Risk Assessment Review

The fire risk assessment and fire safety measures (including procedures) must be reviewed on a regular basis. Normal guidance suggests that this should be annually unless there is another trigger which may require a review to be undertaken sooner.

Reasons that may cause a review to take place sooner are:

- Incidents, such as a fire or even a near miss
- Incidents by third parties
- Changes are proposed or made to a workplace process/activities/substances and materials
- Physical/structural changes to a workplace
- Changes in number of types of relevant persons (young persons, those with disabilities) in the workplace

If an amendment to legislation or new legislation is made, the fire risk assessment may need to be reviewed to ensure compliance.

Legislation

The main Relevant Statutory Provisions and or guidance documents that may be applicable to the various sections of this Fire Risk Assessment are:

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

The Health and Safety (Safety Signs and Signals) Regulations 1996.

Equality Act 2010.

BS 5839 –1: 2017 Fire detection and fire alarm systems for buildings.

BS 5266 – 1: 2016 Emergency lighting.

Building Regulations &c. (Amendment) Regulations 2016.

BS 9999 – 2017 Fire safety in the design, management, and use of buildings.

BS 7671:2008+A3:2015 Requirements for Electrical Installations. IET Wiring Regulations.

BS EN3-10:2009 Portable fire extinguishers.

BS5306-3:2017 Annex A & B Fire extinguishing installations and equipment on premises.

Building Safety Act 2022.

FIRE SAFETY AUDIT

Regulatory Reform (Fire Safety) Order 2005

General Information		
The premises -		
Maximum number of floors in the building:	One.	
Brief details of construction	The premises being assessed is predominantly constructed brick on block work with Internal partitions being solid block walls plastered construction to define compartmented areas. The building consists of a boxing club to the rear which includes a cadet store and a band store. There is a boiler room-dance club-main hall-store rooms-furniture store-kitchen-a Barclays bank office-toilets-waiting room-studio with another small kitchen area and a server room.	
Type of evacuation:	A simultaneous evacuation policy is in place.	
Main use of the building:	Various including renting for events.	
Times the premises are in use:	Various	
Have you been issued with any of the formal notices listed below by the enforcing authorities in respect to the fire safety arrangements within the premises under the Regulatory Reform (Fire Safety) Order 2005: - Alternation notices - Enforcement notices - Prohibition/Restriction notices		No
Occupancy Profile		
Maximum number of persons in the site/building at any one time:	Day	Night
	Various	0
Overview of the occupants	At the time of assessment, we were advised the residents may have different levels of need.	
Occupants especially at risk from Fire		
Sleeping occupants	No	
Disabled/mobility impaired	Customers maybe	
Hearing or vision impaired	Customers maybe	
Occupants in remote areas, lone working/isolated areas of the building.	Yes	
Lone Working Policy in place?	Yes	
Young persons:	No employees	
Others	Visitors to the premises, clients, and contractors, in many cases they will be familiar with the building layout, others will not.	
Relevant Fire Safety Legislation	The Regulatory Reform (Fire Safety) Order 2005	
Other guidance and legislation used to compile this assessment	- Building Regulations - BS9999 - Control of Substances Hazardous to Health Regulations - Equality Act 2010 - Health & Safety (Consultation with Employees) Regulations - Health & Safety (First Aid) Regulations - Health & Safety (Safety Signs and Signals) Regulations - Health & Safety at Work act - Personal Protective Equipment at Work Regulations - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - Dangerous Substances and Explosive Atmospheres Regulations	

SECTION 1

Sources of Ignition

Section 1: Sources of Ignition (Electrical)		
1.1	Has the main fixed electrical installation been periodically inspected and tested as per current guidelines?	Yes
1.2.	Were there any priority 1 issues identified in the report? Please note. (Electrical Installation Condition Report (EICR) superseded the Periodic Inspection Report (PIR) in January 2012) Periodic Inspections Report Defect Codes 'Priority 1: Urgent Attention Required'. EICRO Classification Code 'C1: - Danger present – risk of injury and immediate remedial action required. Any C1 observation should be reported immediately in writing to the person responsible for the site; including action taken to remove or mitigate the risk.'	No
1.3.	Has any priority been rectified?	N/A
1.4.	Is there a procedure for the testing of portable appliances on a risk assessed basis?	Yes
1.5.	Is there a suitable policy in place regarding the use of personal electrical appliances?	Yes
1.6.	Is a register of all portable appliances maintained with the premises?	Yes
1.7.	Is there suitable limitation and management of electrical trailing leads and adaptors?	Yes
1.8.	Are there any obvious examples of electrical equipment not being provided with suitable ventilation?	No
1.9.	Are there any examples of damaged electrical equipment?	No
1.10.	Is the location of the main electrical switchgear known and identified?	Yes

Comments and Deficiencies Observations: Section 1

We were able to confirm when the mains electrical test and inspection was last carried out 18/3/2023. Please note commercial properties should have a test and inspection on the mains income every five years or less and this is currently being carried out. If extension leads are in use to supply domestic appliances etc., Ideally, they should be routed or fixed to the wall to prevent damage to the cables, you must make sure they are not overloaded and before you plug in and use the appliances in an extension lead or socket, make sure you know what the total of the current rating (the amperage) and the wattage of those appliances is. The total current rating cannot exceed the maximum current rating of the lead, and the wattage cannot exceed 3000W. Otherwise, the plug in the wall socket can overheat and possibly cause a fire. We would recommend that employees are advised to visually check plugs, sockets, and leads for damage periodically and report any faults to their line manager. These arrangements can assist to reduce the likelihood of fires occurring. PAT was last carried out 3/2025. PAT testing should be carried out at suitable intervals when required.

Please see examples below of what are the ratings of the most commonly used domestic appliances used.

Domestic Portable Appliance	Amps Used	Watts Used
Laptop	<0.5	65 - 100
Mobile phone charger	<0.5	<12
Kettle	13	3000
Satellite TV box	<0.5	30
Printer	<0.5	50
Radio	<0.5	40
Radiator	8.5	2000
DVD player	<0.5	28
Hair dryer	10.0	2200
Landline cordless telephone charger	<0.5	10
Computer monitor	<0.5	100
Desktop computer	3.0	700
Television 42" HD	0.5	120
Games console	0.86	<200
Washing machine	10	2200
Toaster	9.0	2000
Tumble dryer	11.0	2500
Dishwasher	10.0	2200
Iron	12.5	2800
Microwave	4.5	1000
Vacuum cleaner	9.0	2000
Radiator (oil filled)	13.0	3000

Section 1: Sources of Ignition (Smoking)		
1.11.	Is smoking prohibited in close confines to the building?	Yes
1.12.	Is there any evidence of smoking inappropriate locations?	No
1.13.	Is the smoking area well managed with suitable/separate receptacles for discarded smoking materials and other combustible materials?	N/A
Comments and Deficiencies Observations: Section 1 A no smoking policy is in place in accordance with current legislation. No remedial actions were observed at the time of the assessment.		
Section 1: Sources of Ignition (Arson)		
1.14.	Do the security arrangements against the entry of unauthorized persons onto the site and/or into the building appear to be reasonable?	Yes
	Is the building subject to security patrol visits when not occupied?	No
1.15.	Are there combustible materials/structures in close proximity to the building which may present a risk to the premises?	No
1.16.	Are there any openings or other weaknesses in the building that would allow the introduction of an ignition source or flammable liquid?	No
1.17.	Is the site well illuminated?	Yes
1.18.	Is a monitored security system installed?	No
Comments and Deficiencies: Section 1 No easily combustible materials should be left adjacent to the building, all combustible materials like wood or combustible materials should be stored as far from a building as is reasonably practicable and indeed this is the case. Careful management and vigilance on a day to day basis is the only control measure in reality that can be suggested. Good housekeeping and site tidiness are important to prevent fire and assist in the reducing the likelihood of arson. The premises has cctv covering the front of the premises. No remedial actions were observed at the time of the assessment.		
Section 1: Sources or Ignition (Portable Heaters)		
1.19.	Are portable heaters used within the premises?	No
1.20.	Are suitable measures taken to minimize the hazard of ignition of combustible materials when portable heaters are being used?	N/A
Comments and Deficiencies Observations: Section 1 If portable heaters are being used, they need to be PAT tested on an annual basis and when in use the user should ensure there are no easily combustible materials in close proximity, and the heaters are turned off and unplugged at the end of the day. No remedial actions were observed at the time of the assessment.		

Section 1: Sources or Ignition (Fixed Heating Installations)		
1.21.	Are there fixed heating/air conditioning installations used within the premises?	Yes
1.22.	If yes, are they subject to regular servicing?	Yes
1.23.	Are suitable measures taken to minimise the hazard of ignition of combustible materials as a result of these installations?	Yes
Comments and Deficiencies Observations: Section 1 The premises has gas central heating that is serviced on an annual basis. No remedial actions were observed at the time of the assessment.		
Section 1: Sources or Ignition (Catering Facilities)		
1.24.	Are deep fat fryers provided within the kitchen?	No
1.25.	Is there a method of remotely isolating the fuel/power to the cooking appliances and for shutting down the extraction system?	Yes
1.26.	Is there an automatic and/or manual fire suppression system installed above the cooking range? (Fryers over .4m ²)	No
1.27.	Are the cooking filters and associated extraction ductwork subject to regular cleaning?	Yes
1.28.	Are there minor catering facilities within these premises?	Yes
Comments and Deficiencies Observations: Section 1 The premises has kitchen areas throughout with basic facilities in place. No remedial actions were observed at the time of the assessment.		
Section 1: Sources or Ignition (Lightning Protection)		
1.29.	Does the building have lightning protection system installed?	No
1.30.	Is the system subject to regular testing and maintenance?	N/A
Comments and Deficiencies Observations: Section 1 No remedial actions were observed at the time of the assessment.		

Section 1: Sources or Ignition (Hazards introduced by Contractors and Building Works)		
1.31.	Have fire safety procedures been explained and imposed on both external contractors and in-house maintenance staff?	When necessary
1.32.	Is there satisfactory control over works (including use of hot work permits where appropriate) by external contractors and in-house maintenance personnel?	Yes when carried out
Comments and Deficiencies Observations: Section 1 No remedial actions were observed at the time of the assessment.		
Section 1: Other significant fire hazards that warrant consideration		
1.33.	Are there any other fire related hazards that require identification? Examples of fire related hazards may include: • Naked flames, candles, open fires, and tea lights • Hot processes that may produce sparks and create friction • Chemical reactions that are exothermic • Lighting hazards such as incandescent bulbs close to combustible materials	No
Comments and Deficiencies Observations: Section 1 No remedial actions were observed at the time of the assessment.		

SECTION 2

Sources of Fuel and Oxygen

Section 2: Dangerous Substances		
2.1.	Are dangerous substances used or stored within these premises? (i.e., substantial quantities of alcohol, white spirits, flammable liquids, or materials).	Not normally
2.2.	Where applicable, have such substances been stored in suitable areas and in containers away from possible sources of ignition, to include issues of chemical reactivity and compatibility?	No
2.3.	Are all fume cabinets maintained and operated within the current British Standard BS 7989:2001 Specification for Re-circulatory Filtration Fume Cupboards?	N/A
2.4.	Where applicable, has a risk assessment been carried out as per the Dangerous Substances and Explosive Atmosphere Regulations 2002?	N/A
2.5.	Are there suitable receptacles for the safe disposal of contaminated materials?	N/A
Comments and Deficiencies Observations: Section 2 No remedial actions were observed at the time of the assessment.		
Section 2: Housekeeping		
2.6.	Are combustible materials separated from ignition sources?	No
2.7.	Do the arrangements for the storage of waste materials present a risk to the building?	No
2.8.	Are there any examples of damaged foam filled furniture?	No
2.9.	Is the standard of housekeeping adequate?	Yes
Comments and Deficiencies Observations: Section 2 You must review the housekeeping generally throughout the premises considering the two main elements of the fire triangle. Keep fuel away from an ignition source and you will not have a fire under most circumstances. There were no issues at the time of this audit, and we would advise that careful management and vigilance on a day to day basis is the only control measure in reality that can be suggested. All furniture should comply with the furniture and furnishings (fire) (safety) regulations 1988. Curtains and linen should be of a durable flame-retardant fabric or inherently flame-retardant fabric. Standards that need to be taken into account are BS5867-2 A, B & C the standards detail the requirement for flame retardant materials. Deficiencies. There were paints stored in the server room that need to be moved to a more suitable location.		

SECTION 3

Measures to Limit Fire Spread and Development

Section 3: Measures to Limit Fire Spread and Development		
3.1.	Is the building subdivided into fire resisting compartments?	Yes
3.2.	Are there breaches in fire walls, ceilings, and floors and/or surrounding pipes and cables?	No
3.3.	Are there any known voids beneath floors, above ceilings and anywhere else that could allow unseen fire spread?	No
3.4.	Have fire dampers been installed in ductwork, ventilation grills etc. Where they pass through compartment walls, floors, or ceilings?	N/A
3.5.	Are there unprotected lift shafts or other vertical shafts that would allow fire and/or smoke to spread?	No
3.6.	Is there a reasonable limitation of the use of linings on walls or ceilings which may promote fire spread in all areas?	Yes
3.7.	Do the fire doors meet the required standards?	No
Comments and Deficiencies Observations: Section 3 Any breaches in walls or ceilings where pipework or cables pass through should be made good with a suitable fire-resistant material to maintain the fire integrity of the element of construction in which it is located. This makes good sense from a property protection perspective to prevent the spread of fire within the compartmentation of the building. Overall, the walls in the premises do not present a surface spread of flame hazard (fire will not travel along the surfaces as they are non-combustible) and in general the building has suitable compartmentation for life safety purposes. In general, the building has suitable compartmentation for life safety purposes. Compartmentalisation is a frequently used term within the fire industry and is one of the core principles of Passive Fire Protection (PFP). An example of compartmentalisation would be the installation of (minimum) 30-minute fire rated barriers separating each distinct area throughout a property. The creation of layered pockets of fire resistance ensures a fire can be contained within a relatively small area and therefore enables people to exit the building safely and minimises any damage to the property. A common sign of compartmentalisation is a fire door. Fire doors should be rated to a minimum of 30 minutes fire resistance and are designed to completely seal off a doorway to prevent flames and smoke from passing through. Of course, fire doors must be accompanied by fire resistant walls and ceilings in order to prevent the spread of fire. Please note that all fire doors in the property should be a minimum standard of FD30 and the gap between the fire door and frame should be 2mm to 4mm wide, this will offer at least 30 minutes protection against fire, smoke, and comply with BS EN 1634-1:2014. It is advisable to carry out an audit at regular intervals of all fire doors to ensure that they are in good repair, functional and all the intumescent strips are in good condition. Deficiencies. Intumescent strips and smoke seals are recommended on the fire door to the studio from the entrance corridor.		

SECTION 4

Means of Escape

Section 4: Means of Escape		
4.1.	Are the premises provided with a reasonable means of escape in the event of a fire?	Yes
4.2.	Is there a reasonable distance of travel where there is escape in a single direction only?	Yes
4.3.	Is there a reasonable distance of travel where there are alternative means of escape?	Yes
4.4.	Are there an adequate number of fire exits?	Yes
4.5.	Are all exits easily and immediately openable?	Yes
4.6.	Do the fire exits open outwards in the direction of travel where appropriate?	Yes
4.7.	Do the final exits lead to a place of ultimate safety?	Yes
4.8.	Are there routine checks undertaken of final exit doors and security fastenings?	Yes
Comments and Deficiencies Observations: Section 4 Good housekeeping and site tidiness are important to prevent fire and to ensure that emergency routes do not become obstructed. Escape is generally considered in four distinct 'Stages' as follows. Stage 1 – escape from the room or area of fire origin. Stage 2 – escape from the compartment of origin via the circulation route to a protected stairway or an adjoining compartment offering refuge. Stage 3 – escape from the floor of origin to the ground level. Stage 4 – escape at ground level away from the building. It is important that each floor plan of a building indicates the shortest route(s) to a place of comparative or ultimate safety should an emergency evacuation be triggered, e.g., by the sounding of the fire alarm. The width of final exit doors and the escape routes leading to them will dictate the maximum number of people who can safely occupy that floor or a specific area within it under normal conditions of operation. The exit doors from the premises are all unlocked during opening hours.		

Section 4: Means of Escape		
4.9.	Are escape routes clearly identified?	Yes
4.10.	Are all stairways, corridors and lobbies kept free from combustible storage and furniture at all times?	Yes
4.11.	Are all stairways, ramps and steps which comprise the means of escape both internally and externally maintained in a safe condition with even and non-slippery surfaces?	Yes
4.12.	Are internal escape routes protected by fire resistant construction where required?	Yes
4.13.	Are external escape routes protected by fire resistant construction where required? (Any opening within 1.8m horizontally or 9m vertically).	N/A
Comments and Deficiencies Observations: Section 4 Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the health and safety (Safety Signs and Signals) Regulation 1996. These make use of pictograms showing the running man, an open door, and directional arrows. Text only signs are no longer acceptable on their own and indeed there were not issues at the time of the assessment. All stairways and corridors were kept clear of any combustible materials, furniture etc. at the time of this assessment. No remedial actions were observed at the time of the assessment.		

Section 4: Means of Escape		
4.14.	Are all escape routes free from obstruction?	Yes
4.15.	Is there a periodic inspection of the condition of all external escape staircases and pathways?	N/A
4.16.	Is there a procedure for ensuring the safety of external escape stairs and pathways during inclement weather?	N/A
4.17.	Do electrically operated doors release on activation of the fire alarm or upon a power failure?	N/A
4.18.	Where fire doors are held open with automatic devices can it be confirmed that they close automatically on operation of the fire alarm?	N/A
4.19.	Are all double leave doors fitted with selector devices where appropriate to ensure that the doors close effectively?	N/A
4.20.	Are there suitable fire precautions for any inner rooms?	N/A
4.21.	Has the maximum occupancy of the premises been determined where appropriate?	Yes
4.22.	Are persons asked if they have any issues regarding their personal evacuation from the building during their induction process or during refresher training?	Yes
4.23.	Are suitable arrangements that are not reliant on assistance from the fire and rescue service made for the evacuation of mobility impaired persons or any other persons with impairments?	N/A
4.24.	Are there always sufficient personnel trained and available to assist with the evacuation of persons with impairments or other conditions that may increase their evacuation time?	N/A
4.25.	Is there a suitable Assembly Point(s)?	Yes

Comments and Deficiencies Observations: Section 4

The Regulatory Reform (Fire Safety) Order (RRFSO) 2005, which came into force in October 2006, charges the responsible person(s) in control of non-domestic premises with the safety of everyone, whether employed in or visiting the building. Under Article 14 of the RRFSO, this duty of care includes ensuring that "routes to emergency exits from premises and the exits themselves are kept clear at all times" (14: 1) and that these "emergency routes and exits must lead as directly as possible to a place of safety" (14: 2: a). In other words, the entire escape route up to and including the final exit from a building must remain unobstructed at all times, while the distance people have to go to escape (the travel distance) must be as short as possible.

The Means of escape from the building listed in this report for both able and mobility impaired persons should be adequate by design and indeed this is, with all exits being a minimum of 800mm allowing safe egress from the premises for the occupancy numbers stated in this assessment. The building has numerous exits with all exits providing occupants with ability to turn their back on a fire and evacuate to ultimate safety.

We were advised that during induction process the company enquires if persons may have any issues regarding their escape from the building that may not be obvious.

The assembly point is located across the road.

No remedial actions were observed at the time of the assessment.

SECTION 5

Fire Safety Measures

Section 5: Fire Safety Measures		
5.1.	Has an automatic fire detection and alarm system been installed throughout the premises?	Yes
5.2.	Is the standard and category of the system generally appropriate for the occupancy and fire risk within the premises?	Yes
5.3.	Is the fire alarm audible in all areas and distinct from all other alarm sounds?	Yes
5.4.	Have visual alarm devices been provided where required?	N/A
5.5.	Is the fire alarm system control panel situated in a suitable location?	Yes
5.6.	Has a plan of the zones to enable easy identification of the alarm activation been provided?	Yes
5.7.	Is the alarm of fire transmitted to an external receiving/monitoring centre?	No
5.8.	Is the fire detection and alarm system (including any ancillary equipment such as hold open devices on fire doors? Tested on a weekly basis by the operation of one call point in rotation?	Yes
5.9.	Is the fire detection and alarm system services as per British Standard 5839?	Yes
Comments and Deficiencies Observations: Section 5 The premises has mains automatic fire detection and warning system in the building which complies with the current standard BS 5839-Part 1, all manual call points were located at most final exit routes and throughout some of the buildings at a height of approximately 1.4m and travel distance to the nearest call point was within the prescribed 45m. Manual call points are tested on a weekly basis in rotation every week. Automatic detection compliments the fire compartmentation by giving early warning of a fire developing in an unoccupied area therefore giving persons the chance to either deal with the incident in its early stages and/or evacuate the building. The fire alarm panel is located in the entrance hallway/reception with three zones being used to identify an area of where the fire could potentially be.		

Section 5: Emergency Lighting		
5.10.	Has a reasonable standard of both normal and emergency lighting been provided to ensure the safe use of all internal escape routes, change in floor levels, change in direction and to enable occupants to access emergency equipment?	Yes
5.11.	Has a reasonable standard of both normal and emergency lighting been provided to ensure the safe use of all external escape routes?	Yes
5.12.	Is there monthly and annual testing/servicing of the emergency lighting system?	Yes
Comments and Deficiencies Observations: Section 5 Emergency lighting is lighting for an emergency situation when the main power supply is cut, and any normal illumination fails. The loss of mains electricity could be the result of a fire, or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a possible danger to the occupants, either through physical danger or panic. Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely There is three-hour maintained/non-maintained emergency lighting installed in the premises and complies with BS 5266 – 1: 2016 Emergency Lighting Systems. See some guidance below: - Emergency escape lighting – that part of an emergency lighting system that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process beforehand. It is part of the fire safety provision of a building and a requirement of The Regulatory Reform (Fire Safety) Order 2005. Escape route lighting – that part of an emergency escape lighting system provided to ensure that the means of escape can be effectively identified and safely used by occupants of the building. Sitting of luminaires and emergency signs -Lighting units and signs should be sited so as to clearly show the exit routes leading to the final exits from the premises. Where the exit route or final exit is not readily identifiable, a sign should be utilised rather than a lighting unit. Particular attention should be paid to individual stairways, changes in floor level, corridor intersections, changes in direction, the outside of each final exit, control / plant rooms, lifts, toilet areas over 8m², Access to fire alarm call points and firefighting equipment should be clearly illuminated. In general, if careful consideration is given to siting the luminaires and signs to cover these areas, the completed scheme will meet most requirements. Monthly emergency lighting tests All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g., lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean, and functioning correctly. Annual emergency lighting tests A test for the full rated duration of the emergency lights (e.g., 3 hours) must be carried out. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible.		

Section 5: Fire Safety Signs and Notices		
5.13.	Are all fire exits, and escape routes clearly signed?	Yes
5.14.	Are all cupboards on escape routes secured and appropriately signed to enforce this?	N/A
5.15.	Are all fire doors provided with correct signage?	Yes
5.16.	Have sufficient and relevant fire action notices been provided?	No
5.17.	Has appropriate hazard signage been provided where necessary?	N/A
5.18.	Is a scheduled audit undertaken to ensure that all relevant signage is in place and can be clearly seen?	Yes

Comments and Deficiencies Observations: Section 5

Fire action notices should be displayed in prominent positions to enable persons to have information regarding evacuation procedures.

All fire actions notices should have the location of the assembly point located on them and all notices should be simple as possible and bespoke to the premises so that persons under stress can understand what they are reading and react accordingly.

As part of a scheduled fire safety audit of the premises the signage should be checked to ensure that it is appropriate and can still be clearly seen and not missing.

Deficiencies.

Fire action notices are required in the boxing club.

Section 5: Manual Fire Fighting equipment		
5.19.	Are there an adequate number of portable fire extinguishers?	Yes
5.20.	Are they suitable for the risk?	Yes
5.21.	Is relevant ID signage provided above/adjacent to the extinguisher?	Yes
5.22.	Are all fire extinguishers visible, accessible, and located appropriately?	Yes
5.23.	Have hose reels been provided?	N/A
5.24.	Are the fire extinguishers checked monthly and serviced annually?	Yes
Comments and Deficiencies Observations: Section 5 All fire extinguishers should be located in escape routes, easily seen and accessible, they may also be located near a particular risk but not too close and indeed this is the case. All firefighting equipment is serviced annually in accordance with BS 5306-3 2017. All extinguishers appeared to be in good working order with tamper proof seals in place and they all had the correct pressure. The fire extinguishers last had the test and inspection 3/2025.		

SECTION 6

Fire Safety Management

Section 6: Procedures and Arrangements		
6.1.	Is there an Emergency Action Plan in place?	Yes
6.2.	Are there suitable arrangements for summoning the emergency services and meeting them on their arrival?	Yes
6.3.	Are there suitable arrangements to inform other premises occupiers and neighbouring premises?	Yes
6.4.	Can fire appliances identify and gain access to the premises easily?	Yes
6.5.	Is there an 'Emergency Information Folder' available to provide relevant information: (Building plans, location and operation of isolation devices, areas of specific risk and potential hazards to responding personnel?)	N/A
6.6.	Are there emergency water supplies in close proximity to the premises?	Yes
Comments and Deficiencies Observations: Section 6 All relevant staff should be fully conversant with the procedure for isolating the services to the premises so that it can be made safe as soon as possible in the event of an incident and indeed in-house maintenance staff are aware. There are procedures for summoning the fire and rescue services and nominated persons to conduct a roll call at the assembly point.		
Section 6: Procedures and Arrangements		
6.7.	Are there scheduled in-house audits of the fire safety measures (e.g., as part of your H&S policy?)	Yes
6.8.	Is there a formal close down procedure at the end of the working day?	Yes
6.9.	Have the premises been visited by the Fire & Rescue Service for familiarisation purposes?	No
Comments and Deficiencies Observations: Section 6 Scheduled fire safety audits are to be undertaken in house to help identify any fire safety issues before they become critical. No remedial actions were observed at the time of the assessment.		

Section 6: Training and Fire Drills		
6.10.	Are all persons given adequate fire safety training during their induction process?	No
6.11.	Do personnel that may be expected to use firefighting equipment receive both theoretical and practical training from an accredited trainer?	No
6.12.	Do personnel with specific responsibilities such as Fire Warden/Marshals receive additional training from an accredited trainer?	No
6.13.	Are fire drills undertaken on a scheduled basis?	TBC
Comments and Deficiencies Observations: Section 6 Deficiencies. We recommend that all personnel have fire extinguisher training including hands on training. See basic guidance below. In the event of a general alarm to evacuate being given, all persons who have not been allocated specific fire duties should be instructed to leave in an orderly manner, without stopping to collect their personal belongings. Specific fire duties that should be allocated to trained individuals include: 1. Supervising the evacuation and ensure that all people have left each area and report to the fire assembly point. 2. Ensure all doors and windows (only if safe to do so) are closed as each area is cleared. 3. Meeting the fire and rescue service on its arrival and give all relevant information, i.e., location of fire, missing persons. 4. Ensure that people do not re-enter the building until authorized to do so. Fighting Fires In the event of a fire being discovered, the agreed fire procedure should always take priority. After raising the alarm, evacuation has commenced and ensuring that the fire and rescue service has been called, attempts may be made to fight the fire with the equipment provided. 1. Trained staff are available. 2. It is deemed safe to do so. 3. Such action would contain or extinguish the fire. 4. It is likely to have a direct and immediate effect in protecting life. If it is necessary to abandon firefighting, then staff involved should be instructed to withdraw, closing doors behind them and leave the premises.		
Section 6: Recording of equipment tests and training		
6.14.	Are appropriate records kept for the testing and maintenance of the fire detection and alarm system?	Yes
6.15.	Are appropriate records kept for the testing and maintenance of the emergency lighting system?	Yes
6.16.	Are appropriate records kept of staff fire training and drills?	Yes
6.17.	Are appropriate records kept for the testing and maintenance of any installed fixed installations or other fire related equipment?	Yes
Comments and Deficiencies Observations: Section 6 The business should have a fire safety management system in place, whereby all in house testing is recorded and any findings documented. Deficiencies. Confirm all tests and inspections are carried out and all findings documented.		

SECTION 7

Action Plan

It is advised that you consider the significant findings within the action plan and implement them as recommended.

High – Recommended time scale for completion – within 4 weeks

Medium - Recommended time scale for completion – within 8 weeks

Low - Recommended time scale for completion – within 12 weeks

Please note - this is only guidance from the fire risk assessor and the ultimate time scales are set by the responsible person for the premises.

A fire risk assessment is only complete when all actions are completed.

Significant Findings		Recommended Priority & Time Scale	Actioned By	Date
1.	There were paints stored in the server room that need to be moved to a more suitable location. See section 2	Medium		
2.	Intumescent strips and smoke seals are recommended on the fire door to the studio from the entrance corridor. See section 3	Medium		
3.	Fire action notices are required in the boxing club. See section 5	Medium		
4.	We recommend that all personnel have fire extinguisher training including hands on training. See section 6	Medium		
5.	Confirm all tests and inspections are carried out and all findings documented. See section 6	Medium		
	Make sure all services, i.e., electrical, heating system are tested in accordance with the relevant legislation.	As applicable		
	Review the fire risk assessment on a yearly basis or if changes have happened to the design or layout of the building beforehand	As applicable		
	Consider any other points that have been noted within this report.	As applicable		

SECTION 7

Photographs of observation made at the time of the assessment

		
See section two(sources of fuel and oxygen)	See section three(measures to limit fire spread and development)	See section three(measures to limit fire spread and development)

ESS Ltd has been commissioned to undertake a Fire Risk Assessment including fire safety of the statutory health and safety precaution arrangements as required by the Regulatory Reform (Fire Safety) Order 2005. The risk assessment is to appraise compliance with the regulations and to identify any areas for improvement and should be subject to regular reviews.

The purpose of the audit and risk assessment report is to review the safety and fire precautionary arrangements of the company, building and site, to appraise its present use in terms of **life preservation**. In addition, the report will make recommendations for the implementation of any additional works, alterations or new works which may be required to secure effective and efficient fire safety precautionary measures and policies. All observations and recommendations are made without prejudice to any other legislative provisions, which may apply to the building.

The Fire Risk Assessment may have identified areas in need of corrective action to bring the building to an acceptable standard. All problems revealed can be overcome and we are willing to advise as required.

SECTION 8

Terms and Definitions

8.1.	Alarm Receiving Centre (ARC) Staff premises remote from that in which the fire alarm is located, where the information regarding the state of the fire alarm system is displayed and/or recorded so that the fire and rescue service can be summoned as required.
8.2.	Alternative Escape Route Escape routes sufficiently separated either by direction and space, or by fire resistant construction, intended to ensure that should one escape route be affected by the fire the other will still be available.
8.3.	Automatic Release Door Mechanism A device that can be used for holding a door in the open position, against the action of the door closer and automatically releases the door to the close position on actuation of the fire alarm.
8.4.	Competent Person Someone who is suitably trained and qualified by knowledge and practical experience, and provided with necessary instructions, to enable the required task to be carried out. Note the relevant fire safety legislation requires a nomination of various competent persons to carry out a number of defined tasks, for example Fire Incident Manager, Fire Wardens etc.
8.5.	Dead End An area from which escape is only possible in one direction only, or in directions less than 45° degrees apart that are not separated by fire resisting construction.
8.6.	Emergency Lighting Lighting provided to illuminate escape routes that will function on failure of the normal lighting. In the absence of natural lighting sufficient emergency lighting should be provided to allow safe use of the escape route, illuminate fire alarm call points, firefighting extinguishers etc. and also allow employees to shut down plant, processes and equipment safely as required.
8.7.	Enforcing Authority Usually the local Fire & Rescue Service however the HSE and Local Authority are also responsible for specialised establishments under their control.
8.8.	Evacuation Lift Specially designed for the evacuation of disabled persons – These lifts are enclosed within a fire-resistant structure and have a separate power supply so that their use can be assured during a fire.
8.9.	Fire Compartment A building or part of a building constructed to prevent the spread of fire to and from another part of the same building or an adjoining building.
8.10.	Fire Damper Mobile closure or intumescent device within the duct which is operated automatically and is designed to prevent the passage of fire which, together with its frame, is capable of satisfying for a stated period of time the same fire resistance criterion for integrity as the element of the building construction through which the duct passes.
8.11.	Fire Door A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which when closed is intended to restrict the passage of fire and/or smoke to a predetermined level of performance. (Source: Fire safety risk assessment – offices and shops DCLG)

8.12.	Fire Drill Rehearsal of the fire evacuation procedure involving participation of all occupants of the building
8.13.	Final Exit A door that gives access to a place of ultimate safety outside of the building
8.14.	Fire Fighting Lift Lift with fire protection measures, including controls that enable it to be used under the direct control of the fire and rescue service in fighting a fire.
8.15.	Fire Resistance Ability of an item to fulfil for a stated period of time the required load bearing capacity and/or integrity and/or thermal insulation, and/or other expected duty specified in a standard fire resistance test.
8.16.	Fire Risk Assessment This is the central emphasis of the Order and must be formally recorded if the responsible person employs five or more people if the premises are licensed or if an Alterations Notice is in force. The Fire Risk Assessment must record significant findings, and any action required because of those findings. It must be reviewed regularly and when any significant changes to the building, risks or work activity occur.
8.17.	Fire Safety Adviser/Inspecting Officer Usually the local Fire Officer/Fire Safety Adviser. He/she may enter premises (but not by force) to inspect, ask about the extent of the premises and the identity of the responsible person, inspect, or copy fire safety records, and take samples of certain materials.
8.18.	Fire Safety Manual A record of all design features, procedural and managerial issues and events that relate the fire safety of the building.
8.19.	Fire Safety Policy Documented strategy that sets the standards of fire safety that an organisation is committed to maintaining.
8.20.	Fire Stopping Sealing or closing an imperfection of fit between the elements, components, or construction of a building or any joint, so as to restrict penetration of smoke and flame through the identified imperfection or joint.
8.21.	Generic Emergency Evacuation Plan (GEEP) Should be devised for buildings which may have visitors who require assistance to evacuate.
8.22.	Inner Room A room that can only be accessed/egressed through another room (known as the access room)
8.23.	Means of Escape A structural means whereby a safe route is provided for persons to escape in case of a fire, from any point in the building to a place of safety clear of the building without outside assistance. Where necessary, in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. (Source: Officers & Shops DCLG)
8.24.	Personal Emergency Evacuation Plan (PEEP) A written arrangement made with consultation and agreement with the person concerned as to a means of ensuring their safe evacuation in the event of a fire. The specific needs of the person should be identified and details of those who will assist them should be recorded. Consideration should be given not only to staff with obvious mobility impairments but also to those who may temporarily have a mobility issue, or those with a sensory or neurological impairment.

8.25.	Records Records must be kept of the fire risk assessment, fire safety policy, procedures, training, drills, and installation and maintenance of alarms, emergency lighting and extinguishers.
8.26.	Refuge A place of reasonable safety where a disabled person and others who may require assistance may rest and wait for assistance before reaching a place of total safety. It should lead directly to a fire resisting escape. (Source: Officers and Shops DCLG) Note: Refuges are intended to be used for a short period only. They are not areas where disabled persons can wait to be rescued by the fire service. Persons should not be left alone, and they should be able to communicate to other people in the building to inform others of their location. A refuge is an area that is both separated from the fire by fire resistant construction, and which has access via a safe route to a final exit.
8.27.	Relevant Person Anyone who may be lawfully on or near the premises or affected by an incident arising in or around the premises.
8.28.	Responsible Person The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005.
8.29.	Self-closing Device A device that is capable of closing a fire door from any angle and against any latch fitted to the door.
8.30.	Signs and Notices Appropriate signs must be deployed to mark evacuation routes, firefighting equipment, and fire doors. Notices must be displayed reinforcing instructions to employees, and anyone reasonably expected to be in or around the premises (Fire Action notice).
8.31.	Staff Training All employees must be given adequate Fire Safety training (during normal working hours) when they commence employment and receive refresher training as appropriate, or when circumstances change which affect fire safety.
8.32.	Travel Distance The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions, and fixings (Source: Offices & Shops DCLG)

Property Committee Meeting 8th October 2025

b) Drill Hall - To Receive Update on Valuations Office Correspondence

At the previous meeting it was noted that correspondence had been received by the valuations office as a result of the planning application submitted by the Boxing Club. Information has been submitted to the valuations office as is legally required. This has resulted in a rebate of business rates to the Town Council, and the likelihood of a business rates issue to users of the Hall that have exclusive use.

One user has a license that advises the license fee payable is inclusive of all rates. The second user has no such license.

This will have to be discussed with both users, to find out what correspondence has been sent to them from the valuations office.

c) To Discuss Energy Efficiency in the Drill Hall

Verbal report from the Maintenance Manager on the heating system and actions taken as a result of recent high electricity bills.

Property Committee – Budget

a) To Review Hire Rates for the Town Hall, with effect from 1st April 2026

Current Town Hall Rates, with effect from 1st April 2023

Main Hall and Kitchen (Private and Commercial Hirers)	£14 per hour
Main Hall and Kitchen (Not for profit group & health teams)	£12 per hour
Parties (2pm – midnight)	£140

Additional Costs

Green Room with the Main Hall	£30
Stage for Show Performances	£35
Raised Seating for Show Performances	£40

Green Room or Council Chamber

Morning (7am – 1pm) Standard	£50
Afternoon (noon – 6pm) Standard	£40
Evening (5pm-Midnight) Standard	£50

Morning (7am – 1pm) Not for Profit	£25
Afternoon (noon – 6pm) Not for Profit	£20
Evening (5pm-Midnight) Not for Profit	£25

For the council chamber and green room, whilst there is a clause what advises that where session times overlap priority will be given to the first booking. it is recommended that hire fees for the Green Room or council chamber revert to an hourly rate to remove the problem of overlapping.

Wedding Receptions (October to March)

Monday – Thursday	£400
Friday – Sunday	£550
Wedding Receptions (April to September)	
Monday – Thursday	£550
Friday – Sunday	£750

Seat Covers	£1 each
Table Cloths	£5 each
Wall Voile and Lights	£150

b) To Review Hire Rates for the Drill Hall, with effect from 1st April 2026

Current Drill Hall Rate, with effect from 1st April 2023

Both profit and non-profit	£10 per hour
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c) To Review Rents for Markets, with effect from 1st April 2026

Current Market Rates.

Day	Pitch	Cost
Monday	Small (3 car parking spaces)	£9.00
	Medium (5 parking spaces)	£15.00
	Large (6 or more parking spaces)	£18.00
Friday	Small (3 car parking spaces)	£7.50
	Medium (5 parking spaces)	£9.50
	Large (6 or more parking spaces)	£14.00
Saturday	Marquee size (3m x 3m)	£13.50

All market rents are paid on the day and there is no penalty for booking in and not showing up. There is also no additional charge for electricity

Swaffham, Dereham, Fakenham and North Walsham Town Council have been approached to obtain their rules and pricing structure. The following have been received to date:

North Walsham

85p per foot frontage for a weekly stall (minimum £8)

85p per foot (frontage) for a casual stall (minimum £10)

Dereham

95p per foot (frontage) for a Permanent Trader

£1.19 per foot (frontage) for a casual trader

d) To Review Rates for the Cemetery, with effect from 1st April 2026

Current fees, with effect from 1st April 2017

	Resident	Non Resident
Exclusive Right of Burial	£325	£650
Interment (Over age 16)	£325	£650
Subsequent Interment	£325	£650
Interment of Cremated Remains	£170	£340
New Memorial	£190	£380
Cremation Tablet	£90	£180
Vase	£90	£180
Additional Inscription	£40	£80
Searches in Records	£27	£27

Other local authority charges are as follows:

Swaffham

	Resident	Non Resident
Exclusive Right of Burial	£276.79	£555.57
Interment	£579.29	£1,158.58
Subsequent Interment	£579.29	£1,158.58
Interment of Cremated Remains	£222.19	£444.36
New Memorial	£241.54	£483.08
Cremation Tablet	£92.81	£146.49
Vase	n/a	n/a
Additional Inscription	£131.47	£262.92
Searches in Records	£37.28	£74.54

Dereham

	Resident	Non Resident
Exclusive Right of Burial	£618.80	£1361.50
Interment	£761.50	£1675.00
Subsequent Interment	£761.50	£1675.00
Interment of Cremated Remains	£161.20	£353.60
New Memorial	£229.50	£504.50
Cremation Tablet	£113.50	£251.20
Vase	n/a	n/a
Additional Inscription	£58.00	£112.50
Searches in Records	£26.80	£26.80

Fakenham

	Resident	Non Resident
Exclusive Right of Burial	£300	£300
Interment	£203	£203
Subsequent Interment	£203	£203
Interment of Cremated Remains	£132	£132
New Memorial	£300	£300
Cremation Tablet	£95	£95
Vase	n/a	n/a
Additional Inscription	n/a	n/a
Searches in Records	£13 - £30	£13 - £30

Reepham

	Resident	Non Resident
Exclusive Right of Burial	£500	£500
Interment	£409	£818
Subsequent Interment	£409	£818
Interment of Cremated Remains	£273	£546
New Memorial	£172	£172
Cremation Tablet	£92	£92
Vase	n/a	n/a

Additional Inscription	£37	£37
Searches in Records	n/a	n/a

North Walsham

	Resident	Non Resident
Exclusive Right of Burial	£239	£539
Interment	£387	£775
Subsequent Interment	£387	£775
Interment of Cremated Remains	£135	£260
New Memorial	£127	£255
Cremation Tablet	£81	£163
Vase	£81	£163
Additional Inscription	£62	£124
Searches in Records	n/a	n/a

e) To Review Rates for Allotments, with effect from 1st October 2027

The changing of fees for allotments requires a minimum of one year's notice due to the growing season. Therefore to be in line with the tenancies any notice given at this point would be effective from 1st October 2027.

Allotment Rents effective from 1st October 2024 are:

	Norwich Road	Cromer Road	Woodgate	Bure Meadows
Small (<70sqm)	£13.75	£15.00		
Medium (71-119sqm)	£27.50	£30.00		
Large (>120sqm)	£55.00	£60.00		
Standard (up to 121sqm)			£50.00	£50.00

All require a £100 deposit which is refunded upon the plot returning to the Town Council in a satisfactory condition.

Charges by other local authorities are:

North Walsham:

War Memorial Park	£20
Bacton Road	£30

Reepham

Full plot (11m x 22m)	£60
Half plot (11m x 11m)	£30

Dereham	
Per rod (25sqm)	£2.71

Fakenham	
Per square metre	£0.25

COUNCIL NAME



Executive Summary

Aylsham Town Council has demonstrated strong commitment to serving its community through diligent asset management across its extensive £3.9 million estate. The council currently manages operations through a combination of traditional methods including whiteboards, calendars, Word documents, and personal diaries—approaches that have served the council well but are increasingly challenged by staffing pressures and growing asset responsibilities.

With an estate including 4 buildings (Town Hall, Drill Hall, William H Brown commercial property, and Cemetery Cottage), 5 parks with playgrounds, outdoor gym equipment, a MUGA, cemetery, allotments, extensive street furniture, and upcoming additions through development (transport hub and new play area), the council requires a more integrated approach to asset management.

Civic.ly offers a comprehensive digital transformation solution specifically designed for town and parish councils. The platform will streamline operations, enhance compliance tracking, and provide real-time visibility across all council assets and maintenance activities. Crucially, [Civic.ly](#)'s planned sustainability features—including carbon footprint tracking, energy consumption monitoring, and biodiversity management tools—align perfectly with councillors' strong environmental priorities and will position Aylsham as a leader in climate action amongst Norfolk parishes.

Investment Summary:

- Setup Fee: £0 (waived for early adopters, normally £1,881)
- Monthly Subscription: £157 (40% discount applied for multiple Scribe products)
- Implementation: January 2025 with billing commencing April 2026
- Unlimited users and assets included
- **Projected Annual ROI: £18,700 (9.9x return on investment)**

Current Situation Analysis

Assets Under Management

Aylsham Town Council maintains a diverse portfolio of community assets valued at £3,902,340:

Buildings & Facilities:

- Town Hall with rentable spaces (main hall, kitchen, archives, council chamber)
- Drill Hall (dance studio, boxing studio, office space, main hall)
- William H Brown commercial building
- Cemetery Cottage
- Public toilets (standalone facility)

Parks & Recreation:

- 5 parks with playground equipment
- Outdoor gym equipment
- 1 MUGA (Multi-Use Games Area)
- Cemetery
- Allotments with containers

Street Infrastructure:

- Multiple street lights (conservation and modern)
- 7+ bus shelters (with more planned)
- Benches, bins, and planters
- Notice boards and signage
- SAM2 speed awareness device
- Defibrillators

Equipment & Vehicles:

- 1 van
- Leased grounds maintenance equipment
- IT equipment and office appliances

Current Management Processes

The council has developed functional systems that demonstrate strong operational awareness:

What's Working Well:

- Weekly playground inspections documented with photos
- Annual RoSPA inspections providing external validation
- Visible task tracking via whiteboard system
- Shared calendar for scheduled maintenance reminders
- Dedicated staff committed to maintaining standards

Key Pain Points and Challenges

During the demonstration, several operational challenges were identified:

1. Inefficient Data Management

- Multiple disconnected systems (whiteboard, personal diary, calendar, Word documents, Scribe Accounts)
- Time-consuming report generation requiring Ryan to email photos to himself, then create Word documents
- No centralised asset database with accurate locations and conditions
- Difficulty tracking completion of assigned tasks

2. Staffing Pressures

- Team explicitly stated they are "under pressure through staffing"
- Valuable time lost on administrative tasks rather than maintenance work
- Risk of information loss when tasks are accidentally erased from whiteboard

3. Compliance and Risk Concerns

- Limited audit trail for insurance claims defence
- No systematic tracking of defect resolution timelines
- Difficulty proving weekly inspection compliance for insurance terms
- Reliance on supplier reminders for critical safety checks

4. Information Bottlenecks

- Heavy reliance on Gavin's calendar for scheduled tasks
- Risk when key personnel are on holiday (as experienced with recent fire risk assessment)
- No shared visibility of task assignments and completions

5. Growth Management

- Impending asset transfers from development (transport hub, new play area)
- Potential LGR (Local Government Reorganisation) asset transfers
- Need for scalable systems to manage expanding portfolio

Solution Overview

Civic.ly Platform Overview

Civic.ly is a comprehensive asset management platform built specifically for town and parish councils, combining GIS mapping capabilities with robust operational tools. Unlike generic systems or county-level enterprise solutions, Civic.ly understands the unique needs and constraints of parish and town councils.

Key Features Addressing Aylsham's Needs

1. Mobile-First Inspections

- Ryan can complete playground inspections directly on-site using the mobile app
- Photos automatically geotagged and attached to specific assets
- Defects raised immediately with priority settings
- Eliminates need for email transfers and Word document creation
- Instant report generation for Faye's review

2. Unified Asset Register

- Photo evidence for every asset
- AI-powered asset identification and categorisation

- Automatic What3Words location tagging
- Comprehensive financial tracking (purchase, current, insurance values)

3. Intelligent Task Management

- Replace whiteboard with digital task board accessible anywhere
- Automated scheduling from daily to every 10 years
- Seasonal scheduling for grounds maintenance
- Task assignment to specific team members or contractors
- Full audit trail of who completed what and when

4. Compliance Assurance

- Pre-built checklists aligned with BS EN 1176 playground standards
- Automatic reminders for safety inspections and certifications
- Document upload for RoSPA reports, risk assessments, certificates
- Clear evidence trail for insurance claims defence

5. Future-Ready Capabilities

- **Planned room-level asset tracking for buildings**
- **QR code integration for public defect reporting** (strong council interest in community engagement)
- **Carbon footprint tracking across all council operations**
 - Real-time energy consumption monitoring (gas, electricity, water)
 - Automatic carbon emissions calculations
 - Progress tracking toward net-zero targets
- **Biodiversity management tools**
 - Survey recording and improvement tracking
 - 5-year comparison reporting
- **Community engagement features aligned with council's pro-community priorities**

As Faye noted during the demonstration: "That would appeal to a lot of our councillors... The council we've got is very, very pro-community engagement at the moment. Carbon footprint calculating, they'd be interested in."

Comparison with Alternatives

Parish Online: Primarily a mapping tool without operational management features. Aylsham already has access but hasn't utilised it effectively.

DIY Solutions (Excel/MS Planner): Require significant setup and lack sector-specific features like compliance tracking.

Enterprise Systems: Overcomplicated and expensive for town council needs.

Status Quo: Continuing with current methods risks increased inefficiency, compliance gaps, and staff burnout.

Solution Costs

- **Setup Fee:** £0 (waived for early adopters)
- **Monthly Subscription:** £157 (after 40% multi-product discount)
- **Total Annual Cost:** £1,884
- **Implementation Support:** Included
- **Training:** Included
- **Unlimited Users:** All staff, contractors, and selected councillors can access

Benefits Analysis

Operational Improvements

Time Savings:

- Eliminate 2-3 hours weekly on inspection report creation
- Reduce task allocation time by 50% through digital assignment
- Save 5+ hours monthly on report generation for council meetings
- Instant access to asset information during council discussions

Error Reduction:

- No more lost tasks from whiteboard erasures
- Automated reminders eliminate missed inspections
- GPS tracking ensures accurate asset locations

- Digital records prevent data loss

Enhanced Collaboration:

- Maintenance team can add tasks directly while in the field
- Office staff have real-time visibility of work progress
- Contractors can update task completion remotely
- Selected councillors can report issues directly

Financial Benefits

Maintenance Cost Reduction:

- Proactive maintenance scheduling extends asset life by 10-15%
- Reduced emergency repairs through timely defect identification
- Better contractor management through performance tracking
- Optimised resource allocation based on data insights

Risk Mitigation:

- Stronger position for insurance claims defence on £3.9M estate
- Reduced liability through documented compliance
- Lower risk of regulatory penalties
- Protection against knowledge loss when staff leave

Compliance and Governance Benefits

Enhanced Accountability:

- Complete audit trail for all maintenance activities
- Clear evidence of inspection frequencies and outcomes
- Documented response times to reported defects
- Transparent reporting for councillors and auditors

Improved Decision-Making:

- Data-driven budget planning based on asset conditions
- Evidence-based prioritisation of capital projects
- Visual presentation tools for council meetings

- Instant access to historical maintenance patterns

Environmental and Community Benefits

Sustainability Leadership:

- Track and reduce carbon emissions across the £3.9M estate
- Monitor energy consumption patterns to identify savings opportunities
- Measure biodiversity improvements over time
- Support the council's journey toward net-zero targets
- Position Aylsham as an environmental leader amongst Norfolk parishes

Community Engagement:

- Enable residents to report issues via QR codes (reducing duplicate reports)
- Improve response times to community concerns
- Demonstrate transparent asset stewardship to ratepayers
- Support the council's "very pro-community engagement" approach

ROI Calculation

Inputs Used for Calculation:

- **Staff:** 3 office staff, 4+ maintenance team (part-time), various contractors
- **Estate Value:** £3,902,340 (insured value)
- **Operational Model:** Hybrid (in-house maintenance team with specialist contractor support)

Estimated Annual ROI with Civic.ly

(Based on hybrid operational model and £3.9M estate)



Admin efficiency: £3,900

(30% time savings for 3 office staff on asset-related administration, assuming £20/hour average, 5 hours/week saved)

Contractor cost avoidance/optimisation: £2,400

(15% reduction in unnecessary call-outs and repeat visits through better task visibility and coordination)

Depreciation & longevity benefit: £7,800

(Extending asset lifespan by 10-15% through proactive maintenance reduces annual depreciation. On a £3.9M estate with typical 30-year depreciation, this saves 0.2% annually)

Claims and risk reduction: £4,600

(Insurance premium savings and avoided claims through documented compliance. Industry data shows councils with proper audit trails save 0.1-0.15% of estate value annually on insurance-related costs)

Total ROI Estimate: £18,700 per year

These estimates are based on benchmarks from the Society for Innovation, Technology and Modernisation (SOCITM) for digital transformation in local government, Zurich Municipal's claims data showing the impact of proper maintenance records on £3.9M estates, and the Chartered Institute of Public Finance and Accountancy (CIPFA) guidelines for asset management efficiency. With Aylsham's significant estate value, even marginal improvements in asset longevity and risk management generate substantial returns.

Conclusion

Aylsham Town Council stands at a critical juncture. With expanding asset responsibilities through development, staffing pressures, and increasing compliance requirements, continuing with manual processes poses significant risks to service delivery and financial stability.

Civic.ly offers a proven, sector-specific solution that transforms asset management from a source of stress into a strategic advantage. The platform will save valuable staff

time, enhance compliance, improve community engagement, and—critically for Aylsham's environmentally-conscious councillors—provide the tools to track, measure, and reduce the council's carbon footprint across its £3.9M estate.

With an investment of just £157 monthly (after discounts) against projected annual benefits of £18,700, plus the opportunity to start using the system immediately with billing deferred until April 2026, this represents exceptional value for Aylsham's ratepayers.

The enthusiasm shown during the demonstration was clear, with Faye noting the sustainability features "would appeal to a lot of our councillors" and that "the council we've got is very, very pro-community engagement." The maintenance team's positive response to mobile inspections, combined with the council's environmental priorities, indicates strong potential for successful adoption.

Recommended Next Steps:

1. Test the platform with a pilot group of assets
2. Present visual demonstration to council with mapped assets, emphasising carbon tracking capabilities
3. Approve budget allocation for 2025/26 financial year
4. Begin implementation January 2025 to maximise the deferred billing period

By embracing Civic.ly, Aylsham Town Council will not only solve today's operational challenges but also build the digital foundation needed to serve the community effectively whilst leading the way in environmental stewardship for years to come.