



UTTOXETER TOWN COUNCIL

Fire Risk Assessment

Fire Risk Assessment – Uttoxeter Town Hall

The Fire Risk Assessment for Uttoxeter Town Hall, High Street, Uttoxeter, Staffordshire, ST14 7HN.

Property Information:	Uttoxeter Town Hall High Street Uttoxeter Staffordshire ST14 7HN
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Use of Premises:	Ballroom (ground floor) The Adam Peaty Suite (bar provisions – ground floor) Alan Dean Suite (first floor – lift access)
Date of Risk Assessment:	Initial Assessment - 25 October 2013 Further Review following completion of The Adam Peaty Suite 4 April 2018 Review/Further Assessment – Annually
Carried out by/Position:	Fire Risk Management Services Tina Jeffery, Town Clerk Mel McGinley, Office Manager

Notes:

Means of Escape:		Yes	No
1	Are all final exit doors unobstructed, clearly identifiable, fitted with Suitable fastenings and readily available for use?	✓	
2	Do all emergency routes and exits lead, directly as possible, outside the building to a place of safety?	✓	
3	Do all emergency exit doors open in the direction of escape?	✓	
4	Are the exit routes clearly indicated and free from combustible storage and equipment at all times?	✓	
5	Are the number, distribution and dimensions of emergency routes and exits adequate? (<i>Consideration given to the dimensions of the rooms together with usage, equipment and number of persons on the premises at any one time</i>).	✓	
6	Do all self-closing fire doors close fully into the door frame?	✓	
7	Are all self-closing devices on fire doors fitted with smoke seals	✓	
8	Are all self-closing devices on fire doors in good working order?	✓	
9	Is there a fire evacuation (fire drill) procedure for the premises?	✓	
10	In the event of an emergency, is it possible for all persons to evacuate the premises safely and quickly?	✓	
11	Have arrangements been made for the safe evacuation of persons with mobility difficulties?	✓	
12	Overall, is the means of escape adequate?	✓	
13	Is training given in fire evacuation procedures?	✓	
14	The double doors from the Ballroom to The Adam Peaty Suite must not be propped open during functions and are to remain closed. This falls under the supervision of the Bar staff on duty.	✓	
15	Are fire drills carried out?	✓	
16	State date of the last fire drill?	24.04.2026	
17	How long did it take to evacuate the premises? <i>Noted that 2.5 minutes or less is a reasonable target for most premises</i>	2m 8s	
18	When is the next one scheduled?	TBC	

Escape Lighting			
19	In the event of failure of the main lighting system, is the escape lighting required to illuminate on escape routes?	✓	
20	Is it sufficient to enable all persons to evacuate the premises safely to a place of safety	✓	
21	Is it tested regularly?	✓	
22	Are the tests recorded?	✓	

23	Are records kept of maintenance?	✓	
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Fire Warning		Yes	No
24	Is the premises provided with a system for giving warning in case of a fire?	✓	
25	Is the alarm clearly audible and recognisable, in all parts of the premises?	✓	
26	If a fire started in an un-occupied room, would it be detected?	✓	
27	Is it tested regularly?	✓	
28	Are the tests recorded?	✓	
29	Are records kept of maintenance?	✓	

Fire Fighting Equipment			
30	Are suitable and sufficient fire extinguishers provided?	✓	
31	Are they unobstructed and readily available for use?	✓	
32	Are they properly located and indicated?	✓	
33	Are persons trained to use firefighting equipment? <i>The trained member of staff would only deploy a fire extinguisher if the fire was small and contained and did not pose an immediate risk to staff and other persons present.</i>		
34	Are the extinguishers maintained?	✓	
35	Are records kept of maintenance?	✓	
36	Overall, is the firefighting equipment adequate?	✓	
37	Are arrangements in place for calling the fire service?	✓	
Other Considerations			
A	Are open flames to be found in or around the premises? If yes, give details: Gas cookers/ovens/plate warmers/food warmers in kitchen	YES	
B	Are there any cooking appliances? If yes, give details: Gas cookers/ovens/plate warmers/food warmers in kitchen	YES	
C	Are there heating appliances? If yes, give details: Gas boilers x two replaced Nov 2024	YES	
D	Are spark generating tools/equipment used in or around the premises? e.g. electrical, mechanical, etc. If yes, give details:	NO	

E	Are all gas/electrical appliances within the premises approved for use, fitted with guards (where necessary) and tested for safety? If No, give details of proposed action:	YES
F	Is there a staff member familiar with the correct use of gas/electrical appliances? Events Operator competent in correct use.	YES
G	Are all gas/electrical installations/appliances regularly inspected by a competent person?	YES
	<u>Date of last inspection: See below</u> Gas: Town Hall Boilers (new boiler room – ARC) 15.01.26 Adam Peaty Bar boiler – serviced ARC 15.01.26 Gas Range/Ovens x 2 - Serviced 01.10.25 Hot Water Supply Boiler – B/Room Kitchen 17.12.25 Electrical: PAT Testing 12.05.26 Fire Detection & Alarm System 6-month inspection 22.05.26 Fire Alarm Testing (checked/tested monthly) June 2026 Emergency Lighting 6-month inspection 22.05.26 Emergency Lighting (checked/tested monthly) June 2026 Chubb Scheduled Inspection – Security Alarm 29.01.26 Carbon Monoxide Detectors (Clerk’s Office, new boiler room and within the Adam Peaty bar) 22.05.26 Other fuel supplies: N/A Location of emergency shut offs: Gas: old Boiler Room (basement) Electricity: First foyer/stage area/office staircase	
H	Is smoking allowed anywhere within the premises? If yes, please give details:	NO
I	Is provision made for safe extinguishers/disposal of discarded matches and cigarettes? If yes – give details of above Metal cigarette bin provided outside the premises for all events/bookings	YES
J	Are any security measures in force to protect against the risk of arson? If yes – give details of above The building is suitably secured and alarmed. For occasions when the Town Hall doors are closed, all offices have a visual display screen connected to the doorbell to view any visitors. Entrance/exit log register in place for both staff members and visitors	YES
Fire Loading		
K	Is the storage and supply arrangements for LPG satisfactory? If No – details of proposed action	N/A
L	Are any other gases used? If Yes – details of above C02 Gas Cylinders	YES

M	Are any flammable liquids/substances stored or used on the premises? If Yes – details of quantities/location:	YES
	C02 Gas used by Outside Inns Ltd for bar pumps – delivery/removed from site for each event	
N	Are the arrangements for the storage of flammable liquids/substances satisfactory? If No – details of proposed action	N/A
O	Does the use of flammable materials/substances pose any significant fire risk? If Yes – details of above	NO
P	Is there significant fire loading anywhere within or in close proximity to the premises? E.g. core products, combustible materials, cooking risks, furnishings, waste products, etc. If Yes – details of above	NO
Q	If the fire loading is significant or of an unusual nature is it feasible to reduce the risk of fire by complete removal or reduction in quantity or alteration to the method of storage, i.e. change the orientation of storage – stack timber boards horizontally instead of vertically, divide materials into smaller more dispersed quantities and screen combustibles from ignition sources. If Yes – details of above	N/A
R	Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which personnel, contractors or members of the public may be present?	N/A
S	Is there any ignition source (which could start a fire) in close proximity to any significant Fire loading (that which fuels a fire)	NO
T	Are persons expected to use fire extinguishers in an emergency? All staff are trained in the safe use of fire extinguishers. Staff would raise the alarm. 999 would also be called. The trained member of staff would only deploy a fire extinguisher if the fire was small and contained and did not pose an immediate risk to staff and other persons present. (note: a member of staff is on site at all functions).	YES
U	Are all staff aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues? If No – give details of proposed action	YES
V	Are persons with mobility difficulties likely to be present in the premises - .i.e. parents with babies, persons in wheelchairs, persons with sight or hearing impairment, etc.? If Yes – what measures are in place to assist them in an emergency	YES
	The Town Clerk and two Councillors are trained in the operation of Evac+chairs and would assist to escort those with mobility difficulties out of the building during Council or Committee Meetings via the appropriate ramps or using the evac+chairs. (note: a member of staff is on site at all functions managed by the Events Team).	
W	Consider each room or space in turn and assume initially that it is unoccupied when a fire occurs. Assess where a fire is likely to start (ignition source); how is it likely to spread	

	(fire loading), and the risk it presents to other persons in the premises. Are there any concerns about any particular risks or situations? If Yes – give details	NO
X	Has a procedure been established to determine the review of the fire risk assessment If Yes – give details	Reviewed annually
	From the above identify and prioritise the ‘significant findings’ and if 5 or more Persons are employed, the findings are to be recorded	

Significant findings	Proposed Action	By Whom	By what date

Reviewed/Adopted by UTC on 19 May 2015, 10 May 2016, 9 May 2017, reviewed following incorporation of bar area and Adopted by Council on 10 April 2018, Re-adopted on 8 May 2018, Reviewed and readopted 14 May 2019, 5 May 2021 (no AGM in 2020), Reviewed/Adopted by UTC 8 February 2022, 10 May 2022, Reviewed and adopted at Council’s Annual Meeting held 16 May 2023, Reviewed and adopted at Council’s Annual Meeting held 21 May 2024 Reviewed and Updated in readiness for Community Office Use – 24 March 2025. Reviewed and adopted at Council’s Annual Meeting held 13 May 2025
Reviewed and Adopted by Council at its Meeting on 14 July 2026