

Ecclesfield Parish Council - Recommended Actions as per Fire Risk Assessment and Disability Access Assessment

Report to – Finance and Premises Committee 29 April 2021

The purpose of this paper is to ask to consider and agree actions taken as a result of the Fire Risk, Disability Access, and Health Safety Assessment of the Council Office’s. Members are reminded that they allocated £10,000 in this year’s budget for improvements to Council Offices, with a particular focus on making it DDA complaint.

To aid decision making, we have categorised them as follows:

- Priority A: High priority: immediate action required for legislative Compliance
- Priority B: Medium priority: action required for legislative compliance or responsible fire safety management.

Fire Risk Assessment Recommended Actions

Recommended Action	Category	By Whom	By When	Budget implications	Additional Notes
At least 2 trained fire wardens should be in place to cover the building correctly.	A	Clerk/Admin Officer	June 2021	Can be met through existing training budget.	Training to be provided for the Admin Officer and Admin Assistant.
Thought should be given to making the following windows fire escape windows to allow escape via the fire service: <ul style="list-style-type: none"> • Main office window • Small office window • Landing window 	A	Clerk/Council	tbc	This is likely to have budget implications though at this stage this cannot be quantified. If Members were to agree that this was a priority improvement costing would be sought.	This wasn’t given a priority rating on the fire risk assessment, but was recommended and it is considered from a health and safety point of view it should be an A. It may not be necessary to provide a fire escape window from the small office window.
Thought to be given to replace		Clerk/Council	tbc	This is likely to have budget	This wasn’t given a

the steps to the fire exit at the bottom of the stairs.				implications though at this stage this cannot be quantified. If Members were to agree that this was a priority improvement costing would be sought.	priority rating on the Fire Risk Assessment, but from a health and safety point of view it should be an A .
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Disability Access Assessment Actions

Recommended Action	Category	By Whom	By When	Budget implications	Additional Notes
Front doors to be replaced with automatic sliding doors that work on a fob system	A	Clerk/Council	tbc	The Council has sought an indicative cost, which suggests between £5000 and £6000.	This is required to enable wheelchair users' easy access to the building.
Replace digi locks with fob system at an accessible height for a wheelchair user	A	Clerk/Council	tbc	If Council was minded to approve the above this could be addressed at the same time, otherwise the cost would need to be confirmed.	This is required to enable wheelchair users' easy access to the building.
Downstairs door to be accurately measured to confirm it is wide enough for wheelchair access	A	Clerk/Admin Officer	June 2021	Can be met through existing central premises budget.	This is required to enable wheelchair users' easy access to the building.

To install fire exit in Chambers	A	Clerk/Council	tbc	This is likely to have budget implications though at this stage this cannot be quantified. If Members were to agree that this was a priority improvement costing would be sought.	This is required to enable wheelchair users and persons of limited mobility easy escape route in case of a fire. This wasn't on the Fire Risk Assessment but from a health and safety point of view it should be seriously considered.
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