**Actions from Fire Risk Assessment**

**IMMEDIATE & URGENT ACTIONS (RISK RATING = 6 – URGENT)**

These issues need addressing **as soon as possible**:

1. **Wooden Fencing Fire Risk (Items 49, 50) In Progress – Cllr Betts will move into Garage**
	* **Action:** Move stored wooden fencing away from the rear wall of the building to reduce arson/fire risk.
2. **Gas Meter Cabinet (Item 67) In Progress – In Progress Cllr Betts will repair**
	* **Action:** Fit a **lockable, air-vented metal door** to the gas meter cabinet.
3. **Fire Awareness Training (Item 27) To Arrange with Dennis see charges**
	* **Action:** Provide **Fire Awareness Training** including **safe extinguisher use** for **staff, councillors, and room users**.

**CAUTIONARY ACTIONS (RISK RATING = 4 – TO BE ADDRESSED SOON)**

These need **planned follow-up** and action:

1. **Emergency Exit Signage (Item 01) Actioned July 2025**
	* **Action:** Place a sign on the relevant door marked "**Emergency Exit Only**".
2. **Wheelchair Access (Item 05) In Progress – Cllr Betts will put the Flags needed to create better access**
	* **Action:** Add a **plinth or flagged area** at the side of the emergency exit ramp to allow safe wheelchair turning.
3. **Gas Boiler Service Confirmation (Item 38) Clerk to Arrange - Outstanding**
	* **Action:** **Confirm** the **annual gas boiler service** is up to date.
4. **Service Shut-Off Plan (Item 60) In Progress CFS are sending a plan**
	* **Action:** Install a **simple building plan** at the entrance showing **gas, water, and electric shut-off points** for emergency services.

**LOW PRIORITY / ONGOING ACTIONS (RISK RATING = 2)**

Desirable but not immediately critical:

1. **Annual Fire Drill (Items 14–17) To be Arranged**
	* **Action:** Schedule and carry out **an annual fire drill**.
	* **Record** the evacuation time for future reference.

**ADDITIONAL RECOMMENDATIONS**

* **Fire Detector Coverage:**
	+ Smoke alarms are present and tested. However, **no heat detectors** are installed – consider if needed based on room use. **To be Actioned**
* **Emergency Exit Notice (Item 61):**
	+ A **new sign** is needed for the Emergency Exit to ensure visibility. **Actioned July 2025**
* **Floor Plan (Item 60):**
	+ Building plan showing exits, detectors, and equipment is **not available** – needs to be created and displayed. **Already displayed at entrance**