

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Nicholas Coxon
Councillor Dennis Dannatt
Councillor Paul Hooton
Councillor Stuart Morley
Councillor Kenneth Woolley

Councillor Richard Craig
Councillor Caz Davies
Councillor Paul Key
Councillor James Plastow

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 14 January 2025** commencing at **6:30pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

PS25/115 Apologies for Absence

To note apologies for absence.

PS25/116 Public Participation Period

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of up to 15 minutes is permitted for public participation. Participants are restricted to 3 minutes each. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3.6 – 3.9 for details.

PS25/117 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PS25/118 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PS25/119 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PS25/120 Minutes of the Previous Meeting

To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 10 December 2024 (pages 4 to 7)

PS25/121 Matters Arising Schedule

To note current position of previously agreed actions as at 7 November 2024.

Paper B (pages 8 to 20)

PS25/122 Fire Risk Assessment

To note Fire Risk Assessment Report for Richmond House.

Paper C (pages 21 to 69)

PS25/123 Grass Verge Cutting

To consider quotations received for parish grass verge cutting for 2025/26.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper D (pages 70 to 75)

PS25/124 Trees Safety Report

To receive tree safety report following receipt of the Tree Safety Survey.

Paper E (pages 76 to 80)

PS25/125 General Cemetery Tree Works

To consider quotations received to carry out works on the boundary trees in the General Cemetery following the safety survey.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper F (pages 81 to 84)

PS25/126 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- i. Marshalls Boiler
- ii. Volunteer Recognition
- iii. Richmond House Conservatory Replacement
- iv. General Cemetery Extension
- v. General Cemetery potential carpark area
- vi. General Cemetery Chapel

PS25/127 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 11 February 2025 at 6:30pm.

Rachel Allbones
Town Clerk & RFO

Richmond House
Gainsborough

Thursday, 09 January 2025

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 10 December 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nicholas Coxon
Councillor Caz Davies
Councillor James Plastow

Councillor Richard Craig
Councillor Paul Key

In Attendance:

Rachel Allbones
Stephen Coulman
Sean Alcock
Amanda Clarke

Town Clerk
Operations Manager
Operations Manager
Communities Officer

PS25/100 Apologies for Absence

Apologies for absence were received from Councillors P Hooton, S Morley, K Woolley.

PS25/101 Public Participation Period

No public in attendance.

PS25/102 Declarations of Interest

Councillor Davies declared a personal interest in agenda item PS25/110 as she knows the applicant who wishes to move the bus shelter.

PS25/103 Dispensation Requests

No dispensation requests were received.

PS24/104 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/109, PS25/110 and PS25/111 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/105 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 12 November 2024 be approved as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2024-25

PS25/106 Communities Officer Report (Allotments) (Paper B)

Members **NOTED** the update report from the Communities Officer and the use of the delegated functions and **RESOLVED** to rod the drains on Love Lane Allotments prior to engaging a contractor to carry out a CCTV survey.

PS25/107 Communities Officer Report (Grants & Community) (Paper C)

Members **NOTED** the report from the Communities Officer on identified projects for funding and opportunities and **RESOLVED** approve the projects 3.1 – 3.8 for the Communities Officer to source funding for with 3.1, 3.3 and 3.6 being the priorities.

PS25/108 Allotment Site Secretary (Paper D)

Members consider recommendation to amend the name of the site secretary and election period.

RESOLVED:

- i. to approve the name change to Site Representative.
- ii. to approve elections for Site Secretaries be every three years.
- iii. to **RECOMMEND TO FULL COUNCIL** to amend Structure and Functions 11.5 – 11.26 accordingly.

Note: Councillor Key abstained from voting on the above resolution.

PS25/109 Allotment Application (Paper E)

RESOLVED: Following legal advice received to follow due process with allotment allocations as per current allocation process.

Note: The Communities Officer left the meeting.

PS25/110 Bus Shelters (Paper F)

RESOLVED:

- i. **Part A.** That contractor B be appointed to undertake the cleaning of the Council's bus shelters for a 12-month period.
- ii. **Part B.** If complaints are received, consider undertaking a public / user consultation to see if there is need / demand for benches / seats and that another quotation / estimate be obtained from a second contractor.
- iii. **Part C.** That the Committee agrees to formally add the bus shelter on Morton Terrace: near the White Cottage, opposite Thonock to the Council's asset register.
- iv. **Part D.** That the Operations Manager undertake the necessary research with regard to relocating / installing a new bus shelter, as appropriate.
- v. **Part E.** Not to allow advertising within bus shelters at the current time but contact advertising companies to investigate potentially installing small billboards within bus shelters.

PS25/111 General Cemetery Memorial Tributes (Paper G)

RESOLVED:

- i. That the report is noted.

- ii. That the Operations Manager continue the dialogue with the widow until full compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries is achieved.
- iii. That any application for a permanent memorial be conditional on absolute compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.

PS25/112 2025 / 2026 Budget (Paper H)

RESOLVED: to **NOTE** proposed budget requirements for 2025/26 for this Committee and discuss further at the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- i. Grounds Maintenance
- ii. Richmond House & Park
- iii. Sports Grounds
- iv. Cemetery
- v. Play Areas
- vi. Allotments
- vii. Public Realm
- viii. Events
- ix. Christmas Lights

PS25/113 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Matter Arising Schedule - January
- ii. Grass Verge cutting - January
- iii. Cemetery tree works - January
- iv. Fire Risk Assessments - January
- v. Marshalls Boiler - January
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/114 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 14 January 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:24pm.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

Initialled:

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 07/01/2025



Purpose: To consider progress on the matters arising from previous Property and Services Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Unsure	PS22/025	To receive a presentation from Co-op volunteers on a proposed project in Gainsborough Cemetery and decide whether or not the proposed work may go ahead.	The committee received the presentation and decided to defer to Full Council.	Full Council Carried. Now in conversation with OM with regards to practical execution. REMOVE ACTION		OM
In progress	PS22/036	To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee recommended that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation.	Day of Action being planned awaiting dates and availability. Liaising with WLDC re conservation ONGOING REMOVE ACTION: New report received; actions will be worked through by staff.		TC/OM
In progress	PS22/037	Richmond House To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee resolved for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention.	Ongoing, Liaising with conservation officer Fire doors installed in FF offices		TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Not started	PS23/013	Levellings Dog Walk To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead following the receipt of further quotes.	The committee resolved to formally look into the re-installation of the dog walk and obtain further quotes.	TC/OM to obtain further quotes. Outstanding. REMOVE ACTION: new footpath being laid and current fencing to be retained and no additional to be added.		TC/OM
In progress	PS23/170	Aisby Walk Play Area To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and resolved: - a) to report the progression to the Planning Committee but for P&S to lead on the project as moneys can only be spent on play equipment at Aisby Walk. b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity. c) To create a user panel as per 2(g) of paper H. To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel.	OM proceeded with consultation process. OM met with school early February. Email from WLDC stopped tender process, will email WLDC in September. When contacted WLDC in August only 20 properties were occupied. Trigger for the payment is prior to occupation of the 48 th dwelling REMOVE ACTION until a time when the funds are available.	Summer 2025.	OM
In progress	PS23/196	Richmond House Conservatory To consider authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on.	Cllr Key questioned if WLDC and LCC are still funding a third of the project each. The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.	TC to instruct the architects and enter into negotiations with both WLDC and LCC. Awaiting confirmation from LCC if they will be financially contributing. WLDC have advised the double doors from the ceremony room to the conservatory do not need to be a fire exit, so the option of a window is available.		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
	PS25/045		RESOLVED: to NOTE the verbal update from the Town Clerk regarding new plans being drawn up and submitted to WLDC to go through the planning process.	LCC will not use a patio area if an accessible ramp cannot be incorporated in the design. New plans to change both doorways to windows have been submitted to WLDC. REMOVE ACTION a new agenda item will be added prior to going out to tender.		
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee resolved to defer the item until the next meeting.	Awaiting listing decision from WLDC. Meeting arranged with WLDC for the beginning of December. REMOVE ACTION planning application being submitted for security fencing, the climbing wall has been identified as a hazard as will ease access to the shelter roof.		OM
In progress	PS24/084	Richmond House Lease To consider lease agreement between WLDC and GTC dated 1 April 2009.	RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.	Awaiting meeting with WLDC. Richmond Park site meeting and Guildhall meeting set for end of May. REMOVE ACTION until a time Members consider the Councils accommodation further.		TC
In progress	PS24/085	Richmond House Windows To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.	RESOLVED: a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits. b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and	Repair works have begun. Repair works complete. Awaiting decorator to attend. Majority of windows have now been painted, front entrance waiting on rectification of the dry rot.	Spring	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits. c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. d) That the necessary funds come from the Richmond House Reserve. e) The budget be adjusted accordingly.			
In progress	PS24/124	Marshall's Sports Ground Main Pavilion Heating To consider replacement of the building management system managed heating system and hot water system at Marshall's Pavilion.	RESOLVED: 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshall's Pavilion. 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshall's Pavilion. This to be a minimum of £8,500. 3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.	OM and ITC attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs. An audit has been carried out. Awaiting for prices for proposals.		OM
In Progress	PS24/142	General Cemetery Chapel Condition Survey	RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.	OM and team carrying out some recommendations in house.		OM
In Progress	PS24/182	Allotment Garden Application	RESOLVED: to approve the application for an allotment garden as the Council had no justified reason to decline.	REMOVE ACTION		

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	PS24/201 PS25/044	North Warren Allotment Fence	RESOLVED: to agree to instruct Contractor A to erect a 1.8m palisade fence on the inside of the site, 1m away from the boundary, 140m length of the site. RESOLVED: to instruct Contractor F to erect a 1.8m palisade fence on the inside of the site, 1m away from the North Warren Road boundary, 140m length of the site.	Japanese knotweed has been identified, so that is being dealt with first. Item at the meeting to look at appointing another contractor due to RAMS not being sufficient. Contractor appointed, awaiting start date.		AO
In Progress	PS24/203	General Cemetery Extension – Old Nursery Site	RESOLVED: 1. That the Council accepts the late submission of the costings of drawings number three (3), eight (8) and thirteen (13) by CDS. 2. That the Council makes enquiries with West Lindsey District Council regarding the acquisition, or donation / other, of the old WLDC nursery site. 3. That the Council makes enquiries with West Lindsey District as two (2) Councils may agree to form a joint committee to form a single burial authority – e.g., WLDC and the Council.	Meeting arranged with WLDC for the end of May. Awaiting potential proposals from WLDC Chief Executive as they advised they would be unable to gift the nursery site. Should have the proposals by the end of July 24.		TC
In Progress	PS24/205	Richmond Park Listing Status	RESOLVED: 1. That the Council contacts WLDC with a view to the Council Leader, Interim Town Clerk and Operations Manager having a site visit with the Leader and Chief Executive of WLDC and any other relevant Officer to discuss a potential agreed revision of the curtilage of the Grade	Site meeting arranged with WLDC for the end of May. The Operations Manager is working on a plan identifying what areas of the park we believe to be listed, the TC & OM with then work with WLDC Chief Executive to try and gain clarity on this.		TC & OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			It listing to Richmond House to include the house and any post 1948 outbuildings of particular historic and / or architectural significance or unique character only. 2. Following a satisfactory outcome from paragraph 1. above, the Council revises its use and makes plans for the future of the operational yard – tarmac, drainage, demolition of some unused dilapidated / partially collapsed buildings.	Site meeting arranged for the beginning of October. REMOVE ACTION: following meeting it was apparent WLDC require most works to apply for LBC and permission.		
Complete	PS25/014	General Cemetery Memorial Tributes	RESOLVED: a) That the Operations Manager, in consultation with the Town Clerk, continue a dialogue with the widow, via her father, to remove the CCTV camera and tributes at the earliest opportunity. b) The Committee receive an update report in November 2024 and review the situation. c) That the Council review the amended cemeteries rules and Regulations when updated and completed.	Communications are ongoing. Item for discussion at the meeting.		
Complete	PS25/043	Love Lane Allotment Pond	RESOLVED: to instruct Contractor C to construct a 1.8m fence around the boundary of the pond area on Love Lane allotments as a condition of the planning permission, <i>please note this does not include the fencing along the boundary wall adjacent to Henley Court as the fence currently in situ is of satisfactory condition and does not require replacing.</i>	Work in progress Works commencing on 3 October 2024.	September 2024	AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	PS25/060	Love Lane Allotment Dyke	RESOLVED: for the grounds team to clear the vegetation from the dyke and the assess if a survey is needed.	Works to be scheduled.		
Complete	PS25/061	Bus Shelter Audit	RESOLVED: to NOTE the audit of the 17 bus shelters owned by Gainsborough Town Council and to: - i. Ask Swallow Cleaning what spec they work to when cleaning biannually ii. Obtain quotations to put seating in the 6 bus shelters that currently do not have it.	Spec has been received. Other cleaning companies have been contacted for quotes to undertake works. Contractor to erect seating is yet to be contacted.		
Complete	PS25/065	General Cemetery Memorial Tributes	RESOLVED: to send a formal letter to the grave owner requesting tributes to be removed by 30 th September or further action may be taken. Also contact bailiff companies for quotations to remove tributes should the grave owner not remove.	A letter was sent on 1 October requesting items be removed by 18 October. Bailiff companies have been contacted and awaiting quotations.		
In progress	PS25/078	Event Application	RESOLVED: to approve the application in principle to hold a Community Family Fun Day on Levellings Playing Field on 5 July 2025 subject to: - i. provision of a final event plan, including layout pan ii. proof of PLI iii. provision RAMS iv. evidence of consultation with the Safety Advisory Group v. own public toilets to be provided vi. classic cars to provide drip trays for rear end and axels	Documents to be submitted in sue course.	June 25	AC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			vii. no fee to be levied for 2025 event.			
In progress	PS25/079	Event Application	RESOLVED: to approve the application in principle to hold a Gainsborough Pride on Levellings Playing Field on 16 August 2025, subject to the below by 31 March 2025 and review at April Committee meeting: - i. provision of a final event plan, including layout plan ii. proof of PLI iii. provision RAMS iv. evidence of consultation with the Safety Advisory Group v. own public toilets to be provided vi. no areas of the playing field / park area to be closed off, or restrictions to the public vii. no fee to be levied for 2025 event.	Documents to be submitted in due course.	March 25	AC
In progress	PS25/080	Tree Felling	RESOLVED: i. That contractor A (Fenton Tree Surgery) be appointed to undertake the works of felling the Ash tree (number 22) as soon as reasonably practicable at the cost of £1,800 +VAT. This being subject to their risk assessments and method statements being satisfactory. ii. That upon receipt of the written tree safety report the outgoing Operations Manager and incoming Operations Manager discuss and prepare a tree action plan, as necessary. iii. That the incoming Operations Manager, in conjunction with Elected Members, consider and consult with the Tree and Landscape Officer at West Lindsey District Council with	Operations Manager to liaise with WLDC in due course.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			regard to planting additional heavy standard trees in Richmond Park. As well as replacing lost 'specimen trees' any new trees will provide an enhanced vista / backdrop for wedding photographs and the overall appearance of the park.			
In progress	PS25/081	Levellings Dog Walk Footpath	RESOLVED: i. to undertake the specified works as detailed in paragraphs 2a to 2m within the report. ii. that quotations be obtained via a formal tender process on Contract Finder. iii. that a selection panel of Members and Officers be appointed and recommend to Full Council. iv. that the Grounds Maintenance, Footpath / Road Maintenance, General Footpath / Road and General Reserves Budget are adjusted accordingly. v. to note that any future deterioration in the footpaths / tarmacadam areas in Levellings Park, however caused, should be addressed as soon as possible on safety grounds. vi. to consider setting aside reserves for future resurfacing works in Levellings Park.	Works to begin on 13 th January	Jan 25	OM
Complete	PS25/081	General Cemetery Extension – Old Nursery Site	RESOLVED: to RECOMMEND to FULL COUNCIL for the Town Clerk to draft a letter to West Lindsey District Council for approval at Full Council stating the Councils stance on the General Cemetery potential extension.	Approved at Full Council and letter sent in November, no response to date.		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	PS25/094	Tree Safety Survey	RESOLVED: to NOTE tree safety survey for Council managed sites and that the Operations Manager will produce a maintenance plan for a future meeting.	Report present at the meeting.	Jan 25	OM
In progress	PS25/095	Richmond House Survey	RESOLVED: to RECOMMEND TO FULL COUNCIL to: i. Subject to the following, that the specialist contractor, Timberwise, be appointed as soon as possible to undertake the works to repair and undertake reinstatement to the dry rot affected areas (£16,290.51 plus VAT) as soon as their work schedule permits. ii. That as soon as a response is received from the Building Conservation Officer stating the specification of works is acceptable the specialist contractor, Timberwise, is instructed to undertake the necessary works. iii. That should a response be received from the Building Conservation Officer requiring additional matters to be included in the specification of works the specialist contractor, Timberwise, is requested to quote for the additional works and to undertake the necessary works. iv. That a 20% discretion (£3,258 ex VAT) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. v. That the necessary funds come from the General Reserve. vi. The budget be adjusted accordingly.	Approved by Full Council, LBC and planning application being submitted to WLDC.		TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	PS25/096	General Cemetery Memorial Tributes	RESOLVED: to write to the grave owner further requesting removal of tributes and to become compliant with the Council's Guidance Notes on Practices and Regulations within Cemeteries. For the Town Clerk to contact the insurance provider to see if the Council are covered should the matter go to court in the future.	Letter sent and site visit carried out.		OM
In progress	PS25/106	Communities Officer Report (Allotments)	RESOLVED to rod the drains on Love Lane Allotments prior to engaging a contractor to carry out a CCTV survey.	Grounds Team are working with the Communities Officer to undertake the works.		CO
In progress	PS25/110	Bus Shelters	RESOLVED: i. Part A. That contractor B be appointed to undertake the cleaning of the Council's bus shelters for a 12-month period. ii. Part B. If complaints are received, consider undertaking a public / user consultation to see if there is need / demand for benches / seats and that another quotation / estimate be obtained from a second contractor. iii. Part C. That the Committee agrees to formally add the bus shelter on Morton Terrace: near the White Cottage, opposite Thonock to the Council's asset register. iv. Part D. That the Operations Manager undertake the necessary research with regard to relocating / installing a new bus shelter, as appropriate. v. Part E. Not to allow advertising within bus shelters at the current time but contact advertising companies to investigate potentially installing small billboards within bus shelters.			

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS25/111	General Cemetery Memorial Tributes	RESOLVED: i. That the report is noted. ii. That the Operations Manager continue the dialogue with the widow until full compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries is achieved. iii. That any application for a permanent memorial be conditional on absolute compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.			OM

PAPER C

FIRST CALL FIRE RISK ASSESSMENTS

Hollyside, Manor Lane – Broadholme – Lincoln – LN1 2NA

Telephone: 01522703196 – Mobile: 07724620085

Fire Risk Assessment

As required by

The Regulatory Reform (Fire Safety) Order 2005 – Risk Assessment Report

Premises:	Richmond House	
Address:	Richmond Park Morton Terrace Gainsborough Lincolnshire DN21 2RJS	
Assessment carried out by:	Martin Gray	
Of:	First Call Fire Risk Assessments <i>(Ref: REPN0001891/GTC PO No: 2396)</i>	
Date of assessment:	21 November 2024	
Person Responsible:	Clerk to the Council – Rachel Allbones	

Fire Risk Assessment for Richmond House, Gainsborough

In accordance with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and Section 156 of the Building Safety Act 2022, this Risk Assessment has been carried out for life safety only and not for property protection or environmental damage limitation, nor business interruption.

It has been prepared with the following objectives:

- Identifying the fire hazards;
- Identifying persons at risk from the hazards;
- Evaluating the risk and deciding whether existing precautions are adequate or if more needs to be done;
- Recording the findings of the assessment;
- Identifying an appropriate period for the assessment to be reviewed.

The assessment report has been designed to show the aspects that have been checked, whether they were satisfactory and what remedial action may be required.

A section has also been included at the back of the document to show an overview of the matters that require attention, encompassing a section for the client's completion to record what/when action has been taken to rectify these matters.

Where **matters** have been indicated as **requiring attention**, they have been **shown in red**. A grading of High, Medium or Low Priority accompanies such matters. Whilst all matters should be attended to as soon as possible this method of grading should assist in determining which items are the most urgent:

High: Immediate attention/action

Medium: Up to 3 months

Low: Up to 6 months

It is recommended that this report (or a copy) is kept within the building to which it relates and available for review by enforcing authorities.

Fire Risk Assessment for Richmond House, Gainsborough

DISCLAIMER:

The Fire Risk Assessor has no control over the ongoing management of the premises once this report has been undertaken and the assessment issued and can have no responsibility for the Responsible Person(s) failing to implement the remedial actions highlighted in the significant findings.

It should be noted that failing to act on significant findings and an incident occur, could lead to issues with an insurance claim and/or legal action being taken by relevant authorities.

The responsibility for the on-going management lies entirely with the Responsible Person(s) as does the decision to allow the premises to continue to be used for its present purpose.

The assessment and the conclusions of the assessment have been based upon the information that was available at the time of the assessment being carried out.

Where applicable, and as detailed in the report, some information was not available at the time of the assessment and so it may not have been possible to issue accurate advice.

The advice issued in this report has been based upon visual observation only and it may be possible that a more in-depth survey e.g. an invasive survey of the standard of fire separation, would have resulted in a different recommendation being made.

Recommendations made in this report are made without prejudice to the requirements of third-party enforcement agencies e.g. the Local Authority Building Control Department.

The Assessor can have no responsibility for subsequent changes to the premises, subsequent faults in equipment, deterioration of the premises etc. If the Responsible Persons have any cause to believe that changes have taken place that may affect the findings of this assessment, they should arrange for a review to be carried out as outlined in item number 108 of this report and referring to the Government guidance document linked within said item number.

Fire Risk Assessment for Richmond House, Gainsborough

Description of Premises:

A Grade II Listed, Georgian former domestic dwelling converted to commercial use of two stories of solid external/internal brickwork with timber floors and a slated pitched Roof.

It is a multi-occupied listed building with the Gainsborough Town Council and Lincolnshire County Council being the occupants.

Gainsborough Town Council occupy the rear of the building for offices and reception.

From the rear entrance door leads to a corridor with toilets located to the left with access to the right to a staircase corridor with a reception office to the right with an integral kitchen. A fire door at the end leads to a garage.

On the first-floor are three offices and an end bathroom along a dead-end corridor.

A staff room is located externally with a storage area adjacent to it.

Access can be made to the Wedding/Registrar area via a fire door.

From the front entrance door leads to a staircase enclosure with the Registrar's office to the left and the Ceremony Room and Waiting Room to the right.

A further office is accessed via a small corridor with a basement accessed from the right.

The open staircase leads to a storage area (not protected) with several rooms leading off the first-floor landing which includes a gas boiler cupboard.

Description of the Means of Escape:

Rear exit door to Gainsborough Town Council and rear of the staff room/kitchen and the main front entrance door to the Lincolnshire County Council.

The side fire exit within the Ceremony Room is in poor repair and looks to be out of use.

Method of Fire Evacuation

The premises currently operate a Full Evacuation of the building on the actuation of the fire alarm.

*****A review is required upon obtaining information from the Lincolnshire County Council for management matters regarding procedures, fire safety training, checks, etc.*****

Fire Risk Assessment for Richmond House, Gainsborough

RESPONSIBLE, ACCOUNTABLE AND RELEVANT PEOPLE	
Fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible) Refer to link points i. and ii. which are to be found below, for full details.	
i. Check your fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible) (Updated 25 October 2023) https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022	
ii. A guide for persons with duties under fire safety legislation (accessible) (Published 29 September 2023) https://www.gov.uk/government/publications/people-with-duties-under-fire-safety-laws/a-guide-for-persons-with-duties-under-fire-safety-legislation-accessible	
Clerk to the Council – Rachel Allbones Address: Richmond House Richmond Park Morton Terrace Gainsborough Lincolnshire DN21 2RJ Telephone number: Email: townclerk@gainsborough-tc.gov.uk	Responsibilities: <i>Information required in line with requirements of Government regulations Fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible).</i> Priority: High
Operations Manager - Sean Alcock Address: Richmond House Richmond Park Morton Terrace Gainsborough Lincolnshire DN21 2RJ Telephone number: 01427 811573 Email: sean.alcock@gainsborough-tc.gov.uk	Responsibilities: <i>Information required in line with requirements of Government regulations Fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible).</i> Priority: High

Fire Risk Assessment for Richmond House, Gainsborough

. Address: Telephone number: Email:	Responsibilities: <i>Information required in line with requirements of Government regulations Fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible).</i> Priority: High
. Address: Telephone number: Email:	Responsibilities: <i>Information required in line with requirements of Government regulations Fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible).</i> Priority: High
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Fire Risk Assessment for Richmond House, Gainsborough

Site Fire Safety Information

Person responsible for Fire Safety in the premises:	Sean Alcock – Operations Manager	
Name of Fire Coordinator and Deputy:	Senior Manger on Duty	
Name of Deputy Fire Coordinator:	In place	
	<i>It should be ensured that the Lincolnshire County Council Registrar's have received the relevant fire safety training as there is high probability that the Registrar will be lone working on Saturday's.</i>	
Name of Fire Wardens:	In place	
Name of Deputy Fire Wardens:	In place	
Evacuation place of assembly (Assembly Point)	The fountain in front of Richmond House.	
Types and locations of firefighting equipment:	Water, Foam, and Carbon Dioxide extinguishers along exit routes and high hazard areas	
Type of fire detection system:	BS5839: Part 1: 2017 (L3 system) – additional detection recommended	

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: SAFE USE & STORAGE / SECURITY

Security against arson by vigilance and security systems will assist in the prevention of fire by arson. Such attacks could be by vandals, terrorists or by a disgruntled employee or ex-employee.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
1.	Is the workplace secure against unauthorised entry with access doors kept fastened shut?	Y	Y	Locked entrance doors and CCTV in place.
2.	Are flammable liquids used or stored in the Workplace?	Y	Y	Small amounts noted, no significant risk.
3.	Are piped flammable gases used in the Workplace?	Y	Y	Piped gas to the boilers and gas oven.
4.	Are liquefied petroleum gases in cylinders used in the Workplace for heating, cooking or other process?	N	Y	
5.	Is rubbish and waste removed at sufficient frequency and external waste bins suitably stored?	Y	Y	From what was observed with the external bins positioned away from the building.
6.	Are fire safety perimeter security checks undertaken daily?	N/A	Y	
7.	Is the housekeeping of a good standard in all areas?	Y	Y	From what was observed.

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: ELECTRICAL INSTALLATION / EQUIPMENT/ GAS INSTALLATIONS				
Electricity is one of the most common causes of fire. Correct care and maintenance of electrical systems and equipment can considerably reduce the risk of fire. Care and maintenance of gas supply systems and equipment can also reduce the risk of fire/explosion.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
8.	Does a competent electrician (to the latest Edition I E E Regulations) carry out the periodic inspection of the electrical installation and are reported faults rectified?	Y	Y	The fixed electrical system was last inspected in October 2023 by an Approved Inspector. <u>Sample inspection:</u> There was no evidence of loose wiring, tampering, scorch marks on plugs or a history of fire related problems relating to the fixed electrical systems.
9.	Are portable electrical appliances tested in accordance with the Electricity at Work Regulations?	Y	Y	Last testing was in June 2024.
10.	Are cables and flexes in a satisfactory condition and controlled with none across escape routes to cause trip hazard?	Y	Y	From what was observed on the day.
11.	Is non-essential electrical equipment switched off, and where appropriate unplugged?	Y	Y	<u>Recommendation:</u> Introduce Policy. Personnel whom bring chargers on site for use with their own personal equipment (for example a laptop/mobile phone) should be encouraged not to leave these on or near combustibles, to unplug from the power source at end of the day - preferably remove from site. As an organisation, only purchase branded, high quality, replacement electrical chargers/cables for use with devices/equipment on site.
12.	Are the electrical riser ducts kept free from storage and rubbish?	Y	Y	From what was observed.

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: ELECTRICAL INSTALLATION / EQUIPMENT/ GAS INSTALLATIONS				
Electricity is one of the most common causes of fire. Correct care and maintenance of electrical systems and equipment can considerably reduce the risk of fire. Care and maintenance of gas supply systems and equipment can also reduce the risk of fire/explosion.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
13.	Is there a control procedure for employees/volunteers to report defects in their equipment and are faults repaired quickly or the equipment isolated from electrical power when necessary?	Y	Y	All faults would be communicated to the manager who would then organise the repair.
14.	Are the plant rooms/electrical cupboards etc kept free from storage and rubbish?	Y	Y	From what was observed.
15.	Are natural gas appliances and machines installed and maintained by Gas Safe registered contractor?	N	N	Significant Hazard: Information regarding the servicing of the gas equipment (boilers and the oven) were not available at the time of the assessment. Gas appliances that are incorrectly maintained can be the cause of fires/explosions due to undiscovered faults. People at Risk: The occupants of the adjacent areas Existing Control Measures: Information not available Measures Adequate: No Further Action Required: The frequency of the servicing of the gas equipment should be checked to ensure that it is serviced in accordance with gas regulations. Priority: Medium
16.	Are Permits to Work and Permits to Access utilised for control of contractors and for special processes?	Y	Y	Policy and paperwork in place.

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: SMOKING POLICY

The careless disposal of lighted smoking materials is a major cause of fire. Adequate control will assist to reduce the outbreak of fire from this cause.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
17.	Does the employer operate a "NO SMOKING" policy?	Y	Y	Policy in place. <i>The No Smoking Policy should include vaping/e-cigarettes (and also include information with regard to their removal off site of these and any ancillary equipment associated with their use at the end of a working day).</i>
18.	Is the policy enforced with correct information given to all employees?	Y	Y	No evidence of smoking.

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: CLEANERS & CONTRACTORS

The vetting prior to appointment and the fire safety education of contractors is important as their incorrect actions may result in a fire due to accident or ignorance

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
19.	Are contractors given fire safety instruction?	N	N	Significant Hazard: Contractors who may be working in the building are not provided with any fire safety instruction. Consequently, they may not understand the correct action to take in the event of a fire. People At Risk: All occupants of the building. Existing Control Measures: No control measures in place. Measures Adequate: Further Action Required: All such people should be provided with information including the following: - Action upon discovering a fire; - Action upon hearing the fire alarm; - Calling the Fire Service; - Evacuation of the workplace; - Firefighting equipment use; - Power and process isolation; - Location of assembly points; - Escape routes and fire exit use; - No Smoking Policy. Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: HOT WORK / HOT SURFACES				
Areas where there are naked flames or hot surfaces are a higher risk and need to be controlled or eliminated.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
20.	Are the maintenance workshops kept clean and tidy with segregation of combustible materials from heat producing equipment and surfaces?	N/A	Y	
21.	Are employees instructed in the safe and correct use of catering equipment including microwave ovens, small electric unit-top ovens and toasters where in staff rooms?	N/A	Y	
22.	Are they extractor hoods/units cleaned on a regular basis?	N/A	Y	
23.	Are the main electrical switches and gas stopcocks identified on an exit route from kitchens?	N/A	Y	Small domestic type kitchen only.
24.	Are the fixed heating appliances suitably guarded and a safe distance from combustible materials?	Y	Y	
25.	Are portable heating appliances in safe use clear from combustible materials?	Y	Y	From what was observed.

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: WORK EQUIPMENT / WORK SERVICES

Plant rooms, Boiler rooms etc are considered to present a higher risk of fire due to their nature. Additional precautions are therefore necessary in these areas.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
26.	Are automatic and/or manual shutdown controls provided to - the gas lines and to the boilers? - the oil line and the oil-fired boilers?	N/A	Y	Domestic type boilers only.
27.	Is access into the Plant Rooms restricted and controlled?	N/A	Y	All locked on the day.
28.	Are the gas boiler rooms free from combustibile and general storage?	Y	Y	

Fire Risk Assessment for Richmond House, Gainsborough

CAUSES OF FIRE: OTHER CONSIDERATIONS

Fire within a premises represents one of the most devastating hazards to a business, effecting livelihoods in minutes and also with the possibility of claiming life. While the potential for fires can never be fully eliminated, the Responsible Person(s) have a duty to recognise fire risks and take reasonable precautions in controlling those risks.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
29.	<u>Lithium-ion (Li-ion) batteries</u> The use of lithium-ion batteries is widespread and in all types of applications using cell quantities large and small, e.g. from e-cigarettes, mobile devices, laptops, rechargeable power tools, floor cleaners, torches, horticultural equipment, scooters, bikes', golf/mobility buggies, etc, etc. Does the organisation have policies in place for the safe recharging, use of, and storage of devices/equipment that use this type of battery and also that of the correct disposal of such batteries?	No	No	Although currently the frequency of fires from lithium-ion /li-ion batteries is actually low, the consequences of such a fire can be extensive, it should be noted that fires associated with lithium-ion batteries appear to be on the increase and are being recognised as a serious issue by fire safety and H&S professionals alike. Fire Services are advising that lithium-ion batteries are extremely sensitive to high temperatures and inherently flammable, with these types of fires quickly spreading and hard to put out, leading to extensive damage and fatalities. - The Responsible Persons should familiarise themselves with the safety risks associated with lithium-ion batteries, and policies and safe practices introduced with regard the correct use, storage and recharging of devices/equipment and the likes using this type of battery. - Replacement batteries: It is advised to only purchase a branded, genuine product from a supplier you can trust. - A policy with regard to the correct disposal of such batteries (and equipment/devices using such batteries) should also be introduced (it would be prudent to speak with your waste transfer agent in relation to this matter too). Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

FIRE DETECTION & FIRE WARNING				
A fire alarm system when installed and maintained to a satisfactory standard provides a means providing a warning of fire whilst in its early stages. The occupants of the premises are then able to evacuate before their safety is threatened.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
30.	Is the workplace provided with a manual fire alarm system conforming to BS5839: Part 1: 2017?	Y	Y	Fully automatic fire alarm system provided that appears to conform to BS5839: Part 1: (L3 system).
31.	Is smoke/heat detection installed in the premises including the plant rooms?	Y	N	Significant Hazard: The existing fire alarm system does not include detection in the following areas: 1. Small link corridor to deputy registrar's office (gives added protection from top of basement and the electrical cupboard). 2. Basement. 3. Rooms on the first-floor that may be used for storage as recommended. Consequently, if a fire were to occur in these areas it may not be discovered quickly. People At Risk: The occupants of the adjacent areas. Existing Control Measures: Fire detection is provided in other areas. Measures Adequate: No Further Action Required: The existing fire alarm system should be extended in accordance with BS5839: Part 1: 2017 to include smoke detection in the areas referred to above and conform to L2 standard. Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

FIRE DETECTION & FIRE WARNING

A fire alarm system when installed and maintained to a satisfactory standard provides a means providing a warning of fire whilst in its early stages. The occupants of the premises are then able to evacuate before their safety is threatened.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
32.	Is the alarm audible throughout the workplace, storerooms and plant rooms?	Y	Y	
33.	Is a zone plan provided near to the fire-panel?	Y	Y	Detailed zone plan located near to the main panel.
34.	Are fire alarm call points, detectors and fire bells / sounders free from obstruction, defects and damage and located as per the British Standard?	Y	Y	From what was observed.
35.	Is a digital communicator installed for automatic call to the Fire & Rescue Service via a monitoring station?	N	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIRE RESISTING STRUCTURES				
The floors, walls, and other compartment areas must be of sufficient fire-resistance for a fire to be contained to a limited area and not to spread and adversely affect the persons working in or resorting to the building.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
36.	Are the staircases of a 30-minute fire resistant standard?	N	N	Significant Hazard: It was noted that storage is kept on the first-floor landing and adjoining rooms off the first-floor from the ceremony room staircase. As a single staircase it is required to be protected with fire doors etc. People At Risk: The occupants of the adjacent areas. Existing Control Measures: Fire resistance provided on the ground floor. Measures Adequate: No Further Action Required: 1. It is recommended to remove all storage from the first-floor. See also item 47/ Priority: Medium – upgrade of doors on the first-floor. Priority: Medium
37.	Is the electrical intake area separated from the remainder of the building by fire resisting construction?	Y	Y	From what was observed.

Fire Risk Assessment for Richmond House, Gainsborough

FIRE RESISTING STRUCTURES				
The floors, walls, and other compartment areas must be of sufficient fire-resistance for a fire to be contained to a limited area and not to spread and adversely affect the persons working in or resorting to the building.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
38.	Are the gas boiler rooms separated from the remainder of the building by fire resisting construction?	N	N	Significant Hazard: The gas boiler on the first-floor is not surrounded by a 30-minute fire resisting structure. Consequently, a fire that may break out within the gas boiler cupboard (high risk area) may be allowed to enter the adjacent staircase enclosure. People At Risk: The occupants of the adjacent areas. Existing Control Measures: None. Measures Adequate: No. Further Action Required: The cupboard noted should be surrounded by a 30-minute fire resisting structure including the door. Priority: Medium
39.	Are all floors of adequate fire resistance and pipework/cabling adequately fire-stopped?	Y	Y	From what was observed.
40.	Are the riser ducts enclosed in a minimum half-hour fire-resisting construction with access panels in place and doors kept locked shut?	Y	Y	From what was observed.
41.	Are the premises separated from the adjoining buildings by a minimum one-hour fire resisting construction?	N/A	Y	

Fire Risk Assessment for Richmond House, Gainsborough

LOCAL FIRE RESCUE SERVICES AND NEIGHBOURING BUILDINGS

In addition to protection being provided for the occupants of the building, foreseeable risks to Fire Service Personnel need to be minimised. The risk of fire from neighbouring premises also needs to be considered in relation to the buildings under assessment, the employees concerned, and potential hazards to fire fighters.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
42.	Have any hazards to fire-fighters been identified in the area being assessed?	N	Y	
43.	Have any chemicals or materials that may affect the local environment or the Fire & Rescue Service in the event of a fire (i.e. asbestos) been identified?	N	Y	

Fire Risk Assessment for Richmond House, Gainsborough

MEANS OF ESCAPE & PROTECTION

The means of escape is the route that a person takes from any point in a building to an external area where they are safe from a fire. The protection to the means of escape is the fire-resisting construction and factors such as directional signs and emergency lighting that make the route safe for employees in a fire situation

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
44.	Are all fire exit doors accessible and easy to open without use of a key?	Y	Y	<i>It was communicated that the conservatory exit from the ceremony room is out of use. As such the room will have a restriction of an occupancy of 60 persons only.</i>
45.	Are electric locks fitted to secure fire exits closed and do the electric locks release on operation of the fire alarm and fail-safe on power failure?	N/A	Y	
46.	Are break glass switches fitted to disable the electric locks and allow the exits to be used?	N/A	Y	

Fire Risk Assessment for Richmond House, Gainsborough

MEANS OF ESCAPE & PROTECTION

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NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
47.	Are all doors that are required to be fire resistant adequate?	N	N	Significant Hazard: The fire-resistance of the doors in the following locations are insufficient: 1. Basement. 2. All storage doors on the first-floor. Consequently, a fire that may break out in these rooms could jeopardise the adjacent means of escape routes. People at Risk: Any person needing to evacuate via these routes. Existing Control Measures: Fire doors provided in other areas. Measures Adequate: No Further Action Required: The existing doors noted should be replaced/upgraded by doors that will withstand a fire for a minimum period of thirty minutes, when tested in accordance with the requirements of British Standard 476 pt 1 or an equivalent acceptable standard. Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

MEANS OF ESCAPE & PROTECTION

The means of escape is the route that a person takes from any point in a building to an external area where they are safe from a fire. The protection to the means of escape is the fire-resisting construction and factors such as directional signs and emergency lighting that make the route safe for employees in a fire situation

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
48.	Are the fire resisting self-closing doors to escape routes adequate and effectively self-closing?	N	N	Significant Hazard: The fire resisting, self-closing doors in the following locations are not closing fully into the door frame: 1. Main Office. 2. Door to the reception office at the bottom of the Town Councils staircase. 3. Reading Room. Consequently, the doors would not withstand the spread of fire as intended to. People At Risk: The occupants of this area. Existing Control Measures: Fire resisting, self-closing doors have been provided. Measures Adequate: No Further Action Required: The doors noted should be adjusted to cause them to close fully into the door frames under the action of the self-closing devices. Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

MEANS OF ESCAPE & PROTECTION

The means of escape is the route that a person takes from any point in a building to an external area where they are safe from a fire. The protection to the means of escape is the fire-resisting construction and factors such as directional signs and emergency lighting that make the route safe for employees in a fire situation

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
49.	Are all fire doors in good condition and fit for purpose?	N	N	Significant Hazard: The gap between the door and the doorframe to the top of the door that leads to the reception office and the reading room is excessive despite the fact that a smoke seal is fitted. Consequently, the doors would not withstand the passage of a fire as they are intended to. People at Risk: The occupants of the adjacent areas. Existing Control Measures: Fire-resisting self-closing doors have been provided. Measures Adequate: No Further Action Required: The doors noted should be adjusted/repaired/replaced to reduce the gap to a minimum. A consequent gap between the door and the doorframe should not exceed 3mm. Priority: Medium
50.	Are the means of escape enclosures free from combustible coverings on walls, ceilings and floors?	Y	Y	From what was observed.
51.	Are the fire resisting doors to cupboards, stores and plant rooms kept locked shut?	Y	Y	From what was observed.
52.	Where floors have inner rooms are vision panels provided and adequate, or is smoke detection installed for audible warning?	N/A	Y	No inner rooms noted.

Fire Risk Assessment for Richmond House, Gainsborough

MEANS OF ESCAPE & PROTECTION

The means of escape is the route that a person takes from any point in a building to an external area where they are safe from a fire. The protection to the means of escape is the fire-resisting construction and factors such as directional signs and emergency lighting that make the route safe for employees in a fire situation

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
53.	Are the travel distances to floor exits or to protected routes satisfactory?	Y	Y	Acceptable travel distances encountered.
54.	Are there sufficient exit routes of adequate width?	Y	Y	
55.	Are all exit routes maintained free from combustible items?	N	N	Significant Hazard: The following means of escape route is being used for the storage of combustible and other materials including electrical equipment: 1. Bottom of the Gainsborough Town Council staircase. These materials present a risk of fire within this area as it leads from a dead-end corridor from the first-floor. People At Risk: Any person evacuating via this route. Existing Control Measures: No control measures in place. Measures Adequate: No Further Action Required: All storage and the electrical equipment should be removed from the means of escape route and the area kept clear thereafter. An alternative would be to construct a 30-minute fire resisting store cupboard with a smoke detector provided at the base of the staircase. See also item number 36. Priority: Medium Priority: Medium
56.	Where there is a by-pass escape route are all doors in the by-pass workplace easily opened without the use of a key?	N/A	Y	

Fire Risk Assessment for Richmond House, Gainsborough

MEANS OF ESCAPE & PROTECTION

The means of escape is the route that a person takes from any point in a building to an external area where they are safe from a fire. The protection to the means of escape is the fire-resisting construction and factors such as directional signs and emergency lighting that make the route safe for employees in a fire situation

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
57.	Are the external structures in good condition?	N/A	Y	
58.	Are all windows less than 1.8m of the external escape stairs adequately protected?	N/A	Y	
59.	Is escape lighting provided to all escape routes?	Y	Y	Provided throughout the premises.
60.	Is adequate emergency lighting installed in all plant rooms?	N/A	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIRE SAFETY SIGNS				
Signs are installed as instruction, information and warning. They supplement the fire safety installations and protection for persons in the Workplace.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
61.	Are sufficient FIRE EXIT directional signs installed?	Y	Y	Good provision of Fire Exit signage throughout the premises.
62.	Are internal fire resisting doors clearly marked with the appropriate notices?	N	N	Significant Hazard: Notices indicating that the fire resisting doors should be kept locked/shut are not displayed on the following doors: 1. The door to the garage (KEEP LOCKED SHUT). 2. Door to the main office (KEEP SHUT). Consequently, the occupants of this area may not realise that the door should be kept locked. People At Risk: The occupants of the adjacent areas. Existing Control Measures: No control measures in place. Measures Adequate: No Further Action Required: A notice bearing the words FIRE DOOR KEEP LOCKED/SHUT that complies with the Health & Safety (Safety Signs and Signals) Regulations 1996 should be fixed to the doors noted. Priority: Low
63.	Are notices NO UNAUTHORISED ACCESS fixed on plant room doors?	Y	Y	
64.	Are Fire Instruction Notices provided?	Y	Y	Located at every manual call-point location.
65.	Are any further fire safety related signs needed?	N	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIRE SAFETY SIGNS

Signs are installed as instruction, information and warning. They supplement the fire safety installations and protection for persons in the Workplace.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
66.	Do all signs comply with the Safety Signs Health & Safety (Safety Signs & Signals) Regulations 1996?	Y	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIREFIGHTING EQUIPMENT AND INSTALLATIONS

Firefighting equipment is provided to allow a trained person tackle a small fire in its early stages. This will prevent the spread of smoke and fire that may affect others directly or by preventing an escape route being used.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
67.	Are suitable numbers, type and location of portable fire extinguishers and fire blankets in place and are similar colour codes used in the same floor levels/single occupancy premises?	Y	Y	Good provision of fire extinguishers in the building.
68.	Are suitable numbers of hose reels in place?	N/A	Y	
69.	Is there fire blanket located in the kitchen(s)?	Y	Y	Annually checked by Safe-lincs.
70.	Are there other fire detection and extinguishing systems in the Workplace, e.g. Inergen, fixed deluge purge with water or foam, sprinklers etc?	N/A	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIRE SAFETY CHECKS, TESTS & SERVICE

All fire protection installations and equipment need to be checked, tested and serviced at regular intervals. Faults that are detected in such checks should be rectified in order to maintain the equipment in an operational condition.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
Are the following inspections, tests and services carried out at the intervals shown?				
71.	Daily checks of the escape routes to ensure they are free from obstruction and can be used?	N	N	Further information required from the Lincolnshire County Council (Weddings). Priority: High
72.	Monthly check of all exit doors to ensure they operate correctly?	N/A	Y	All used on a daily basis.
73.	Daily checks to ensure minimum 500mm around detectors, call points clear of obstruction & visible spare glasses?	N/A	Y	
74.	Weekly test of the fire alarm system to ensure the system and sounders operate correctly? (Alert&evacuates-2 stage) (Monthly test for people working outside normal hours)	N	N	Significant Hazard: The fire alarm system is not currently being tested in accordance with the requirements of BS5839: Part 1: 2017. A fire alarm system that is not correctly tested may not function correctly at the time of a fire. People At Risk: All occupants of the building. Existing Control Measures: The system is tested monthly. Measures Adequate: No Further Action Required: The fire alarm system should be tested by using a different break glass point on each occasion at weekly intervals and the findings recorded in the Fire Logbook. Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

FIRE SAFETY CHECKS, TESTS & SERVICE

All fire protection installations and equipment need to be checked, tested and serviced at regular intervals. Faults that are detected in such checks should be rectified in order to maintain the equipment in an operational condition.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
75.	6 monthly service of the fire alarm system?	N	N?	Significant Hazard: Information regarding the servicing of the fire alarm system was not available at the time of the assessment. A fire alarm system that is not correctly maintained may not function correctly at the time of a fire. People At Risk: All occupants of the building. Existing Control Measures: No control measures in place. Measures Adequate: No Further Action Required: A suitably qualified engineer should service the fire alarm system every six months and details recorded in the Fire Logbook. Priority: Medium
76.	Monthly test of the escape lighting?	N	N?	Significant Hazard: Information regarding the testing of the emergency lighting system was not available at the time of the assessment. Emergency lighting systems that are not correctly tested may not function correctly when required. People at Risk: All occupants of the building. Existing Control Measures: No control measures in place Measures Adequate: No Further Action Required: The emergency lighting system should be tested in accordance with the requirements of British Standard, BS5266: Part 1 :2016 on a monthly basis and the findings recorded in the Fire Logbook. Priority: Medium

First Call Fire Risk Assessments: REPNo0001891: 21 November 2024

Fire Risk Assessment for Richmond House, Gainsborough

FIRE SAFETY CHECKS, TESTS & SERVICE

All fire protection installations and equipment need to be checked, tested and serviced at regular intervals. Faults that are detected in such checks should be rectified in order to maintain the equipment in an operational condition.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
77.	Annual service of the emergency lighting?	Y	Y	Last carried out by A. Price in September 2024.
78.	Monthly check to ensure all fire appliances are in position with tamper seals in place?	N	N?	Significant Hazard: Monthly checks of the availability of the firefighting equipment are not carried out. Consequently, the equipment may not be available when required at the time of a fire. People At Risk: All occupants of the building. Existing Control Measures: No control measures in place. Measures Adequate: No Further Action Required: Monthly checks to ensure that the fire-fighting equipment is in its allocated position, is unobstructed and has not been tampered with should be carried out and recorded in the Fire Logbook. Priority: Low
79.	Annual service of the fire extinguishers and fire hose reels where installed?	Y	Y	Last carried out by Safe-Lincs in September 2024.
80.	Does the Fire blanket have an annual inspection by a competent person as per BS EN 1869: 1997 undertaken?	Y	Y	
81.	Regular inspection, test and service of other fire safety systems installed?	N/A	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIRE INSTRUCTION & TRAINING				
Instruction and training is fundamental for employees to be aware of the causes of fire, prevention of fire and safe controlled evacuation of the building in the event of fire.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
82.	Are there clearly defined written fire safety and fire evacuation procedures?	Not Known	N	Gainsborough Town Council procedures acceptable. Lincolnshire County Council : Further information required from the Lincolnshire County Council (policy review in progress). Priority: High
83.	Have the Fire Co-ordinators, Deputies and Fire Marshals been suitably trained?	Y	Y	Gainsborough Town Council procedures acceptable. Lincolnshire County: Information unknown. It must be assured that at least two employees are Fire Warden trained when the premises are occupied (one per floor). (Policy review in progress.) Priority: High
Do employees staff etc receive first day induction and periodic training inclusive of the following?				
84.	Action to take on discovering a fire?	Y	Y	
85.	Locations and method of operation of Fire Call Points?	Y	Y	
86.	The evacuation procedure to an Assembly Point of safety?	Y	Y	
87.	Special arrangements and responsibilities for high-risk personnel e.g. disabled employees, contractors, visitors, lone workers etc?	Y	Y	<i>The Fire & Rescue Service should not be relied upon to evacuate people from the premises (unless due nature of the incident and they are trapped).</i>

Fire Risk Assessment for Richmond House, Gainsborough

FIRE INSTRUCTION & TRAINING				
Instruction and training is fundamental for employees to be aware of the causes of fire, prevention of fire and safe controlled evacuation of the building in the event of fire.				
NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
88.	Special arrangements in place for residents with disabilities?	Y	Y	
89.	The importance of general fire safety and housekeeping?	Y	Y	
90.	The importance and the function of fire doors?	Y	Y	
91.	Instruction on the type of fire extinguisher and its use including practical use?	Y	Y	
92.	Is the training repeated as necessary and at least annually?	Y	Y	Internet based system (Atlas) now in place and to be utilised.

Fire Risk Assessment for Richmond House, Gainsborough

EVACUATION DRILLS

Fire evacuation drills are necessary to test the procedures and as training for control personnel and employees. Familiarity with the procedures assists automatic reaction in a stressful fire evacuation situation.

NO.	CONTROL MEASURE	Y/N/NA/ N/K	ACCEPTABLE	COMMENT
93.	Is a fire drill organised by a competent person and completed in each period of 6 months?	N	N	Significant Hazard: Fire evacuation drills are not currently being carried out. This can result in the occupants of the building at the time of a fire taking inappropriate action. People at Risk: All occupants of the building Existing Control Measures: No control measures in place Measures Adequate: No Further Action Required: Evacuation drills should be carried out in order for the occupants to rehearse the correct fire procedures. The drills would also provide an opportunity to reassess and improve the fire procedures with details recorded in the Fire Logbook. Both occupiers should be involved. Priority: Medium
94.	Do part time, shift and Saturday workers take part in evacuation drills?	N/K	Y	See item 93. Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

EVACUATION DRILLS

Fire evacuation drills are necessary to test the procedures and as training for control personnel and employees. Familiarity with the procedures assists automatic reaction in a stressful fire evacuation situation.

NO.	CONTROL MEASURE	Y/N/NA/ N/K	ACCEPTABLE	COMMENT
95.	Is there debriefing of control personnel after the evacuation drill?	N	N	Significant Hazard: Debriefing of control personnel is not carried out after the evacuation drills as they are not currently being undertaken. This is an ideal time to discuss the fire procedures and any improvements that could be made. People At Risk: All occupants of the building. Existing Control Measures: No control measures in place. Measures Adequate: No Further Action Required: Following an evacuation of the building, key personnel should attend a debriefing session to discuss the outcome with details recorded in the Fire Logbook. Both occupiers should be involved. See also item number 93. Priority: Medium
96.	Do disabled employees take part in the fire evacuation drill?	N/A	Y	
97.	Are there adequate arrangements for calling the Fire & Rescue Service from outside of the building and outside of normal working hours?	Y	Y	
98.	Is it necessary to cross a road to reach the assembly area?	N	Y	The Assembly Point is within the Park Grounds.

Fire Risk Assessment for Richmond House, Gainsborough

CONSULTATION WITH OTHER PERSONS

Where a Workplace is in a building having a number of Workplaces it is important for adequate consultation with the Landlord who has overall control. The Landlord should set guidance for all employers on fire safety where the failing of one may affect many.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
99.	Does the Landlord take an active role in overseeing fire safety in the building?	Y	Y	Advised policy being produced by Gainsborough Town Council in regards to liaison with Lincolnshire County Council.
100.	Is there an Emergency Plan for the building as a whole?	Y	Y	
101.	Does the Evacuation co-ordinator communicate with other co-ordinators (fire wardens) when an alarm causes evacuation of the building?	Y	Y	
102.	Does one person take overall control of the evacuation?	Y	Y	
103.	Is there a fire co-ordinator to report to the Fire & Rescue Service on their arrival?	Y	Y	
104.	Is the co-ordinator clearly identified by jerkin?	N	Y	
105.	Do all fire wardens wear armbands for identification?	N	Y	

Fire Risk Assessment for Richmond House, Gainsborough

FIRE SAFETY RECORDS

Accurate fire safety records should be maintained in order to:

1. **Comply with legal requirements.**
2. **Assist in the monitoring of maintenance and training.**
3. **Provide evidence of an employer having fulfilled their legal obligations.**

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
106.	Has an Emergency Plan been prepared and is a copy kept in the Workplace?	Y	Y	Detailed Emergency Plan/Policy in place. Presently being reviewed.
107.	Is a Fire Logbook kept in the Workplace and are correct entries being made in the logbook?	Y	Y	From what was observed.

Fire Risk Assessment for Richmond House, Gainsborough

FIRE RISK ASSESSMENT REVIEW

A fire risk assessment is not a 'one off' or just a 'paperwork exercise'. There is a need to act upon finding's and to review it regularly to keep it up to date. Fire safety and prevention of the workplace/premises should be continually monitored and periodically reviewed (frequency dependent upon risk level#) and a review will in particular, be required if there is reason to suspect the Fire Risk Assessment may no longer be valid* or if there has been a significant relevant change, e.g. to the premises or the activities within them*.

Just some of the examples of when a review should take place:

When changes have taken place that affect the fire risk.

When changes have taken place that may affect the means of escape.

When the numbers of people who may be present has changed.

When access for disabled people has been introduced.

When structural alterations have taken place.

After a reasonable period of time, e.g. every 3 or 6 months or annually#.

In event of change of management.

Immediately in the event of a fire.

*Refer to: <https://www.gov.uk/government/publications/people-with-duties-under-fire-safety-laws/a-guide-for-persons-with-duties-under-fire-safety-legislation-accessible#fire-risk-assessment>.

NO.	CONTROL MEASURE	Y/N/NA	ACCEPTABLE	COMMENT
108.	Has a review period been recommended?	Y	Y	<i>A further review is required once information from the Lincolnshire County Council for management matters regarding procedures, fire safety training, checks, etc has been received to reflect their response to issues raised and any issues this may highlight.</i> Further Action Required: This Fire Risk Assessment should be reviewed in approximately twelve months in order to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 or earlier in certain circumstances.

Fire Risk Assessment for Richmond House, Gainsborough

Photo Appendix



Item 36
Combustibles on the first-floor landing
Priority: Medium



Item 55
Combustibles including electrical items located under the
Town Council staircase
Priority: Medium

Fire Risk Assessment for Richmond House, Gainsborough

PRIORITY LEVEL		NUMBER OF PRIORITY FINDINGS WITH THIS GRADING	
HIGH		3	
MEDIUM		16	
LOW		2	
Recommendation		1	
Review		1	
Whilst all matters should be attended to as soon as possible, the method of grading should assist in determining which items require the most urgent attention			
HIGH: Immediate/urgent attention required		MEDIUM: action required within 3 months	
		LOW: Up to 6 months to rectify issue(s)	
Recommendation		Recommendation: in the assessor’s opinion would further enhance fire safety precautions	

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
11	Recommendation	Recommend: Introduce Policy. Employees whom bring chargers on site for use with their own personal equipment (for example a laptop/mobile phone) should be encouraged not to leave these on or near combustibles, to unplug from the power source at end of the day - preferably remove from site. Only purchase high quality, branded replacement electrical chargers for use with devices on site.		
		Action:		
15	MEDIUM	The frequency of the servicing of the gas equipment should be checked to ensure that it is serviced in accordance with gas regulations.		
		Action:		
19	MEDIUM	All contractors should be provided with fire safety information.		
		Action:		
29	MEDIUM	The Responsible Persons should familiarise themselves with the safety risks associated with lithium-ion batteries		
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
31	MEDIUM	The existing fire alarm system should be extended in accordance with BS5839 Part 1 2017 to include smoke detection in the areas referred to above and conform to L2 standard.		
		Action:		
36	MEDIUM	1 - It is recommended to remove all storage from the first-floor. See also item 47 – upgrade of doors on the first floor.		
		Action:		
38	MEDIUM	The cupboard noted should be surrounded by a 30-minute fire resisting structure including the door.		
		Action:		
44	URGENT	<i>The conservatory exit from the ceremony room is out of use, as such the room will have a restriction of an occupancy of <u>60 persons</u>.</i>		
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
47	MEDIUM	The existing doors noted should be replaced/upgraded by doors that will withstand a fire for a minimum period of thirty minutes, when tested in accordance with the requirements of British Standard 476 pt 1 or an equivalent acceptable standard.		
		Action:		
48	MEDIUM	The doors noted should be adjusted to cause them to close fully into the door frames under the action of the self-closing devices.		
		Action:		
49	MEDIUM	The doors noted should be adjusted/repaired/replaced to reduce the gap to a minimum. A consequent gap between the door and the doorframe should not exceed 3mm.		
		Action:		
55	MEDIUM	All storage and the electrical equipment should be removed from the means of escape route and the area kept clear thereafter. An alternative would be to construct a 30-minute fire resisting store cupboard with a smoke detector provided at the base of the staircase.		
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
62	LOW	A notice bearing the words FIRE DOOR KEEP LOCKED/SHUT that complies with the Health & Safety (Safety Signs and Signals) Regulations 1996 should be fixed to the doors noted.		
		Action:		
71	HIGH	Further information required from the Lincolnshire County Council (Weddings).		
		Action:		
74	MEDIUM	The fire alarm system should be tested by using a different break glass point on each occasion at weekly intervals and the findings recorded in the Fire Logbook.		
		Action:		
75	MEDIUM	A suitably qualified engineer should service the fire alarm system every six months and details recorded in the Fire Logbook.		
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
76	MEDIUM	The emergency lighting system should be tested in accordance with the requirements of British Standard 5266 Pt1 2016 on a monthly basis and the findings recorded in the Fire Logbook.		
		Action:		
78	LOW	Monthly checks to ensure that the fire- fighting equipment is in its allocated position, is unobstructed and has not been tampered with should be carried out and recorded in the Fire Logbook.		
		Action:		
82	HIGH	Policy review in progress – liaison between both occupiers required.		
		Action:		
83	HIGH	Policy review in progress – liaison between both occupiers required.		
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
93	MEDIUM	Evacuation drills should be carried out in order for the occupants to rehearse the correct fire procedures. The drills would also provide an opportunity to reassess and improve the fire procedures with details recorded in the Fire Logbook.		
		Action:		
94	MEDIUM	See item number 93 : Part time, shift and Saturday workers should take part in evacuation drills		
		Action:		
95	MEDIUM	Following an evacuation of the building, key personnel should attend a debriefing session to discuss the outcome with details recorded in the Fire Logbook.		
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
108	REVIEW	<i>A further review is required once information from the Lincolnshire County Council for management matters regarding procedures, fire safety training, checks, etc has been received to reflect their response to issues raised and any issues this may highlight.</i> Further Action Required: This Fire Risk Assessment should be reviewed in approximately twelve months in order to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and Section 156 of the Building Safety Act 2022 or earlier in certain circumstances.		
		Action:		

PAPER D

PAPER E

**Officer Report to the
Property & Services Committee**

Report Author: Sean Alcock

Report Date: 08.01.2025



Gainsborough
TOWN COUNCIL

Subject: Tree Safety Survey / Report

1. Summary

The Council owns and/or manages land and property across Gainsborough, some of which have trees growing on them.

Section 3 of the Health & Safety at Work Act states that “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety”.

Tree owners also have a duty under the *Occupiers Liability Acts 1984* to take reasonable steps to ensure visitors or trespassers on their land are safe from hazards, including those posed by trees.

The Council has a long-standing tree safety inspection programme in place which is carried out by a professional arboriculturist on an 18 – monthly basis.

British Standard BS5837 is a guide that assists land/tree owners to make decisions based on the facts found within a Tree Safety Survey. In addition to identifying any health issues, the following information is collected during the survey:

- The number of trees (usually, trees are counted when their diameter measures more than 75mm at 1.5m above the ground).
- Reference numbers that are unique to each tree.
- Tree species.
- Tree age (the class can be given - veteran, postmature, mature, semi-mature, young).
- Tree life expectancy.
- Tree height in metres.
- Tree diameter in centimetres (this measurement is taken at 1.5m above the ground).
- The crown radii in metres for the north, south, east, and west crowns.
- The trees structural condition.
- Recommendations for tree management.

2. Tree Report summary

The tree report is dated October 2024 and was presented to Committee on 12 November 2024.

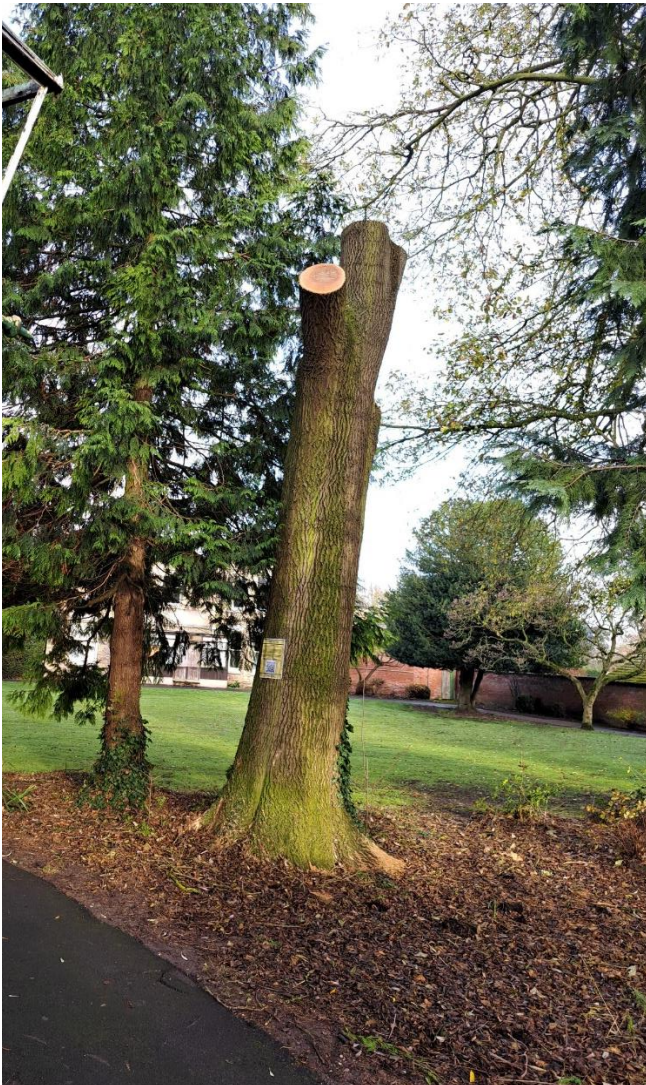
The trees were inspected on various dates through August and September 2024, with the trees therefore in full foliage summer conditions.

Richmond Park –

A popular and impressive public space with a large and good-quality tree collection. Management and maintenance of the trees is generally of a good standard and the great majority of the trees are in acceptable health.

Note: Some of the trees situated within Richmond Park are subject to Tree Preservation Orders. West Lindsey Council will have to be notified of the need to fell or carry out any major maintenance to any tree subject to a TPO.

The single high-risk hazard in 2024 relates to the very large Ash (T22), previously seen with fungal brackets and dieback – Recommended actions have been taken and Ash (T22) has been reduced to a monolith.



Cherry (T54) and Port Laurel (T70) have been removed as advised within Tree Safety Survey.

Hickman Bacon Memorial Park (The Levellings) –

These trees are all currently young to middle aged, small to mid-size species.

None of the trees are considered problematical at present and no works are recommended beyond ongoing cleaning and lifting.

Marshalls Sports Ground –

There are five mature Lombardy Poplars on the north-west boundary.

The species often carries small amounts of relatively lightweight deadwood, which may fall from time to time, but no defects with significant risk were observed on this inspection.

North Warren Cemetery –

Chestnut T217 has been previously strongly recommended for either re-pollarding or full felling for two reasons - to eliminate any possible risk, however small, due to its location, and to promote the adjacent better-quality trees for management reasons. Clearly there has been no breakage to date, but resolution remains strongly recommended in order to avoid what could be serious consequences.

The Operations Manager is currently arranging site visits with arborists in an attempt to obtain quotations for re-pollarding or possible felling.

Complaints have been received from a resident regarding trees in the north-west sector which have been previously fully pollarded at 12m to 16m height. This has resolved overhanging and light reduction issues to the houses to the north, but careful inspections and more regular re-pruning are likely to be required as a result.

The Operations Manager is currently arranging site visits with arborists in an attempt to obtain quotations for re-pollarding.

General Cemetery –

Has by far the largest Council owned tree population, with over 300 mainly mature trees. This simple factor, in combination with the age and species range and extent of public access, means of all the Council sites it carries the most potential risk. Various remedial works have been completed in line with previous reports, but a number remain outstanding.

Note: none of the trees in the General Cemetery are subject to Tree Preservation Orders.

Lombardy Poplars (T303, T305, T307, T322, T323, T324) along eastern boundary with former AMP Rose engineering works to be felled. Quotations have been received and report has been added to agenda.

Sycamores (T257, T284) Recommended fell. Quotations have been received and report has been added to agenda.

A line of Limes on the eastern boundary (T431 to T436) have been previously pollarded and it is understood there are now concerns from some residents about their renewed extension above private gardens (reference paragraph 7). No obvious safety issues were observed from the Cemetery side beyond some light deadwood in places, but the overhang was noted as quite extensive and problematical. A scheme of remedial reduction is therefore suggested for consideration for management purposes.

Works to pollard (T431 to T436) are currently in progress and nearing completion.

Italian Alder (T458)

The Operations Manager is currently arranging site visits with arborists in an attempt to obtain quotations for felling.

In House Works

Some of the low/medium risk maintenance works identified within the report have been allocated to the grounds team and they are making good progress with removal, lifting and ivy control.

3. Cost

The cost of the Tree Report was £2,900. This invoice has already been paid.

There is £27,300 in ear marked reserves plus £200 in the 2024/25 budget that may be employed for tree works and related matters contained within this report.

4. Recommendation

- a) That the tree report and actions to date are noted.
- b) That the Operations Manager, in conjunction with an Elected Member, determine the level of works required to Chestnut (T217) within the North Warren Cemetery, due to the severity of consequences from any possible failure.
- c) There are numerous references within the report regarding tree strategies and replacement schemes and it is recommended that the Operations Manager, in conjunction with the Councils appointed Arboriculturist, produce a strategy containing proactive tree management guidance and replanting advice.

PAPER F