3rd March 2026

Dear Sir/ Madam
You are hereby summoned to attend the Full Council Meeting to be held in the Town Hall on Monday 9th March 2026, at 7.00pm for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Doreen Joy – Proper Officer & RFO
Stalham Town Hall
74 High Street, Stalham
Norfolk, NR12 9AS
Tel: 07881 638145
Email: Clerk@stalham-tc.gov.uk

AGENDA

01 Apologies for Absence

02 Declarations of Interest and requests for Dispensations
If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

03 Minutes of Previous Meetings
3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 9th February 2026.
3.2 To **ADOPT** the minutes of the Finance and Data Protection Committee Meeting on the 24th February 2026
3.3. To **ADOPT** the minutes of the Amenities Committee Meeting on the 2nd March 2026.
3.4 To **ADOPT** the minutes of the Events Working Group held on the 23rd February 2026

04 Mayors Report

05 Public Participation Time
The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.
To receive the Mayors Report
Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

6.1 All agreed minutes filed.
6.2 All payments authorised.
6.3 Updated documents filed and placed on website.
6.4 Litter pick carried out and advertised on FB.
6.5 Net Zero tips completed for each month for FB.
6.6 Equality and Diversity Policy pending (RH).
6.7 Councils Risk Management Policy pending (RH).
6.8 Councils Compliments and Complaints Policy pending (RH).
6.9 Councillors Induction Pack pending (RH).
6.10 Newsletter delivery list ongoing.
6.11 Artisan Market Risk Assessment pending (RH)
6.12 Easter Egg hunt set up.
6.13 Events meeting for 2027 events booked.
6.14 Lamp of Peace pending.

07 Amenities

7.1 Update on Millside's weekly playground inspections and to consider and agree any actions. (JH)
7.2 Update on residents window and to consider and agree any actions.
7.3 PF/25/1319
Proposal: Development of 150 dwellings (Class C3), together with associated works including highways infrastructure, landscaping and open space
Location: Land Adjacent To, Ingham Road, Stalham, Norfolk
7.4 To review the Town Hall Fire Risk Assessment and consider and agree any actions.
7.5 Update on the public toilets in Stalham and to consider and agree any actions.

08 Finance & General Purposes Committee

8.1 To consider and agree February's reconciliations of Unity bank account and Januarys CCLA account.
8.2 To consider and agree March's payments.
8.3 Update on the Internal Auditor for 2025-2026 accounts and to consider and agree any actions. (CS)
8.4 Update on S106 negotiations and to consider and agree any actions.

09 Training

9.1 To consider and agree for the Admin Assistant to attend the following courses:
GDPR and Time Management.

10 Policies, Documents and Communications.

10.1 To review Councils Christmas Light Switch On Risk Assessment and to consider and agree any actions.
10.2 Update on Councils Neighbourhood Plan and to consider and agree any actions.
10.3 To consider and agree if to formulate a response to the take over of Sydney House.
10.4 To consider and agree the newsletter for March.
10.5 Update on "Competent Person "company for Council and to consider and agree any actions.
10.6 To consider and agree Councils Terms of Reference for an Events Committee.
10.7 To consider and agree Councils Anti-Bullying and Harassment Policy.
10.8 To consider and agree Councils No Smoking Policy
10.9 To consider and agree Councils Fire Safety Policy.

11 Events

11.1 To consider and agree the risk assessment for Stalham's Spring Watch.

11.2 Update on High Street flags and to consider and agree any actions.

12 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council 13th April 2026.

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th FEBRUARY 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, M Taylor, P Wilmshurst, R Wilmshurst, M Green, C Scrivner , M McGeary, R Hood and S Maisey.

Members of Public: – 1

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

None

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 Minutes of Previous Meetings

3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 12th November 2025.

The motion was proposed,
Members **AGREED** to amend the resolution to say:
*"To **AGREE** and sign the minutes from the Full Council Meeting on the 19th January 2026."*
The motion was proposed,
Members **AGREED** the minutes from the Full Council Meeting on the 19th January 2026.
The Chair signed the minutes

The Clerk informed the meeting that by adopting the minutes from Committees and working group that Full Council were ratifying their resolutions and not agreeing to their accuracy.

3.2 To **ADOPT** the minutes of the events Working Group Meeting on the 12th January 2025.

The motion was proposed,
Members **AGREED** to **ADOPT** the minutes of the events Working Group Meeting on the 12th January 2025.

3.3. To **ADOPT** the minutes of the Finance and Data Protection Committee Meeting on the 2nd February 2026

The motion was proposed,
Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection Committee Meeting on the 2nd February 2026.

04 Mayors Report

Requested from KB

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

To receive the Mayors Report

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

District Councillor Taylor gave his report.

The motion was proposed,

Members **AGREED** to resume the meeting

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

6.1 All agreed minutes filed.
6.2 All payments authorised.
6.3 Planning Application responded to.
6.4 Response sent to NNDC regarding assets awaiting reply.
6.5 Cozens instructed regarding new street lamps.
6.6 Health & Safety training for Councillors ongoing.
6.7 VAT Course pending.
6.8 Amenities Committee updated.
6.9 Meeting held with H&S Company awaiting quotes.
6.10 Newsletter delivery list ongoing.
6.11 Richardson speaking at Annual Town Meeting.
6.12 St Marys informed of grant update.
6.13 Updated policies placed on website.
6.14 Factory Shop response pending (MT & KB)
6.15 Lamp of Peace pending.
6.16 Replies sent to all correspondence from last meeting.

07 Amenities

7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.

No motion proposed.

7.2 To consider and agree the risk assessment for the Pontoon and the Staithe.

The motion was proposed,

Members **AGREED** the risk assessment for the Pontoon and the Staithe.

7.3 Update on Millside's Annual Play Inspection and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for the Amenities Committee to work through the actions required.

7.4 Update on litter picks and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for a litter pick to commence this Thursday 9.30am at the Poppy Centre and going forward weekends and evenings.

The Clerk is to advertise this on FB.

7.5 Update on Net Zero and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to add a section to the newsletter going forward with information for residents and to place a "Net Zero" tip on FB once a month.

08 Finance & General Purposes Committee

8.1 To consider and agree January's reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** January's reconciliations of bank accounts.

8.2 To consider and agree February's payments.
The Clerk informed the meeting that Council were still waiting on EON to verify the bills.
The motion was proposed,
Members **AGREED** February's payments.

8.3 To consider and agree the Internal Auditor for 2025-2026 accounts.
The motion was proposed,
Members **AGREED** for the Finance Committee to call and EGM to work through the process of an internal auditor and report back to Council.

09 Training

10 Policies, Documents and Communications.

10.1 To review Councils Equality and Diversity Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then to present the updated policy to Council.

10.2 To review Councils Financial Risk Management Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then to present the updated policy to Council

10.3 To review Councils Compliments and Complaints Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then to present the updated policy to Council

10.4 To consider and agree the Councillor Induction Pack.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then to present the updated policy to Council

10.5 To consider and agree if to make the Events Working Group a constituted Committee.
The Clerk informed the meeting that Council had previously been advised to do this.
The motion was proposed,
Members **AGREED** for the Clerk to collate a new Terms of Reference and report back to Council.

11 Events

11.1 To consider and agree the risk assessment for the Artisan Fayre.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then to present the updated Risk Assessment to Council

11.2 To consider and agree the risk assessment for Stalham's Spring Watch.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then to present the updated Risk Assessment to Council

11.3 To consider and agree if to hold an Easter Egg Hunt over the Easter Holidays.
The motion was proposed,
Members **AGREED** to hold an Easter Egg Hunt, same as the Christmas bauble Hunt, over the Easter Holidays.

11.4 To consider and agree protocol for events on 2027.
The motion was proposed,
Members **AGREED** for the events for 2026 to be finalised at the Events Meeting and for a separate meeting in March to finalise the events for 2027.

12 To Report any other business.
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:
Reply to the EDP re Councils new bus shelter.
Wayfinding response to NNDC.

13 Correspondence
To consider correspondence received by the Council and agree responses thereto.

13.1 Email from the Business Forum regarding flags.
The Clerk advised members on the Health and Safety issues involved with working at height.
The motion was proposed,
Members **AGREED** to put a request to the Business Forum, that Council take over the responsibility of the flag holders and flags, and the Clerk to check with the insurance the protocols for this task.

14 Exclusion of the Press and Public
To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues.

14.1 Update on Employment issues and to consider and agree any actions.
Waiting on update

14.2 To **ADOPT** the minutes from the Employment Meeting held on the 26th January 2026.
Waiting on update

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council 9th March 2026.

MEETING CLOSED: 9.05pm

CHAIR:______________________________ DATE:______________

STALHAM TOWN COUNCIL

MINUTES OF THE FINANCE AND DATA PROTECTION COMMITTEE
MEETING HELD ON
TUESDAY 24th FEBRUARY 2026 AT THE TOWN HALL.

Present: Cllrs: C Scrivner (Chair) Cllrs: S Toone, M Green and M Willoughby,

Members of Public: – 0 Clerk: D.Joy

MINUTES

01 APOLOGIES FOR ABSENCE.
None

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.
None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Finance and General Purposes Committee held on the 9TH February 2026 and **ADOPTED** by Full Council on the 9th February 2026.
The motion was proposed,
Members **AGREED** the minutes from the Finance and General Purposes Committee held on the 9th February 2026 and **ADOPTED** by Full Council on the 9th February 2026.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes)to allow Members of the Public, and any Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject pleasecontact the Clerk in writing for submission at a future meeting.
The motion was proposed,
Members **AGREED** to adjourn the meeting to allow members of the public to speak.
No members of the public were present.
The motion was proposed,
Members **AGREED** to resume the meeting.

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

5.1 Minutes filed
5.2 Contractor instructed re St Mary's Wall.
5.3 TPO sent in to NNDC
5.4 Contractor instructed re grass cutting for 2026.
5.5 Sponsor for new Bus Shelter planters.
5.6 Contractor instructed to carry out Legionella report work.
5.7 VAT course booked.

06 POLICIES AND DOCUMENTS

6.1 To consider and agree the process for choosing an Internal Auditor.
The motion was proposed,
Members **AGREED** the following to ensure a strong and robust system going forward:
To recommend to Council to appoint Tina Newbry to do Councils Internal Audit for 2025-2026.
For Cllr Scrviner and the Clerk to work on a written process for appointing an Internal Auditor in 2026-2027.

07 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.
None

11 DATE OF NEXT MEETING

To confirm the next meeting of this Committee is 30^{TH} March 2026.

MEETING CLOSED: 7:50pm

CHAIR:____________________________ DATE:__________________

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
MONDAY 2nd MARCH 2026 AT THE TOWN HALL

Present: Cllrs: S Toone (Chair), M Willoughby, R Hood and P Wilmshurst

Clerk: Ms D. Joy Public: 1

MINUTES

01 APOLOGIES FOR ABSENCE

Cllr Maisey – unwell
The motion was proposed,
Members **ACCEPTED** Cllr Maiseys' apologies for absence.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Amenities Committee held on the 3rd March 2025 and **ADOPTED** by Full Council on the 10th March 2025.
The motion was proposed,
Members **AGREED** the minutes of the Amenities Committee held on the 3rd March 2025 and **ADOPTED** by Full Council on the 10th March 2025.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes)to allow Members of the Public, and any Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject pleasecontact the Clerk in writing for submission at a future meeting.
The motion was proposed,
Members **AGREED** to adjourn the meeting.
No members of the public wished to speak.
The motion was proposed,
Members **AGREED** to resume the meeting

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

5.1 Minutes filed.
5.2 Flag pole installed.
5.3 SAM2 guide pending(ST)
5.4 Bin at Staithe replaced.
5.5 Weavers Way ownership settled.
5.6 Correspondence replied to.

06 TOWN HALL

6.1 To consider and agree Internet Connections for the Town Hall.
The motion was proposed,
Members **AGREED** for Cllr Toone to organise the switch over.

6.2 To consider and agree actions to the oven not working.
The motion was proposed,
Members **AGREED** for Cllr P Wilmhurst to investigate getting this repaired.

07 BURIAL GROUNDS

7.1 To consider and agree how often to have the walls at the burial ground inspected.
The motion was proposed,
Members **AGREED** for the Clerk to contact Councils insurance for guidance and report back to members.

08 ALLOTMENTS

8.1 Update on the pest issues at the allotments and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to go with APC Pest Control with 12 visits per year.

8.2 To consider and agree the updated allotment holders agreement.
The motion was proposed,
Members **AGREED** to update the allotment holders agreement to say:
*"in the event of an infestation the allotment holder is responsible for contacting the Council to advise full details. The holder is **not** to take any measures to control this by baiting or trapping."*

8.3 To consider and agree allotment holders proposal re plot 1a and b.
The Clerk requested the motion to be amended to say:
"To consider and agree allotment holders proposal re plot 1a, b and 3"
The motion was proposed,
Members **AGREED** to amend the resolution to say:
"To consider and agree allotment holders proposal re plot 1a, b and 3"
The motion was proposed,
Members **AGREED** the following:
Plots 1a and 1b to be cultivated rent free for a year, but if required can be rented.
Plot 3 to be turned into 3 plots once cleared and rent to be charged at £20 with water of £11 per year for each plot.

09 HIGHWAYS

None

10 STREET FURNITURE

10.1 Update on the place for the Tommy and to consider and agree to any actions.
The motion was proposed,
Members **AGREED** for the Clerk to investigate 3 options:
The area by the Swan sign on the High Street.
The Baptist Church
Garden area at the top of Yarmouth Road.

10.2 To consider and agree if to purchase new flags for the High Street.
The motion was proposed,
Members **AGREED** to wait until the ownership issue has been resolved and then look into.

10.3 To consider and agree actions for the Stalham Sign at Stalham Green.
The motion was proposed,
Members **AGREED** for the Clerk to obtain a quote from BBT for refurbishing this sign.

10.4 To consider and agree if to move the bench for Richard Jackson in the Churchyard to the Burial Ground and replace it with a new bench.

The Clerk informed the meeting this had not been budgeted for and would come from general reserves.
The motion was proposed,
Members **AGREED** to move the bench from the Churchyard to Campingfield to replace the broken bench and then purchased a new bench at the cost of £999 plus fitting in the Church yard.

11 STREET LIGHTS

11.1 To consider and agree if to take over responsibility for the lights on the new development on Yarmouth Road.

The motion was proposed,
Members **AGREED** to refer this to the District Councillors to look into.

12 PROCEDURAL

None

13 STAITHE

None

14 Land

14.1 To consider and agree areas for landscaping around Stalham as noted in Councils strategic plan.

The motion was proposed,
Members **AGREED** for the Clerk to send Cllr Hood a map marking areas and for Cllr Hood to take photos of these areas and report back.

14.2 To consider and agree actions for the Annual Playground Inspection Report for Millside.

The motion was proposed,
Members **AGREED** for Cllr Wilmhurst to put together a schedule showing a list of quick fixes, which he will do and then to get a quote for the other items.

15 TO REPORT ANY OTHER BUSINESS

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Hodd inquired about electing a new vice chair.
The Clerk informed the meeting this will be held at the next meeting.

16 CORRESPONDENCE

To consider correspondence received by the Council and agree responses thereto.

None

17 DATE OF NEXT MEETING

17.1 To confirm the next meeting of this Committee is 1st June 2026

MEETING CLOSED: 7:55pm

CHAIR:____ DATE:________________

STALHAM TOWN COUNCIL

Events Working Group Meeting
23rd February 2026 at 7.00pm at the Town Hall

Present: Cllr: M McGeary (Chair) Cllrs: M Green S Toone, M Willoughby and S Maisey
Clerk – Ms D Joy   Admin Assistant – Ms J Hodds

Minutes

1. **Spring Watch**
   30th March – 12TH April
   Budget £5k
   Will start to push 1st March
   Post Office and Factory Shop will hand out spotter sheets
   Eden and Lowland Rescue will take in completed sheets and give out the seeds and stickers.

2. **Easter Egg Hunt**
   30th March – 12th April
   Budget £250.
   Wooden Eggs arrived and Mel has them.
   18 shops so far taking part (Deadline 13.3.26)
   Tesco to donate 20 small eggs. Haribo for those who can't eat chocolate.
   Doreen to see if Cawdrons can do a deal on eggs and Steve to get prices from Bookers.
   Laminate the shop names to attach to the eggs.

3. **Artisan Market**
   19th July 11am-4pm
   Budget £2600. Money will be made from stalls.
   51 stalls booked so far. Had 55 stalls last year.
   Entertainment booked
   Kevin to look at Kitchen Theatre location and to book the chefs, and to have collection buckets for donations towards the event.
   Trial Kululu – photo app. Get a photo frame a decorate for photo op. This is a trail for the Christmas light switch on.

4. **Farmers Market in the Church grounds**
   It was agreed for the Events Group to meet with Darleen to pin down exactly what it is the Church want.

5. **Remembrance Sunday**
   Budget £250.00
   8th November 10.30am
   Doreen to organise parade and speak to Emma(RBL)
   Stewards on the day will be need be on road closures same as 2025.
   Buffet at the Swan

6. **Christmas 2026**
a)Light Switch on 27th November 4pm-7pm
Event Format same as last year
Budget £5k
b)**Bauble Hunt 1st December to 31st December.**
As before
300 prizes (see budget sheet)
Only hiding around Stalham and to hide in 2 waves
c)**High Street Lights**
Budget £15k for the whole street.
Doreen to approached Sams, Richardsons, Dilham Hall Retreats and EU Parts re sponsorship towards the High Street lights.
Doreen to do a more detailed breakdown of the budget.

7. **AOB**
None

Other
- Charity Shop Fashion Show
- 40's Weekend

Stalham Town Council Weekly Inspection Sheet

C159X

Millside Playground – February

Name – Julie Hodds		6/2	13/2	20/2	27/2	Comments
	gates	✓	✓	✓	✓	
	fences	✓	✓	✓	✓	
	bins	✓	✓	✓	✓	
	signage					Waiting for Mark to take old sign down
	grass	✓	✓	✓	✓	
 swings	chains	✓	✓	✓	✓	
	seats	✓	✓	✓	✓	
	matting	✓	✓	✓	✓	Still moss at back but no change
	fixings	✓	✓	✓	✓	
 slide	slide	✓	✓	✓	✓	
	frame	✓	✓	✓	✓	
	steps	✓	✓	✓	✓	
	matting	✓	✓	✓	✓	
 3 low-level activity trail pieces	structure	✓	✓	✓	✓	
	fixings	✓	✓	✓	✓	
 activity trail walk	structure	✓	✓	✓	✓	
	chains	✓	✓	✓	✓	
	fixings	✓	✓	✓	✓	

Stalham Town Clerk

From: david flint <moggyflint10@gmail.com>
Sent: 12 March 2026 10:54
To: Stalham Town Clerk
Subject: Re: Window Incident

Shattered Window at 19 Rivermead 14th October 2025

Dear Doreen, here is the Time - Line (not every phone call or e-mail - just the main points)

09.00 14th Oct I was disturbed by a big bang - which was the shattering of my front picture window. I raced out to investigate to see the (council) mower cutting the verge proceeding to the top of Rivermead. I got into my car to chaise the mower - but it had disappeared. (the mower was the only vehicle moving on Rivermead at that time).

10.00 14th Oct I contacted Stalham TC - Doreen confirmed that their contractor - Garden Guardian had been mowing Rivermead at that morning. She told me to contact GG and that their insurer will handle the claim.

am 15th Oct I mailed Robert Rice of GG giving details of the incident

20.30 15th Oct Robert replied positively saying that he will ring the insurers and start the claim process

am 23th Oct After dealing initially with the GG insurer - a broker - Alan Boswell- I was then referred to Aviva - a motor policy. I supplied photos but nothing seemed to be progressing and the window was getting desperate.
am 3rd Nov Frustrated at seeing no movement to the resolution of the insurance claim and the fitting of a replacement window. I decided to have the window replaced at my cost of £283 (my insurance excess is £300)

pm 4th Nov After many calls to Aviva they stated that they were referring the claim to their 'Liability Expert'

pm 12th Dec Aviva confirmed that they will not accept liability because it cannot be proven that the GG mower caused the damage and that GG take all precautions to avoid damage.

am 3rd Dec I mailed Stalham TC expressing my disappointment of GG, Aviva of not acting honourably.

Please do not hesitate to contact me if you require any clarification or more detail.
Best Regards David Flint

On Wed, Mar 11, 2026 at 7:09 AM Stalham Town Clerk <clerk@stalham-tc.gov.uk> wrote:

> Thank you

North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/25/1319
Date: 27th February 2026

Doreen Joy (Locum Clerk)
Town Council
74 High Street
Stalham
Norfolk
NR12 9AS

Planning Consultation

Proposal: Development of 150 dwellings (Class C3), together with associated works including highways infrastructure, landscaping and open space

Location: Land Adjacent To, Ingham Road, Stalham, Norfolk,

Doreen Joy (Locum Clerk)

We previously wrote to you seeking your observations on the above proposal.

We are now re-consulting you for the following reasons;

We have received amended plans.
Amended information Rec'd

If you have any views on the proposal, please submit them by 20th March 2026

You may reply in writing, via our website or by emailing

planning.consultation@north-norfolk.gov.uk

If we do not receive a response by the above date we will assume you do not wish to comment further.

Kind Regards

Planning Processing Unit

Fire Risk Assessment

for

Stalham Town Council
74 High Street
Stalham
NR12 9AS

Fire Risk Assessment: 3 September 2025

Review Date: September 2026

AB FIRE SAFETY SPECIALISTS

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.

All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan; failure to implement the recommendations may lead to enforcement action being taken by the local Fire and Rescue Service.

To comply with Article 9(3) of the Regulatory Reform (Fire Safety) Order 2005 this fire risk assessment should be reviewed regularly.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

~~Trivial~~ Tolerable

Actions /Recommendations

Immediate action required	Immediate actions required, or remedial measures put in place to control risk in the meantime. Recommended completion within 28 days.
Urgent (short term)	Action required within 0 – 3 months.
Strongly recommended (medium term)	Action required within 0 – 6 months.
Recommended	Action required within 0 – 12 months.

Please note: The 'additional information'' sections contained within the Action Plan of this report are provided for information purposes and they are intended to offer general guidance. They should not be regarded as legal counsel or relied upon as a legal authority. While every effort has been made to ensure accuracy, the notes do not encompass all aspects of the law and do not guarantee compliance, statutory obligations or to meet British Standards. Users are encouraged to consult the full text of relevant legislation, such as The Regulatory Reform (Fire Safety) Order 2005 and or seek professional legal advice to understand their

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Item	Actions/Recommendations	Priority	Actioned by /date
3.4	*Occupants in remote areas and lone workers:* • Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Responsible Person must assess and manage health and safety risks before permitting any lone working. This duty applies to all individuals working under your control, including contractors and self-employed persons (e.g. cleaners). • Where appropriate, all staff and external contractors should check in and out of the building to maintain accountability and support emergency procedures. • A documented risk assessment must be conducted for all lone working activities to determine their safety and suitability. • If a lone working situation is deemed high risk, proportionate control measures must be implemented to mitigate those risks. • Additional support, training, and communication protocols should be provided where necessary to ensure lone workers can maintain contact and summon assistance. • All lone workers, including external visitors, should receive a fire safety briefing before commencing work within the premises. This should include evacuation routes, alarm systems, and procedures for raising the alarm.	Recommended	**Lone workers policy given to employees** **Policy date 10.3.25** **In Fire Safety file**
3.5	*Others: Young persons:* ***The Law****: The responsible person must not employ a young person unless he has, in relation to risks to young persons, made, or reviewed an assessment in accordance with paragraphs (1) and (5),* *(5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1. (FSO 2005:9).* *Note: "young person" means any person who has not attained the age of 18, (FSO 2005:2)*	Information only	

Additional information can be found at:

- *HSE - Lone working - Advice for employers and those who work without close or direct supervision: https://www.hse.gov.uk/lone-working/index.htm*
- *Lone workers policy: https://www.london-fire.gov.uk/media/9197/pn0524-170524.pdf*
- *Example lone working policy: https://sbuhb.nhs.wales/about-us/key-documents-folder/health-and-safety-committee/health-and-safety-committee-september-2019/2-6-appendix-3-pdf/*
- *HSE - Young workers: https://www.hse.gov.uk/young-workers/index.htm*
- *The Health and Safety (Young Persons) Regulations 1997: https://www.legislation.gov.uk/uksi/1997/135/made*

<table>
<tr><th colspan="4">6. RELEVANT FIRE SAFETY LEGISLATION, GUIDANCE AND STANDARDS</th></tr>
<tr><th>Item</th><th>Actions/Recommendations</th><th>Priority</th><th>Actioned by/ date</th></tr>
<tr><td>6.1</td><td>

The following fire safety legislation applies to these premises:

You should be aware of the following legal frameworks and best practice documents that underpin fire safety and management in commercial buildings:

- Statutory Requirements:
  - Regulatory Reform (Fire Safety) Order 2005: Mandatory for all non-domestic premises; includes duties for the Responsible Person.
  - Fire Safety Act 2021: Ensures fire risk assessments cover external walls.
  - Section 156 of the Building Safety Act 2022: Amends the Fire Safety Order to require documentation of fire risk assessments and formal cooperation between responsible persons across buildings.
  - Fire Safety (England) Regulations 2022: Introduces new duties for building owners and managers, including fire door checks, provision of building plans, and resident fire safety information if applicable.
  - Management of Health and Safety at Work Regulations 2006: Applies where staff or contractors are employed, supporting workplace fire safety obligations.
  - Health and Safety at Work Act 1974: General duty to ensure the health and safety of employees and others including fire safety provisions.
- Recommended Guidance and Standards:
  - BS 9999:2017: Code of practice for fire safety in the design, management, and use of commercial buildings.
  - BS 5839-1:2017: National standards for fire alarm systems in non-domestic premises.
  - BS EN 54 series: Standards for fire detection and alarm system components.
  - BS 5266-1:2016: Emergency lightening systems.
  - BS 5306-8:2012: Fire extinguishing installations and equipment on premises.
  - BS EN 13501 series: European classification system for fire performance of construction products and building elements.
  - Approved Document B - Buildings other than dwellings: Covers means of escape, fire spread, access for fire services, and fire safety design principles: https://www.gov.uk/government/publications/fire-safety-approved-document-b
  - Fire safety risk assessment: large places of assembly: https://www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly

</td><td>Recommended</td><td>All Fire Safety Policies in Fire Safety file March 2024</td></tr>
<tr><td colspan="4">

Additional information can be found at:

- The Regulatory Reform (Fire Safety) Order 2005: https://www.legislation.gov.uk/uksi/2005/1541/contents

</td></tr>
</table>

- A guide for persons with duties under the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022: https://assets.publishing.service.gov.uk/media/651567fe7c2c4a001395e180/14.310_HO_How_To_Guide_FINAL_RX_v04_.pdf
- Section 156 of the Building Safety Act 2022: https://www.legislation.gov.uk/ukpga/2022/30/section/156
- Top 10 Fines for Non-Compliance of the Regulatory Reform Fire Safety Order: https://www.safetyaide.com/2018/02/08/top-10-fines-for-non-compliance-of-the-regulatory-reform-fire-safety-order/

7.	ELECTRICAL SOURCES OF IGNITION		
Item	Actions/Recommendations	Priority	Actioned by /date
7.2a	*<u>Are fixed installations periodically inspected and tested</u>?* • All fixed electrical installations within the building must be inspected and tested at intervals not exceeding five years by a competent person, in accordance with Regulation 3 of the Electricity at Work Regulations 1989 and the general duties under the Regulatory Reform (Fire Safety) Order 2005 to maintain systems in safe working order. Inspections should follow the requirements of BS 7671:2018 (18th Edition Wiring Regulations), with the next due date clearly recorded and displayed. The next inspection was due on 15 July 2025; as it is overdue you should appoint a competent person to carry out an inspection of the fixed installations at the earliest opportunity. • Regulation 514.12.1 of BS 7671 requires a legible label at the origin of the installation (e.g. consumer unit) indicating the date of the last inspection and the recommended date for the next. Additional notices must be provided under Regulations 514.14.1 and 514.15.1 to warn of non-standard wiring colours and the presence of alternative or dual supplies. Distribution boards should also be clearly marked to identify RCD test points and circuit details. • If applicable and to ensure fire resilience, all plastic cable supports (e.g. ties or clips) used to secure wiring must be replaced or supplemented with fire-resistant steel cable ties compliant with BS 62275:2015+A3:2021 and Regulation 521.10.202 of BS 7671:2018, which prohibits premature collapse of wiring systems in the event of fire. This is a critical requirement for safe evacuation and firefighter access in large venues. • A formal record of inspection and maintenance must be retained and made available for review by enforcing authorities, including the local fire and rescue service or building control, as part of the venue's fire safety management system.	Urgent	**EICR completed June 2024. Copy in Fire file. Next one due May 2029**
7.2b	*<u>Is portable appliance testing carried out</u>?* • All portable electrical equipment that has the potential to cause injury, including newly acquired items must be maintained in a safe condition, in accordance with Regulation 4(2) of the Electricity at Work Regulations 1989. While not legally required, Portable Appliance Testing (PAT) is widely recognised as a reliable method of demonstrating compliance. • New equipment should be supplied in a safe condition and does not require formal testing prior to first use. However, a visual inspection is recommended to confirm the item is undamaged and safe to operate. • All portable electrical appliances should undergo in-service inspection and testing (commonly referred to as PAT) by a competent person, as defined in BS 7671:2018+A2:2022 and the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (5th Edition). The level of competence required depends on the complexity of the equipment and the nature of the testing. The next PAT should take place no later than **December 2025**.	Strongly recommended	**PAT completed December 2025. Certificate received and in file Renewal due December 2026.**

	• A portable appliance register should be maintained and updated regularly. While not a legal requirement, this record supports effective management and demonstrates a structured maintenance regime. It should include: - Appliance ID and location. - Date of inspection/test. - Result (pass/fail). - Next due date. - Tester's name and qualifications. • Labelling appliances with inspection dates is not legally required but is considered best practice for monitoring and audit purposes. Labels should not obscure ventilation or safety markings.		
7.2c	*<u>Is there suitable control over the use of personal electrical appliances</u>?* • **<u>High risk battery charging</u>**: - The charging of lithium-ion batteries for e-scooters, e-bikes, and e-cigarettes should be strictly prohibited within the building. - These devices pose a significant fire risk particularly when overcharged, damaged, or used with non-certified charging equipment. - This restriction is supported by guidance from the London Fire Brigade, Home Office Fire Safety Unit, and recent incident data. This measure reflects the duty under the Regulatory Reform (Fire Safety) Order 2005 to reduce fire hazards and safeguard occupants. • **<u>Controlled Charging of Personal Low-Powered Devices</u>:** The use and charging of personal electronic devices such as mobile phones, tablets, and laptops should be permitted only under controlled conditions e.g. - Devices must only be charged using manufacturer-approved equipment. - Charging should not occur overnight or while unattended. - Chargers must not be used on bedding, upholstered furniture, or flammable surfaces. - Damaged cables, plugs, or equipment must not be used. - This aligns with electrical maintenance responsibilities under the Electricity at Work Regulations 1989 and BS 7671:2018+A2:2022. • **<u>Electrical Safety Policy</u>:** A formal written policy should be established and communicated to all staff and contractors, setting out: - The prohibition of high-risk rechargeable items. - Rules governing the use and charging of permitted devices. - Reporting procedures for defective or non-compliant equipment. - Enforcement mechanisms (e.g. removal of unsafe devices, tenancy breach notices) - This policy supports both housing management duties under, if applicable, the Housing Act 2004 and fire risk assessment obligations under the Fire Safety Order.	Strongly recommended	**Part of Hire agreement for all hirers** **Electrical Safety Policy issued March 2024. In Fire Safety File**
7.2d	*<u>Is there suitable limitation of trailing leads and adapters</u>?* • Monitor the use of trailing leads and adapters and limit their use; if they have to be used, they should have an integral RCD (residual current device) fitted. • Trailing leads and adaptors should only be used where absolutely necessary and in line with the manufacturer's instructions for safe operation, including limits on loading and environment of use. Improper use may invalidate warranties and increase the risk of overheating or fire.	Strongly recommended	Ongoing

	• All staff and users of the building must remain vigilant when using trailing leads and adapters and carry out regular visual inspections for signs of deterioration or danger, including: - Smell of hot plastic or signs of melting. - Sparks or scorch marks around sockets, plugs, or appliances. - Damaged, cracked, or frayed cables and plugs. - Visible internal wiring or coloured cores near plugs or connectors. - Fuses that repeatedly blow with no identifiable cause, - Visual inspections of portable equipment are recommended under the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (5th Edition). • Trailing leads should not be overloaded under any circumstances. A competent person, as defined in BS 7671:2018+A2:2022 and relevant HSE guidance, should periodically inspect leads and adaptors to confirm: - The load does not exceed the safe rating of the cable or plug. - There is no evidence of overheating, mechanical damage, or misuse. - Periodic inspection supports the maintenance obligations under the Electricity at Work Regulations 1989 and helps mitigate the risk of electrical fires or electrocution.		

Additional information can be found at:

- Electricity and the law: https://www.hse.gov.uk/electricity/information/law.htm
- Electrical safety and you - A brief guide: https://www.hse.gov.uk/pubns/indg231.pdf
- Electrical inspection and testing: https://www.hse.gov.uk/electricity/information/testing.htm
- Maintaining portable electric equipment in low-risk environments: https://www.hse.gov.uk/pubns/indg236.htm
- E-bikes and e-scooters fire safety guidance: https://nfcc.org.uk/our-services/campaigns/e-bikes-and-e-scooters-fire-safety-guidance/
- E-cycle and e-scooter batteries: managing fire risk for premises: https://www.gov.uk/government/publications/e-cycle-and-e-scooter-batteries-managing-fire-risk-for-premises/e-cycle-and-e-scooter-batteries-managing-fire-risk-for-premises
- RICS - Risk control briefing note 2: The use of electrical extension leads and adaptors.
- https://www.draelectricals.co.uk/must-not-plug-electric-heaters-into-extension-leads/

8. SMOKING

Item	Actions/Recommendations	Priority	Actioned by/ date
8.1	*<u>Are reasonable measures taken to prevent fires as a result of smoking</u>?* • **<u>Signage Requirements</u>**: - 'No Smoking' signs must be prominently displayed at all entrance points, internal communal areas, and staff-only zones, in accordance with the Health Act 2006 and the Smoke-free (Signs) Regulations 2012. - Signage must be legible, permanent, and positioned where it is clearly visible to all building users, including visitors, contractors, and staff. • **<u>Public Notification & Staff Briefing</u>**: A 'No Smoking' policy statement should be included in: - Visitor information packs. - Staff induction materials. - Contractor protocols. - Event management documentation. - This ensures all stakeholders are aware of the building's smoke-free status and the legal restrictions under the Smoke-free (Premises and Enforcement) Regulations 2006. - Duty holders (e.g. venue operators, facilities managers, event organisers) are legally obliged to prevent smoking in enclosed or substantially enclosed public premises. • **<u>External Smoking Area Controls</u>**: If smoking is permitted in designated external areas, a fire-safe cigarette bin (e.g. metal receptacle or sand-filled container) should be provided to: - Prevent littering. - Encourage safe disposal of smoking materials. - Reduce fire risk. - The bin must be emptied and cleaned regularly as part of site maintenance. - Use of safe extinguishing media and proper receptacles supports risk mitigation under the Regulatory Reform (Fire Safety) Order 2005, particularly in high-occupancy venues. • **<u>Penalties for Non-Compliance</u>**: - Businesses or responsible persons may face fines up to £2,500 if they fail to stop individuals from smoking in smoke-free premises. - Failure to display compliant signage can result in fines up to £1,000. - Individuals found smoking unlawfully may be fined up to £200, or £50 via a fixed penalty notice. - These sanctions are outlined in Sections 6–9 of the Health Act 2006 and enforced by local authority officers.	Recommended	No smoking sign at rear entrance **No Smoking policy to be agreed**

Additional information can be found at:

- https://resources.workable.com/smoking-company-policy
- Smoking at work: the law: https://www.gov.uk/smoking-at-work-the-law
- Advice on smoking at work: https://www.hse.gov.uk/contact/faqs/smoking.htm
- Smoking in the workplace: https://www.unison.org.uk/get-help/knowledge/health-and-safety/smoking-in-the-workplace/
- Smoke Free Workplace Policy: https://resources.workable.com/smoking-company-policy

9. ARSON

Item	Actions/Recommendations	Priority	Actioned by/ Date:
9.1	*<u>Does basic security against arson by outsiders appear reasonable</u>?* • **<u>CCTV Cameras</u>**: To enhance site security and act as a visible deterrent to unauthorised access or antisocial behaviour, consideration should be given to the installation of CCTV cameras around the perimeter and key access points of the building. This measure supports broader risk mitigation efforts and may assist in post-incident investigation if required. • **<u>CCTV Signage and Data Protection Compliance</u>**: To deter criminal activity and opportunist arson, and to comply with the Data Protection Act 2018 and UK GDPR, all CCTV systems must be accompanied by clear, visible signage at all monitored entry points and public-facing areas. • Signage must: - State that CCTV recording is in operation. - Identify the purpose of the surveillance (e.g. crime prevention). - Provide contact details for the Data Controller or responsible party. • This requirement is supported by guidance from the Information Commissioner's Office (ICO) and forms part of the organisation's obligation to process personal data lawfully, fairly, and transparently. • **<u>Arson Risk Assessment and Mitigation Planning</u>:** An arson risk assessment should be conducted as part of the broader fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005. • The assessment should identify: - Vulnerable areas (e.g. secluded zones, waste storage points) - Potential ignition sources (e.g. flammable materials, poor housekeeping) - Likely perpetrators (e.g. intruders, disgruntled individuals, youth fire-setters) • Based on the findings, an Arson Prevention Action Plan should be developed, including: - Enhanced perimeter security (e.g. fencing, lighting, CCTV). - Controlled access and intruder detection systems. - Regular removal of combustible waste. - Staff awareness and reporting protocols. - Coordination with local police and fire services for high-risk sites. • These measures are supported by best practice guidance from fire authorities such as Cheshire Fire and Rescue Service and NFU Mutual Risk Management Services.	Recommended	**Is CCTV to be fitted?** **Arson Policy available issued October 2024 and in Fire Safety File**

9.2	*<u>Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders</u>?* • **<u>Combustible Waste and Vegetation Management</u>**: To reduce fire risk and deter opportunist arson: - Combustible waste (e.g. cardboard, packaging, flammable rubbish) must not be allowed to accumulate within or around the property. It should be removed promptly and disposed of appropriately, in line with guidance from the Environment Agency's Fire Prevention Plan. - If applicable: Fallen leaves, branches, and windblown debris must be cleared regularly, especially from gutters, roof valleys, and perimeter zones, to prevent ignition and obstruction of escape routes. Shrubs and trees in close proximity to the building should be cut back or removed to reduce fuel load and prevent concealment of arson attempts. This aligns with best practice from fire services such as West Yorkshire and Greater Manchester. • **<u>Wheelie Bin Security and Placement</u>**: To deter arson and comply with fire safety best practice: - A review of bin placement is advised to mitigate ignition risk and support compliance with fire safety and environmental legislation. - All wheelie bins should be locked and stored in a secure area, preferably behind locked gates or fencing, and away from public view. - Bins should be kept at least 6 metres from the building, measured from any point where fire could enter (e.g. doors, windows, vents). This distance is supported by guidance from metroSTOR. - Bins should only be placed outside for collection shortly before scheduled pickup and returned promptly afterward. - Hot materials (e.g. embers, ash, smoking items) must never be placed in bins. Wait until items are fully cooled before disposal. • **<u>Waste Container Management – BS EN 840-6:2004 Compliance</u>**: In accordance with BS EN 840-6:2004 – Mobile Waste Containers: Safety and Health Requirements, best practice recommends that waste containers be positioned and managed to minimise fire risk, enhance site security, and protect public health. Specifically, containers should be: - Stored away from windows, doors, and ventilation intakes to prevent smoke ingress or fire spread. - Located in secure, shaded areas with restricted access to deter unauthorised use or arson. - Positioned at least 6 metres from combustible structures, where practicable, to reduce ignition risk. - Managed in line with the Environmental Protection Act 1990, which requires that waste storage does not endanger health, safety, or local amenity. • These measures support both fire safety and environmental compliance, particularly in high-risk or publicly accessible settings.	Recommended	**Bin outside front of property to be moved**

Additional information can be found at:

- FIRE SAFETY GUIDE TO ARSON: https://www.nfumutual.co.uk/globalassets/business/rms/2021-update/arson-fire-safety-guide.pdf
- How to combat Arson: https://www.firesafe.org.uk/how-to-combat-arson/

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS			
Item	Actions/Recommendations	Priority	Actioned by/ date
10.1	*<u>Is there satisfactory control over the use of portable heaters?</u>* • Portable electric convector and fan heaters should not be used within the building due to their elevated fire risk, especially in unsupervised or communal settings. • Where additional heating is necessary, only sealed oil-filled radiators should be provided, as they pose a significantly lower fire risk. • All portable electric heating equipment permitted on site should be tested in accordance with BS 7671:2018+A2:2022 and IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment. • Ensure equipment carries up-to-date PAT labels and forms part of the premises' electrical safety register. • Regular PAT supports duty-of-care obligations under the Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989. • Only qualified and competent professionals should carry out installation, servicing, or repairs of heating and ventilation systems, in line with manufacturer instructions and applicable standards. • Maintenance records should be retained to support regulatory and insurance compliance.	Recommended	Fan heaters not used. Heaters in office are PAT tested
10.2	*<u>Are fixed heating and ventilation installations subject to regular maintenance</u>?* • All fixed heating and ventilation installations e.g. electric wall-mounted radiators should be maintained by a competent person in accordance with the Health and Safety at Work etc. Act 1974 and relevant manufacturer guidance. This ensures continued safe operation, reduces fire risk, and supports statutory compliance. • The hot water heater located in the male toilets should be serviced by a competent person no later than, exact date tbc. • Comprehensive records of all servicing, inspections, and corrective works must be maintained; records should include dates, engineer credentials, issues identified, remedial actions taken, and confirmation of continued safe operation. Retention of records is essential for audit readiness, insurance compliance, and demonstrating ongoing fire safety diligence.	Strongly recommended	Fixed heaters are checked under EICR report

Additional information can be found at:

- Portable heaters, gas fires and open fires: https://www.london-fire.gov.uk/safety/the-home/portable-heaters-gas-fires-and-open-fires/
- Carbon monoxide safety: https://www.london-fire.gov.uk/safety/the-home/carbon-monoxide-safety/
- Gov.UK - Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022: guidance for landlords and tenants: https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords/the-smoke-and-carbon-monoxide-alarm-england-regulations-2015-qa-booklet-for-the-private-rented-sector-landlords-and-tenants

11.	COOKING		
Item	Actions/Recommendations	Priority	Actioned by/ date
11.1	*<u>Are reasonable measures taken to prevent fires as a result of cooking</u>:* • **<u>Portable Fire Extinguishers and Fire Blankets</u>**: All fire blankets and portable fire extinguishers must be inspected and maintained annually by a competent person, in accordance with BS 5306-3:2017 – Commissioning and Maintenance of Portable Fire Extinguishers. Maintenance should include: - Visual inspection. - Basic service (annually). - Extended service (typically every 5 years). - Corrective actions and labelling. • A written report must be provided to the Responsible Person, detailing findings, actions taken, and any recommendations. • **<u>User Guidance and Signage</u>**: Clear instructions on the location, use, and limitations of fire blankets and extinguishers must be: - Displayed prominently near the equipment. - Included in fire safety notices. - Provided during staff induction and contractor briefings. • This supports the duty to ensure equipment is fit for purpose, understood, and accessible during emergencies. • **<u>Signage Requirements</u>**: All fire safety equipment must be accompanied by appropriate signage, conforming to: - BS EN ISO 7010:2012+A7:2017 – Graphical symbols and safety colours - BS 5499-4:2013 – Code of Practice for escape route and fire equipment signage • Signage must be: - Durable and legible. - Consistent in style and format. - Positioned for clear visibility and quick recognition. • Fire equipment signs should include: - Red background with white pictogram. - Supplementary text (e.g. "Fire Blanket", "CO_2 Extinguisher"). - Directional arrows if needed. • **<u>Microwave Ovens (if supplied)</u>**: All microwave ovens should be cleaned regularly to prevent the build-up of grease, which can pose a fire hazard. In addition: - Only microwave-safe containers should be used; metal objects, foil, or unsuitable plastics must be strictly avoided. - Microwave ovens should be inspected periodically for signs of damage, particularly to door seals, hinges, and internal surfaces. - Units must not be operated when empty, and sealed containers or eggs in shells should never be heated due to explosion risk. - Staff should be instructed never to leave microwaves unattended while in use. - Any microwave showing signs of malfunction, sparking, or overheating should be immediately removed from service and inspected by a competent person. - A log of cleaning, inspection, and servicing should be maintained to support audit readiness and demonstrate ongoing diligence.	Recommended	Fire extinguisher and fire blanket in kitchen and checked annually by North Walsham Fire No microwave oven

	• **External Catering Contractors**: All external catering contractors should: - Provide evidence of a suitable and sufficient fire risk assessment. - Demonstrate provision and maintenance of appropriate firefighting equipment (e.g., extinguishers rated for LPG or electrical fires) and staff fire training. - Comply with site-specific evacuation procedures and fire marshal instructions. - Ensure safe use of LPG, electrical appliances, and waste disposal, in line with NCASS fire safety guidance.		No external caterers
11.2	*Are filters cleaned or changed, and ductwork cleaned regularly?* • **Cleaning Requirements and Frequency**: All kitchen extraction systems including canopies, filters, ductwork, and fans should be cleaned regularly to prevent grease accumulation, reduce fire risk, and maintain air quality. Cleaning schedules must comply with the manufacturer's instructions. • **Specialist Cleaning Requirements**: If appropriate, a specialist contractor should be appointed to carry out deep cleaning of ductwork and internal components using appropriate equipment and techniques. • Contractors should be TR19® certified or registered with the Vent Hygiene Register (VHR) to ensure competence and defensibility.	Recommended	Ask Sinead to look at cleaning the oven filters

Additional information can be found at:

- Fires in the Kitchen: https://www.firesafe.org.uk/fires-in-the-kitchen/
- The use and care of microwave Ovens: https://www.westlothian.gov.uk/media/2787/The-use-and-care-of-Microwave-Ovens-Information-Sheet-FH12/pdf/FH12_MICROWAVE_OVENS.pdf
- How often should you have your kitchen extract system cleaned? - https://www.swiftclean.co.uk/blog/how-often-should-you-have-your-kitchen-extract-system-cleaned/

<table>
<tr><td colspan="4">12. LIGHTNING</td></tr>
<tr><td>Item</td><td>Actions/Recommendations</td><td>Priority</td><td>Actioned by/ date</td></tr>
<tr><td>12.1</td><td><u>Does the building have a lightning protection system</u>?

• <u>Lightning Protection System (LPS)</u>: Consideration should be given to commissioning a lightning protection survey by a competent person, in accordance with BS EN 62305 – Protection Against Lightning. This assessment should determine whether the building requires a Lightning Protection System.
• <u>Inspection and Maintenance Requirements (if applicable)</u>: The LPS should be inspected and maintained by a competent person in accordance with BS EN 62305:2011 – Protection Against Lightning, Parts 1–4.
• Inspection should be carried out at intervals not exceeding 12 months, or more frequently if:
- The system has sustained damage
- The building has been struck by lightning
- Major structural alterations have occurred
• The lightning protection system should be inspected and maintained by a competent person in accordance with BS EN 62305 no later than date tbc.</td><td>Strongly recommended</td><td>Does the Town Hall require a lightning protection system in place?</td></tr>
<tr><td colspan="4">Additional information can be found at:

• A Guide to BS EN 62305 Protection Against Lightning 3rd edition. https://www.lightning.gg/wp-content/uploads/2021/09/z.Furse-Guide_3rd-Edition.pdf</td></tr>
</table>

13. HOUSEKEEPING

Item	Actions/Recommendations	Priority	Actioned by/ date
13.1	*<u>Is the overall standard of housekeeping adequate?</u>* • The high standard of housekeeping should be maintained. • All staff, visitors and contractors should be remined of the need to ensure their work area is clean and tidy, especially during and upon completion of works. • Combustible materials should not be stored in cupboards that contain an ignition source, such as fuse boards, electric immersion heaters or electrical appliances etc.	Strongly recommended	Cleaned once a week by cleaner. Hall checked after every hirer
13.2a	*<u>Do combustible materials appear separate from ignition sources</u>?* - The cardboard boxes adjacent to the water boiler should be removed to a designated low-risk area, maintaining at least 1m clearance from the boiler. - Update the fire risk assessment to reflect this control measure. - Brief staff on safe storage practices for combustible materials. - Monitor compliance during routine inspections. - To comply with the Regulatory Reform (Fire Safety) Order 2005, combustible materials must be kept clear of ignition and heat sources. Best practice guidance from the Fire Protection Association (FPA) and the Health and Safety Executive (HSE) recommends maintaining a minimum clearance of 1m between combustible materials and any electrical or heat-producing equipment. This control measure supports compliance with Approved Document J of the Building Regulations 2010, which governs the safe installation and operation of combustion appliances.	Strongly recommended	Boxes removed from areas
13.2b	*<u>Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided</u>?* • **<u>Public Waste Bin - Front of Building</u>:** The external waste bin located at the front of the premises should be managed in accordance with fire safety best practice and environmental hygiene standards. Specifically: - Position the bin away from windows, doors, and ventilation intakes to reduce the risk of fire spread and smoke ingress. - Ensure the bin is emptied regularly, in line with waste volume and assessed fire load. • **<u>Wheelie Bins – Adjacent Business</u>**: According to guidance from the Confederation of Fire Protection Associations Europe (CFPA-E) and UK fire safety bodies, external waste containers should not be positioned within 6m of any building aperture, including windows, doors, or ventilation ducts. Where this separation cannot be achieved, bins should be housed within a structure offering at least 30 minutes fire resistance to mitigate the risk of fire spread. • The current bin location does not appear to meet the recommended separation distance. Consideration should be given to the following actions: - Contact the adjacent business to request bin relocation to a compliant distance from the building. - Recommend the use of locked bin stores or gated enclosures to reduce arson risk. - Installing a fire-resistant enclosure if relocation is not feasible. - Document the issue and all related correspondence in the fire safety logbook.	Strongly recommended	**Look at repositioning the bin** **Bin emptied daily by Serco** Do we need to contact Boots? 6M away

	- Note that these recommendations support compliance with the Regulatory Reform (Fire Safety) Order 2005 and aligns with recognised risk reduction strategies for external waste storage. - If unresolved, consider escalating the matter to the relevant authority or designated fire safety office.		

Additional information can be found at:

- *Housekeeping - Fire Prevention:* *https://static.aviva.io/content/dam/document-library/risk-solutions/housekeeping_lps.pdf*
- *Housekeeping – Fire Safety:* *https://riskadvisor.zurich.com/documents/rt_Housekeeping_Fire_Safety.pdf*
- *Example housekeeping policy:* *https://alexandercountync.gov/pdf/HouseKeeping_Policy.pdf*
- *https://www.london-fire.gov.uk/news/2023/may/firefighters-offer-support-to-those-with-hoarding-tendencies-over-concerns-cost-of-living-crisis-could-increase-fire-risk/*

14.	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS		
Item	Actions/Recommendations	Priority	Actioned by/ date
14.1	*Is there satisfactory control over works carried out in the building by contractors?* • Where construction or refurbishment works are planned or underway, the following fire safety management provisions should be implemented to ensure legal compliance and protect occupants, contractors, and visitors: • **Contractor Liaison and Risk Assessment**: - Contractors appointed to carry out building works must undertake a suitable and sufficient risk assessment in accordance with the Construction (Health, Safety and Welfare) Regulations 1996. - Contractors must provide the significant findings of their assessment and outline the preventive and protective measures to be employed. - These findings must be supported by an agreed method statement detailing the scope of works, sequencing, and fire safety controls. - The designer must have considered fire safety implications as part of their duties under the Construction (Design and Management) Regulations 1994. • **Pre-Construction Review**: - Prior to commencement of any building work, this fire risk assessment must be reviewed. - The review should identify any additional hazards introduced by the works, including ignition sources, compromised escape routes, or temporary fire protection measures. • **Site Monitoring and Oversight**: - Contractors must be monitored throughout the works, with regular inspections of the site and work activities. - Any deviations from agreed safety protocols must be addressed promptly. • **Occupancy Risk Evaluation**: - Where the building remains occupied during construction, additional risks to tenants, staff, and visitors must be evaluated. - Mitigation measures may include phased working, temporary fire detection systems, or enhanced evacuation planning. • **Communication and Awareness**: - All staff, and where appropriate visitors, must be informed of the nature and scope of the contractor's activities.	Information only	

	- This includes any temporary changes to access, fire safety arrangements, or emergency procedures. • **<u>Regulation 38 – Fire Safety Information Transfer</u>**: In accordance with Regulation 38 of the Building Regulations 2010**,** the following duties apply: - The person carrying out the building work must provide comprehensive fire safety information to the responsible person; this must be done no later than: (a) The date of completion or date of occupation, whichever is earlier, if the building was unoccupied during the works. (b) The date of completion if the building remained occupied. • The responsible person must issue a notice of receipt, confirming that the fire safety information is sufficient to enable them to understand, operate, and maintain the building and its fire safety systems.		

Additional information can be found at:

- The Building Regulations 2010 - Regulation 38: https://www.legislation.gov.uk/uksi/2010/2214/regulation/38
- HSE Fire safety in construction: https://www.hse.gov.uk/pubns/books/hsg168.htm
- Construction Fire Safety: Responsibility and Competence Matrix: https://www.chsg.co.uk/wp-content/uploads/2022/04/MRW-Responsibility-and-Competence-Matrix-V1.pdf
- NFU Mutual - FIRE SAFETY GUIDE TO HOT WORKS: https://www.nfumutual.co.uk/globalassets/business/rms/2021-update/hot-works-fire-safety-guide.pdf
- NFU Mutual - FIRE SAFETY GUIDE TO HOT WORKS WITHIN HISTORIC AND LISTED BUILDINGS: https://www.nfumutual.co.uk/globalassets/business/rms/documents/fire-safety-guide-to-hot-works-within-historic-and-listed-buildings.pdf

15. DANGEROUS SUBSTANCES			
Item	Actions/Recommendations	Priority	Actioned by/ date
15.1	<u>*Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?*</u> • **<u>Staff Familiarity with Safety Data Sheets (SDS):</u>** Hazardous substances such as oil-based paints, hand sanitiser, and other flammable or reactive materials may be used or stored on site. If they are, you should: - Ensure all staff working with or near hazardous substances are familiar with the relevant Safety Data Sheets (SDS). - Store SDS in a clearly marked, accessible location (digital or physical). - Include SDS awareness in staff induction and refresher training. - Label all containers clearly and consistently with hazard information. - Review SDS annually or when new substances are introduced. • **<u>Assessment for Explosive Atmospheres (DSEAR):</u>** Some substances may create flammable vapours or dusts that could lead to explosive atmospheres. - Identify any substances or processes that could generate explosive atmospheres (e.g. solvent use, aerosol storage, sanding operations). - If applicable, conduct a risk assessment for explosive atmospheres to evaluate ignition sources, ventilation, and zoning. - Implement control measures such as spark-proof equipment, ventilation, and restricted access. - Train relevant staff on safe handling and emergency procedures. - Review the assessment periodically and after any significant changes. - If appropriate consult a competent person with knowledge of DSEAR. • **<u>Recommended Actions</u>**: - Continue to monitor the premises for any future introduction of hazardous substances, particularly during maintenance or refurbishment activities. - Ensure that any such substances brought on-site are: - Risk assess dangerous substances prior to use. - Stored in accordance with DSEAR and COSHH requirements. - Accompanied by appropriate Safety Data Sheets (SDS) and control measures. - Maintain a register of hazardous substances, even if currently empty, to support audit readiness and demonstrate proactive compliance.	Recommended	Cleaning materials locked in cleaning cupboard. Look at SDS sheets. Go through all cupboards in Town Hall. Need to get a metal cupboard to store all products. Complete spreadsheet for the register

Additional information can be found at:

- *Controlling fire and explosion risks in the workplace - A brief guide to the Dangerous Substances and Explosive Atmospheres Regulations:* *https://www.hse.gov.uk/pubns/indg370.htm*
- *Dangerous substances and explosive atmospheres - Dangerous Substances and Explosive Atmospheres Regulations 2002. Approved Code of Practice and guidance*https://www.hse.gov.uk/pubns/books/l138.htm*

<table>
<tr><th colspan="4">16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION</th></tr>
<tr><th>Item</th><th>Actions/Recommendations</th><th>Priority</th><th>Actioned by/ date</th></tr>
<tr><td>16.1</td><td><u>Hazards: Furniture and furnishings: Do furniture and furnishings comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988</u>?

• <u>General Compliance</u>: All furniture and furnishings must meet fire safety standards to reduce ignition risk and fire spread.
- Audit all upholstered furniture and furnishings to confirm compliance with fire resistance standards.
- Remove or replace any non-compliant items immediately.
- Ensure all new purchases carry appropriate fire safety labelling and certification.
- Maintain a record of compliant items and inspection dates.
• <u>Non-Compliant Items</u>: Older furniture e.g. sofas may be excluded from compliance. If manufactured before 1950, they may be exempt under Regulation 4 of the 1988 Regulations. However, if they were produced after this date and do not meet current standards, their continued use should be risk-assessed and documented. Replacement or retrofitting with compliant materials may be necessary to ensure full regulatory alignment.
• <u>Regulatory Requirements</u>: Under the Regulations, the following components must meet specified fire resistance standards:
- Filling materials must pass ignition resistance tests.
- Upholstery composites must be resistant to cigarette ignition.
- Covers (excluding certain exemptions) must be match-resistant.
- Permanent labels must be affixed to each item, indicating compliance.
- Display labels must be present at the point of sale for new items.
• These requirements are aligned with the Classification, Labelling and Packaging (CLP) Regulation (EC) No 1272/2008, which governs hazard communication for chemical substances used in furniture manufacturing.
• The presence of compliant furnishings reduces the likelihood of rapid fire development and supports safe evacuation. It also demonstrates adherence to statutory obligations under the Consumer Protection Act 1987, which underpins the enforcement of the Regulations.</td><td>Recommended</td><td>Chairs in office do not have fire regualtion labelling</td></tr>
<tr><td colspan="4">Additional information can be found at:

• Statutory guidance Furniture and furnishings fire safety regulations: https://www.gov.uk/government/publications/furniture-and-furnishings-fire-safety-regulations</td></tr>
</table>

17.	MEANS OF ESCAPE FROM FIRE		
Item	Actions/Recommendations	Priority	Actioned by/ Date:
17.1	*<u>Is the design and maintenance of the means of escape considered adequate</u>?* ***The Law**: Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times, (FSO 2005-14:1).*	Not applicable	
17.2a	*<u>Do staircase and exit capacities appear to be adequate for the number of occupants</u>?*	Not applicable	
17.2b	*<u>Are there reasonable distances of travel</u>?*	Not applicable	
17.2c	*<u>Is there adequate provision of exits?</u>*	Not applicable	
17.2d	*<u>Do fire exits open in the direction of escape, where necessary?</u>*	Not applicable	
17.2e	*<u>Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits</u>?*	Not applicable	
17.2f	*<u>Are the arrangements provided for securing exits satisfactory</u>?* ***The Law:** Emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency, (FSO 2005:14-1(f).* • **<u>Final Exit Doors – Daily Inspection Requirement</u>**: All final exit doors should be inspected daily by a designated member of staff to ensure: - Doors open freely and effectively without obstruction or mechanical fault. - Escape routes leading to and from final exits are clear of any items, equipment, or waste that may impede the timely evacuation of staff, or visitors in a fire emergency. - Exit signage remains visible and illuminated (where applicable), and doors are not locked or fastened in a way that restricts emergency egress. • These checks should be recorded in the daily fire safety logbook, and any defects or obstructions should be reported and rectified immediately. This practice supports compliance with the Regulatory Reform (Fire Safety) Order 2005 and demonstrates proactive risk management.	Recommended	Fire doors checked weekly.

17.2g	*<u>Is a suitable standard of protection designed for escape routes</u>?*	Not applicable	
17.2h	*<u>Are there reasonable arrangements for means of escape for disabled people</u>?* • **<u>Assisting Disabled Individuals During Emergency Evacuation – Training and Legal Obligations</u>**: All staff should receive regular training on how to assist disabled individuals during emergency evacuation. This training should be refreshed at regular intervals and aligned with the findings of Personal Emergency Evacuation Plans (PEEPs) or Generic Emergency Evacuation Plans (GEEPs), where applicable. • The provision of trained personnel and appropriate evacuation equipment (e.g. evacuation chairs, communication aids) constitutes a reasonable adjustment under the Equality Act 2010, and is essential for ensuring inclusive, safe, and legally compliant evacuation arrangements. • Training should include practical instruction, scenario-based exercises, and clear role allocation to ensure staff are confident and competent in supporting individuals with mobility, sensory, or cognitive impairments during an emergency. • Records of all training sessions, including dates, attendees, and content covered, should be retained for audit purposes and to demonstrate compliance with both fire safety and equality legislation.	Recommended	PEEP Emergency Evacuation Plan issued
17.3	*<u>Are the escape routes available for use and suitably maintained</u>?*	Not applicable	
17.3a	*<u>Are fire-resisting doors maintained in sound condition and self-closing, where necessary</u>?* ***The Law**: Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair (FSO 2005:17-1).* • **<u>Fire Door Inspection, Maintenance, and Remedial Works</u>**: The routine inspection and maintenance of fire doors should continue to ensure they are maintained in an efficient state, in efficient working order, and in good repair, as required under Article 17 of the Regulatory Reform (Fire Safety) Order 2005. • The office door hinge currently missing a screw should be rectified by installing a No. 8 fixing screws (3.8mm x 30mm) to restore mechanical integrity and ensure proper door operation. • Fire doors exhibiting excessive gaps should be adjusted to achieve a gap of 3mm ±1mm between the door leaf and frame, in accordance with BS 8214:2016 – Code of Practice for Fire Door Assemblies. • BS 9999:2017 (Annex I) – Fire Safety in the Design, Management and Use of Buildings recommends that fire doors be inspected at least every six months. However, doors subject to frequent use or high traffic should be inspected more regularly to ensure continued effectiveness and early identification of wear or damage. • All inspection, maintenance, and remedial work should be carried out by a competent person, with supporting documentation including inspection dates, findings, actions taken, and contractor credentials retained in the fire safety folder for audit, enforcement, and insurance purposes.	Strongly recommended	**Office door needs a screw to be fitted 26/1 Asked ST** Fire door inspection inspected weekly under the fire safety check

<table>
<tr><td>17.3b</td><td><u>Is the fire-resisting construction protecting escape routes in sound condition</u>?</td><td>Information only</td><td></td></tr>
<tr><td>17.3c</td><td><u>Are all escape routes clear of obstructions</u>?

• <u>Escape Route Maintenance</u>: Daily inspections of all designated escape routes should be conducted without exception to ensure they remain unobstructed, accessible, and fit for purpose in accordance with the Regulatory Reform (Fire Safety) Order 2005.
• Escape routes must be kept clear of any obstructions, storage, or equipment that could hinder safe and timely evacuation during a fire emergency. This includes temporary items such as deliveries, cleaning equipment, or personal belongings.
• Staff should be regularly reminded of their duty to maintain clear escape routes and to report any obstructions immediately. This obligation should be reinforced through:
- Periodic fire safety training.
- Prominent signage at key locations.
- Routine supervisory checks by designated personnel.
- Failure to maintain clear egress routes may constitute a breach of fire safety legislation and could result in enforcement action by the relevant authority, particularly where safe evacuation is compromised.
• All inspection findings must be documented in the fire safety logbook, including:
- Date and time of inspection.
- Name of inspecting officer.
- Observations and remedial actions taken.</td><td>Strongly recommended</td><td>Ongoing checks carried out</td></tr>
<tr><td>17.3d</td><td><u>Are all fire exits easily and immediately openable</u>?

The Law: Emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency, (FSO 2005:14-1(f).

• Daily functional checks of all designated fire exit doors should be carried out to confirm they open freely, are unobstructed, and show no signs of mechanical failure. This includes verifying that escape routes leading to these doors remain clear at all times.
• Routine inspections by a competent person are required to assess the condition and operation of:
- Hinges and fixings.
- Panic bars and push pads.
- Latches and locking mechanisms.
- Self-closing devices and door seals.
• In accordance with BS 9999:2017 (Annex I.2), fire exit doors should be inspected at least every six months. However, doors subject to frequent use, environmental exposure, or high traffic should be inspected more frequently, as determined by site-specific risk assessment.
• All inspection and maintenance activities should be documented in the fire safety logbook, including:
- Date and time of inspection.
- Name and competency of inspecting person.
- Observations, faults identified, and remedial actions taken.
- Confirmation of follow-up or escalation where necessary.</td><td>Recommended</td><td>Exits checked for obstructions daily.

Back door is becoming stuck, on Mark's list</td></tr>
</table>

Additional information can be found at: • https://www.safelincs.co.uk/fire-escape-ladder-information/ • Fire Safety Guidance Note: Fires in Communal Areas: https://www.london-fire.gov.uk/media/bsvc04kn/gn_84-fires-in-communal-areas.pdf • BWF Fire Door Alliance - Fire Door Inspection & Maintenance: https://firedoors.bwf.org.uk/knowledge-centre/fire-door-inspection-maintenance/ • BWF Fact Card 2 - Regulatory Reform (Fire Safety) Order: https://www.bwf.org.uk/wp-content/uploads/Fact-Card-2-Fire-SafetyOrder-May-2023.pdf • BWF Fact Card 5 – Maintenance Fire Door Maintenance and Inspection: https://www.bwf.org.uk/wp-content/uploads/Fact-Card-5-Maintenance.pdf • Fire Safety Advice Centre - Fire Doors: https://www.firesafe.org.uk/fire-doors/ • BS EN 1154: A reference guide for compliant door closers: https://rutlanduk.co.uk/wp-content/uploads/2025/04/EN1154_Guide_july24-Rutland-UK-23-Apr-2025.pdf

18.	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
Item	Actions/Recommendations	Priority	Actioned by/ date
18.1a	*<u>Is it considered that there is compartmentation of a reasonable standard</u>?* • **<u>Fire Compartmentation – Statutory Requirements and Inspection Protocol</u>**: To comply with the Regulatory Reform (Fire Safety) Order 2005, the Building Regulations 2010 (Approved Document B), and relevant best practice guidance (including BS 9999:2017 and BS 8214:2016), fire compartmentation measures must be: - Implemented, maintained, and periodically reviewed to: - Prevent the uncontrolled spread of fire, smoke, and toxic gases - Protect escape routes and facilitate safe evacuation - Safeguard occupants, property, and operational continuity - Support firefighting operations and limit structural damage • These measures form a critical component of the building's passive fire protection strategy and are a legal requirement under Articles 13 and 17 of the RRFSO 2005, which mandate the provision and maintenance of appropriate fire precautions. • **<u>Compartmentation Survey – Scope and Competency</u>**: A comprehensive compartmentation survey of the entire building should be undertaken by a competent fire safety professional with demonstrable expertise in passive fire protection systems. The survey should identify: - Breaches in fire-resisting construction - Unsealed service penetrations - Inadequate or missing fire-stopping - Non-compliant doors, hatches, or access panels • Findings should be supported by photographic evidence and annotated plans where appropriate and incorporated into the fire risk assessment. • **<u>Legal Duties of the Responsible Person</u>**: Under Article 17 of the RRFSO 2005, the Responsible Person is legally required to ensure that all fire safety systems and structural fire precautions are: - Subject to suitable maintenance. - Reviewed periodically for effectiveness.	Strongly recommended	**26/1 emailed Alan for advice** **Email received and attached**

	- Supported by remedial action where deficiencies are identified. • This includes ensuring that compartmentation measures remain effective over time, particularly following building works, service installations, or changes in occupancy. • **<u>Documentation and the “Golden Thread”</u>:** All findings, remedial actions, and inspection outcomes must be: - Recorded in the building’s fire compartmentation register. - Maintained with full traceability. - Included within the “golden thread” of safety-critical information as required under the Building Safety Act 2022. • This documentation must be readily accessible for audit, inspection, and regulatory review, and should be updated following any material changes to the building fabric or fire strategy.		
18.1b	*<u>Is it considered that there is reasonable limitation of linings that might promote fire spread</u>?*	Not applicable	
18.2	*<u>As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire</u>?*	Not applicable	

Additional information can be found at:

- LABC: Beware of PU foam fillers - https://www.labc.co.uk/news/beware-pu-foam-fillers
- The Truth About Pink Foam and Fire Stopping: Understanding the Limitations and Risks - https://www.verusgroup.co.uk/the-truth-about-pink-foam-and-fire-stopping-understanding-the-limitations-and-risks
- https://www.legislation.gov.uk/uksi/1988/1324/contents/made
- Legislation.gov.uk - The Furniture and Furnishings (Fire) (Safety) Regulations 1988: https://www.legislation.gov.uk/uksi/1988/1324/contents
- Compartmentation Surveys - What is a fire compartmentation survey? https://www.thefpa.co.uk/risk-assessment/compartmentation-surveys

19. EMERGENCY ESCAPE LIGHTING			
Item	Actions/Recommendations	Priority	Actioned by/ date
19.1	*Has a reasonable standard of emergency escape lighting system been provided?* ***The Law****: Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting, (FSO 2005:14-2(h).* • **Emergency Lighting – Installation, Testing, and Compliance Protocol**: Install a compliant emergency luminaire above the front main entrance to ensure adequate illumination of the entire escape route leading to a place of safety. This location should be: - Included in the next scheduled emergency lighting test. - Logged in the emergency lighting register with a unique location identifier. • You should verify that all emergency luminaires meet the required specifications in accordance with BS 5266-1:2016 and the site-specific fire risk assessment, including: - Ingress Protection (IP) rating suitable for environmental conditions. - Battery duration is sufficient to support safe evacuation. - Lux output is appropriate for the escape route classification. (1 lux measured at floor level along the center line of the escape route; points of emphasis e.g. fire alarm call points, exit doors, firefighting equipment require higher vertical illuminance, typically 5 lux. This is the standard defined in BS5266-1:2016 and BS EN 1838). • Emergency lighting systems must be maintained and tested in line with other life safety equipment. This includes: - Monthly functional tests to confirm operation - Annual full-duration tests (typically 3 hours) conducted by a competent person • Each luminaire must be uniquely identified and recorded with its location, enabling traceable documentation of: - Routine system tests. - Faults and defects. - Damage or deterioration. - Remedial actions taken. • Emergency luminaires must be installed externally above all designated fire exit doors to support safe egress. Refer to page 18 of the Emergency Lighting Pocket Guide for location-specific guidance (link can be found below). • **Statutory Reference – BS 5266-1:2016, Section 10.7 (Handover):** "The competent person handing over the system to the responsible person(s) should train that person or persons on the regular monthly tests and inspections... and how to use the test facilities, or to check the automatic test facilities." — *BS 5266-1:2016, Section 10: Emergency lighting design procedure, Clause 10.7*	Strongly recommended	**Look to whether we install an emergency light outside as advised above front main entrance** Emergency lights tested every 6 months – report in file
Additional information can be found at: • *BS 5266-1 Pocket guide to emergency lighting: https://www.iheem.org.uk/wp-content/uploads/2021/04/Emergency_Lighting_Pocket_Guide_June_2021.pdf*			

20. FIRE SAFETY SIGNS AND NOTICES			
Item	Actions/Recommendations	Priority	Actioned by/ date
20.1	*<u>Is there a reasonable standard of fire safety signs and notices</u>?* ***The Law:*** *The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons: emergency routes and exits must be indicated by signs. (FSO 2005-14:2(g)).* • To comply with Article 14 of the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety (Safety Signs and Signals) Regulations 1996, all fire exit signage must be clearly displayed, legible, and appropriately positioned to guide occupants safely to a place of ultimate safety. • A "Fire Exit – Keep Clear" sign should be affixed to the external face of all fire exit doors to prevent obstruction and ensure compliance with BS 5499-4:2013, which sets out the code of practice for escape route signing. • All escape route signs should be mounted at a height of 2.0m above floor level when suspended above doors or ceilings, and 1.7m when wall mounted. Signs must be illuminated or photoluminescent to remain visible under power loss conditions. Signage should be standardised throughout the premises to avoid confusion, and non-conforming or outdated signs should be removed. • Affix Fire Action Notices adjacent to all MCPs, tailored to site-specific procedures. • Include signage checks in routine fire safety inspections and document installations in the building's "golden thread" under the Building Safety Act 2022. • **<u>Fire Safety Signage – Inspection and Compliance Protocol</u>**: Signage checks must be incorporated into routine fire safety inspections, with all installations and updates documented within the building's "golden thread" of safety-critical information, in accordance with the Building Safety Act 2022. • A formal signage audit should be undertaken to verify compliance with relevant standards (e.g. BS 5499-4:2013), and a record of all signage installations, inspections, and remedial actions must be retained in the fire safety folder. • This documentation supports legal defensibility and ensures preparedness for regulatory enforcement or inspection.	Recommended	**Fire Exit signs to be put up outside the exit doors on Mark's list** **Call point signs to be put up**

Additional information can be found at:

- HSE Safety signs and signals The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on Regulations: https://www.hse.gov.uk/pubns/books/l64.htm
- Why Fire Extinguisher Signs Are Essential for Safety? https://www.fireprotectiononline.co.uk/info/why-i-need-extinguisher-signs/

21. MEANS OF GIVING WARNING IN CASE OF FIRE			
Item	Actions/Recommendations	Priority	Actioned by/ date
21.1	*Is a reasonable fire detection and fire alarm system provided?* ***The Law:*** *Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms, (FSO 2005-13:1(a)).*	Information only	
21.2	Is there remote transmission of alarm signals?	Not applicable	
21.3	*Is a zone plan displayed?*	Not applicable	
21.4	*Relevant information on false alarm experience (if known):*	Not applicable	

Additional information can be found at:

- https://britanniaalarms.co.uk/news/how-to-reset-a-smoke-alarm/
- POCKET GUIDE TO BS5839-1 FIRE DETECTION AND FIRE ALARM SYSTEMS FOR BUILDINGS: https://www.apollo-fire.co.uk/globalassets/downloadable-content/apollo-pocket-guide-final-aw_lo-res-spreads.pdf
- Example document: University of Bristol - Use of buildings when a fire alarm is out of service: https://www.bristol.ac.uk/safety/staff/fire-safety/
- Fire Industry Association - A guide to fire detection and fire alarm zone plans: file:///C:/Users/999AR/Downloads/Technical-Bulletin-A-guide-to-fire-detection-and-fire-alarm-system-zone-plans.pdf

22.	MANUAL FIRE EXTINGUISHING APPLIANCES		
Item	Actions/Recommendations	Priority	Actioned by/ date
22.1	*<u>Is there reasonable provision of manual fire extinguishing appliances?</u>* ***The Law:*** *Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment (FSO 2005:13-1).* •	Not applicable	
22.2	*<u>What type(s) of appliances are provided</u>?*	Not applicable	
22.3	*<u>Are all fire extinguishing appliances readily accessible</u>?* • Fire blankets should be installed in or near kitchen areas but positioned at a safe distance from direct fire hazards to ensure accessibility during a fire emergency. They should be wall-mounted in a clearly visible and identifiable location and used as a supplementary measure alongside a suitable Class F fire extinguisher. • Portable fire extinguishers must be: - Placed in visible and easily accessible locations. - Positioned along evacuation routes without obstructing passage. - Ideally located near doorways, corridors, landings, and lobbies for rapid access. • The area surrounding fire extinguishers must be kept clear at all times to ensure unobstructed use during an emergency. • In accordance with BS 5306-8:2012, extinguishers must be: - Securely mounted using wall brackets. - Alternatively placed on a fire extinguisher stand, fire point, or within a cabinet where wall mounting is impractical. • All firefighting equipment (including fire blankets and extinguishers) must be: - Inspected regularly by a competent person. - Documented in the fire safety logbook, including test dates, findings, defects, and remedial actions. • Appropriate signage must be displayed adjacent to each fire blanket and extinguisher, in accordance with BS ISO 3864 and BS 5499-10, to ensure clear identification and compliance.	Recommended	Fire extinguishers and blankets checked annually by North Walsham Fire. Certificate in file

Additional information can be found at:

- *Portable Fire Extinguishers Guide: https://www.firesafe.org.uk/wp-content/uploads/docs/pffeguid.pdf*
- *Safelincs - Fire Extinguisher Guide: https://www.safelincs.co.uk/files/fire-extinguisher-guide.pdf*

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS			
Item	Actions/Recommendations	Priority	Actioned by/ date
23.1	*Type of fixed system:*	Not applicable	
Additional information can be found at:			

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT			
Item	Actions/Recommendations	Priority	Actioned by/ date
24.1	*Type of fixed system:*	Not applicable	
24.2	*Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?*	Not applicable	
24.3	*Are there appropriately sited facilities for electrical isolation of any electric vehicles (EV), with appropriate signage, to assist the fire and rescue service?*	Not applicable	
24.4	*Are there appropriately sited facilities for electrical isolation of any electric vehicle (EV) charging points, with appropriate signage, to assist the fire and rescue service?*	Not applicable	
Additional information can be found at: • *RICS Authority - RC62: Recommendations for fire safety with PV panel installations:* • *RICS Authority - RC59: Recommendations for fire safety when charging electric vehicles.* • *https://www.thefpa.co.uk/news/electric-vehicle-safety*			

25. PROCEDURES AND ARRANGEMENTS			
Item	Actions/Recommendations	Priority	Actioned by/ date
25.1	<u>*Safety assistance: The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person:*</u> • *The responsible person must not appoint a person to assist them with making or reviewing an assessment under article 9 unless that person is competent.* • *(2) A person is to be regarded as competent for the purposes of this article where the person has sufficient training and experience or knowledge and other qualities to enable the person properly to assist in making or reviewing the assessment.* • *(3) Where the responsible person appoints more than one person, the responsible person must make arrangements for ensuring adequate co-operation between them." (Building Safety Act:156-4).*	Information only	
25.2	<u>*Fire safety at the premises is managed by: Responsible Person:*</u> • *Meaning of "responsible person"* • *3. In this Order "responsible person" means:* *(a) in relation to a workplace, the employer, if the workplace is to any extent under his control.* *(b) in relation to any premises not falling within paragraph (a)—* *- (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or* *- (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking, (Fire Safety Order 2005:1-3).*	Information only	
25.3	<u>*Is there a suitable record of the fire safety arrangements*</u>*?* • Fire safety records should be updated regularly to reflect all fire-related activities, including inspections, tests, maintenance, training, drills, and remedial actions. • A comprehensive and chronological record must be maintained in the fire safety logbook, supporting legal compliance under the Regulatory Reform (Fire Safety) Order 2005 and ensuring readiness for audit, inspection, or enforcement.	Recommended	Fire Safety file in office
25.4	<u>*Are procedures in the event of fire appropriate and properly documented, where appropriate*</u>*?* ***The Law:*** *The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons and nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises, (FSO 2015-15:1).* • The Emergency Evacuation Plan should be reviewed and updated as building systems, occupancy, or procedures evolve, ensuring continued compliance with the Regulatory Reform (Fire Safety) Order 2005 and relevant best practice guidance.	Strongly recommended	Fire drills completed every 6 months. Documents in file

	• A copy of the current fire evacuation plan should be: - Distributed to all staff and regular building users. - Displayed in a prominent location within the premises for reference during a fire emergency. • The plan should be practiced through regular fire drills, with participation recorded and reviewed to identify areas for improvement. • All staff should be trained in the actions to take during a fire emergency, including: - Investigating fire alarm signals (where safe and appropriate). - How to summons the fire and rescue service. - Meeting and briefing attending fire crews. - Executing evacuation procedures. - Locating and assembling at designated fire assembly points. - Assisting in the evacuation of disabled persons and vulnerable occupants. • All staff and regular visitors should be assessed for the need of a Personal Emergency Evacuation Plan (PEEP), with plans developed and maintained where required. • No person should occupy or access any part of the building where safe evacuation would be impractical, even with assistance, in the event of a fire emergency. • **Fire Safety Policy Statement**: The management team should formulate a fire safety policy statement tailored to the building's: - Configuration and layout. - Location and occupancy type. - User profile and operational context. • The policy should address: - General safety considerations relating to building use. - Anticipated fire scenarios and associated risks. - Aims and objectives of the fire safety management system, including methodology and responsibilities. • The policy should be formally endorsed by senior management, demonstrating organisational commitment to fire safety and legal compliance.		Complete a Fire Safety Policy Statement
25.5	*Are there persons nominated to use fire extinguishing appliances?* • Regular fire extinguisher training should be provided to all staff, ensuring they are competent in the safe identification, selection, and use of extinguishers appropriate to the type of fire encountered. • Training should include: - Recognition of extinguisher types and their applications (e.g. water, CO_2, foam, powder, wet chemical). - Safe operating procedures and limitations. - Practical demonstrations where feasible. - Awareness of when not to use extinguishers and when to evacuate. • All training sessions should be: - Recorded in the fire safety logbook, including date, attendees, and trainer credentials. - Reviewed periodically to ensure continued competency and alignment with current fire safety procedures. • This supports compliance with the Regulatory Reform (Fire Safety) Order 2005 and contributes to a robust fire safety culture across the organisation.	Recommended	Fire Extinguisher training attended October 2024 and certificate in file

25.6	*<u>If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements</u>?* • To comply with Article 22 of the Regulatory Reform (Fire Safety) Order 2005, the responsible person must cooperate with other duty holders and take all reasonable steps to: - Coordinate fire safety measures to ensure consistency, legal compliance, and effective protection of relevant persons. - Share pertinent fire safety information, including risks arising from their activities, with others who may be affected. - Prevent duplication or omissions in fire safety arrangements that could compromise safe evacuation or emergency response. • These cooperative arrangements should be clearly documented, reviewed at regular intervals, and supported by robust lines of communication. This is particularly critical where contractors, tenants, or event organisers operate within the premises. Failure to maintain effective coordination may result in enforcement action by the relevant authority under the Fire Safety Order.	Strongly recommended	Fire evacuation policy is in file
25.7	*<u>Are there persons nominated to assist with evacuation, including evacuation of disabled people</u>?* • You should continue to provide regular and appropriate fire safety training to all staff, in accordance with Article 21 of the Regulatory Reform (Fire Safety) Order 2005. This training must enable staff to: - Assist effectively with the evacuation of all occupants, including those requiring additional support due to disability or impairment. - Understand their roles and responsibilities during fire emergencies, including the use of evacuation aids or procedures where applicable. - Respond confidently and competently to fire alarms, ensuring safe and orderly evacuation in line with the premises' emergency plan. • Training should be tailored to the specific risks and layout of the premises, refreshed periodically, and recorded for audit and compliance purposes. Inclusive evacuation planning must reflect the Equality Act 2010, ensuring reasonable adjustments are made to support disabled persons.	Strongly recommended	Part of our PEEP policy which is in file
25.8	*<u>Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?</u>* • To ensure effective coordination with the FRS and emergency preparedness, the following actions are recommended: • **<u>Facilitate Familiarisation Visits</u>**: - Invite local Fire and Rescue Service (FRS) crews to conduct periodic familiarisation visits of the premises, especially following significant layout changes, refurbishments, or changes in occupancy. - Ensure access to all critical areas, including fire control rooms, plant rooms, evacuation routes, and high-risk zones. • **<u>Provide Up-to-Date Premises Information</u>**: Supply the FRS with current site plans showing: - Fire alarm panel locations. - Firefighting equipment. - Emergency exits and refuges. - Hazardous materials or high-risk areas.		Ongoing with Stalham Fire - contact is Michelle Lowe

	• Include copies of the Fire Strategy Report and Emergency Plan where appropriate. • **<u>Establish a Named Point of Contact</u>**: - Designate a responsible person to liaise with the FRS, coordinate visits, and respond to queries. - Maintain a log of all communications and visits for audit purposes. • **<u>Review and Update Liaison Arrangements</u>**: - Reassess liaison protocols annually or following any major incident, structural change, or enforcement notice. - Document all arrangements in the Fire Safety Management Plan and ensure they are communicated to relevant stakeholders. • **<u>Ensure Compliance and Readiness</u>**: - Confirm that access routes for fire appliances are unobstructed and compliant with Section B5 of Approved Document B (Building Regulations). - Ensure that any fire service facilities (e.g. dry risers, fire lifts) are maintained and tested in accordance with British Standards.		
25.9	*<u>Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?</u>* • Continue with the in-house inspections of fire precautions, however, to ensure compliance with Articles 11 and 17 of the Regulatory Reform (Fire Safety) Order 2005, and to support proactive fire safety management, the following measures are recommended: • Integrate Fire Safety Checks into Health and Safety Inspections: - Embed fire precaution checks into scheduled health and safety walk-throughs, ensuring consistency and efficiency. - Use a standardised inspection checklist covering: - Fire doors (condition, signage, self-closing function) - Escape routes (clear, signed, unobstructed) - Fire extinguishers (present, accessible, tagged) - Emergency lighting (functional, tested) - Alarm call points (visible, undamaged) - Fire signage (legible, compliant with BS 5499-10) • Establish a Routine Inspection Schedule: - Conduct inspections at least monthly, with increased frequency in high-risk areas or during periods of heightened activity (e.g. events, construction). - Assign responsibility to competent persons, such as fire wardens or facilities staff, with appropriate training. • Maintain inspection records and ensure records are retained for audit and review purposes. • Escalate and Address Deficiencies Promptly: - Implement a clear escalation process for any defects or non-compliances identified. - Track remedial actions to completion and verify resolution during follow-up inspections. • Review and Improve Inspection Protocols: - Periodically review the inspection process to ensure it remains fit for purpose and reflects changes in legislation, layout, or occupancy. - Seek feedback from staff and fire wardens to refine the checklist and reporting format.		Fire checklist carried out weekly and recorded in file in office.

	• Include weekly inspection records within the building's "golden thread" of safety-critical information under the Building Safety Act 2022.		

Additional information can be found at:

- *Gov.UK - Fire safety in the workplace: https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans*
- *HSE Planning for incidents and emergencies: https://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm*
- *Example Fire Safety Management and Fire Emergency Plan: https://www.ddfire.gov.uk/sites/default/files/2020-09/fire-emergency-plan.pdf*
- *Fire Emergency Evacuation Plan and the Fire Procedure: https://www.firesafe.org.uk/fire-emergency-evacuation-plan-or-fire-procedure/*
- *Example Fire Safety Policy: https://www.tewv.nhs.uk/wp-content/uploads/2023/12/Fire-Safety-Policy.pdf*

26. TRAINING AND DRILLS			
Item	Actions/Recommendations	Priority	Actioned by/ date
26.1	*Are all staff given adequate fire safety instruction and training?* ***The Law:*** *The responsible person must ensure that his employees are provided with adequate safety training (a) at the time when they are first employed; and (b) on their being exposed to new or increased risks. The training referred to above must (a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises, (b) be repeated periodically where appropriate, (c) be adapted to take account of any new or changed risks to the safety of the employees concerned, (d) be provided in a manner appropriate to the risk identified by the risk assessment; and (e) take place during working hours, (FSO 2005:21).* • Under Article 21 of the Regulatory Reform (Fire Safety) Order 2005, fire safety training must be provided to all employees working on the premises. Where individuals such as volunteers or contractors carry out duties under a formal or implied agreement, they may also be considered employees for the purposes of fire safety training. The responsible person must ensure that all such persons receive suitable and sufficient instruction appropriate to the risks they may encounter. • Best practice guidance from the Fire Protection Association (FPA) and GOV.UK recommends that training be adapted to the role and risk exposure of each staff member, and that attendance be monitored and recorded in the fire safety logbook. • Staff should receive training in the following areas: - Fire risks within the building and the wider site. - Fire safety measures within the building and wider site. - Participate in regular fire drills. - How to use a manual call point and summons the fire and rescue service. - How to assist with evacuation. - How to use portable fire extinguishing appliances and fire blankets. - Additional instruction when new risks are introduced.	Strongly recommended	**Is further training needed?**

	• Ensure training is delivered in accordance with Article 21 of the Regulatory Reform (Fire Safety) Order 2005 and tailored to site-specific risks. • Review training provision annually or when significant changes occur.		
26.2	*<u>Are fire drills carried out at appropriate intervals</u>?* ***The Law:*** *The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons, (FSO 2005-15-1(a)).* • All staff must participate in regular fire drills to ensure familiarity with: - Evacuation procedures. - Designated escape routes. - Location of all final exit doors. - Fire assembly points and post-evacuation protocols. • You should conduct at least one fire drill annually. Additional drills are required where: - There are significant changes to building layout, staffing, or risk profile. - Previous drills reveal deficiencies, confusion, or non-compliance. • The results of each fire drill should: - Be reviewed and incorporated into the fire safety and evacuation plan. - Be documented in the fire safety logbook, including: - The date and time of the fire drill. - The names of those individuals who participated in the fire drill. - Observations and identified issues. - Remedial actions taken or planned. • These records support legal defensibility, continuous improvement, and readiness for regulatory inspection or enforcement.	Strongly recommended	Fire Drills carried out every 6 months Fire Drill carried our Feb 2026
26.3	*<u>When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided</u>?* • **<u>Fire Safety Instructions and Training for Contractors, and Visitors:</u>** To ensure compliance with fire safety legislation and maintain safe working practices across the premises, the following measures should be implemented: • **<u>Mandatory Fire Safety Training:</u>** All staff, including permanent employees, temporary workers, contractors, and employees of other organisations should receive appropriate fire safety instructions and training relevant to their role and location. • **<u>Pre-Work Briefing for Contractors</u>:** Contractors and external personnel should be provided with fire safety instructions prior to commencing work on site. This includes: maintenance teams, visiting trades and temporary or agency staff. • **Training Content Must Include**: - Identification of fire risks within the building and wider site. - Overview of fire safety measures (e.g. detection systems, alarm points, escape routes). - Fire drills and emergency evacuation procedures. - How to summon the Fire and Rescue Service. - Procedures for assisting vulnerable occupants during evacuation.	Strongly recommended	Ongoing

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- Safe and appropriate use of portable fire extinguishers and fire blankets.

- **Documentation:** All training must be recorded in the fire safety logbook, including:
  - Date of instruction.
  - Name and role of recipient.
  - Topics covered.
  - Trainer or responsible person.
  - Fire Safety Instructions for Visitors.
- To ensure that all visitors are aware of emergency procedures they should receive a verbal briefing at the start of their visit**:** You should provide the following instruction, or something similar at the beginning of any visit or meeting:

  "We are not aware of any proposed fire alarm test today. Therefore, should the fire alarm sound could I ask that you proceed to the nearest fire exit, following the fire exit signs, and make your way to the assembly point outside the building near the rear car park."

- **Signage at Sign-In Point**: You should display a clear notice adjacent to the signing-in book with the above instruction, titled: "Fire Safety Instructions to Visitors"
- **Unaccompanied Visitors**: If visitors will be working independently, they must be briefed on the fire action procedures and provided with a copy or summary of the emergency evacuation plan.

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Additional information can be found at:

- Gov.UK - Fire safety in the workplace: https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training
- HSE - Using contractors - A brief guide: https://www.hse.gov.uk/pubns/indg368.htm
- NFU Mutual - CONTRACTORS AND VISITORS - Health and Safety Guidance Note: https://www.nfumutual.co.uk/globalassets/business/rms/rms-business-section/contractors-and-visitors.pdf
- Example - INFORMATION AND GUIDANCE FOR VISITORS AND CONTRACTORS: https://www.midlandlead.co.uk/wp/media/Visitor_Safety_Leaflet_WEB.pdf

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27. TESTING AND MAINTENANCE			
Item	Actions/Recommendations	Priority	Actioned by/ date
27.1	<u>*Is there adequate maintenance of premises*</u>*?* ***The Law****: Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair, (FSO 2005:17-1).* • The responsible person has a duty to ensure that the day-to-day management of fire safety in the premises is properly undertaken and that essential routine maintenance and emergency repairs are properly carried out. • It is important that the fire protection measures provided in your premises are maintained in good condition and in effective working order. • Regular testing and maintenance procedures should be put in place, some of which you may be able to carry out yourself, while others may need to be carried out by a competent contractor with sufficient training, experience, or knowledge. • A suitable record of testing and maintenance should be kept in the form of a logbook or, alternatively, records can be held electronically. • A simple maintenance and testing checklist can be used to make sure items and equipment are checked and tested in accordance with current best practice guidance. • A plan for routine maintenance of all fire related equipment and training should be produced. • Fire safety logbook should be kept up to date and all relevant fire safety information recorded.	Strongly recommended	Yes - ongoing
27.2	<u>*Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken*</u>*?* • The servicing of the fire alarm system should take place no later than **exact date tbc.** • To comply with BS 5839-1:2017 and Article 13 of the Regulatory Reform (Fire Safety) Order 2005 the weekly fire alarm tests should continue. Each test should activate a different manual call point in rotation, and the results should be recorded in the fire safety logbook, including the date, time, location, and any faults or observations.	Strongly recommended	Fire alarm system to be checked 29.1.26
27.3	<u>*Are monthly and annual testing routines in place for the emergency escape lighting*</u>*?* • To comply with BS 5266-1:2016 Emergency Lighting Code of Practice for the Emergency Lighting of Premises, the following measures must be implemented and maintained: • <u>**Routine Testing**</u>: Monthly functional tests of emergency escape lighting should continue, carried out by a trained member of staff or designated competent person. • Annual full-duration test must be conducted by a competent person no later than **exact date tbc** in accordance with BS 5266-1:2016, Clause 12.4.	Strongly recommended	Emergency lights tested by Dragon due 29th January 2026

	• **<u>Competent Person Handover and Training</u>**: As per BS 5266-1:2016, Section 10.7 - Handover, the competent person responsible for commissioning or servicing the system must: - Train the responsible person(s) on how to conduct monthly tests and inspections. - Demonstrate the use of manual or automatic test facilities. - Provide documentation and instructions for ongoing maintenance. • **<u>Record Keeping</u>**: A comprehensive record of all emergency lighting servicing, testing, and maintenance should be kept.		
27.4	*<u>Is annual maintenance of fire extinguishing appliances undertaken</u>?* • To comply with BS 5306-3:2017 the portable fire extinguishers and fire blankets within the building should be inspected and serviced by a competent person no later than **June 2026**. • Monthly Visual Inspections: In accordance with Clause 11.2 of BS 5306-3:2017, the Responsible Person must carry out visual inspections at least once per calendar month. • Where risk factors or environmental conditions warrant, inspections should be conducted more frequently. • Visual checks should confirm: - The extinguisher is in its designated location - It is unobstructed and clearly visible - The pressure gauge (if fitted) indicates normal pressure - There are no signs of damage, corrosion, or tampering - The maintenance label is intact and legible • All inspections and servicing must be documented in the fire safety logbook, including dates, findings, and actions taken. • Records should be retained for at least five years and made available for inspection by the fire and rescue service or enforcing authority.	Strongly recommended	Fire Extinguisher test due June 2026
27.5	*<u>Is periodic inspection of external escape staircases and gangways undertaken</u>?*	Not applicable	
27.6	*<u>Are six-monthly inspection and annual testing of rising mains undertaken?</u>*	Not applicable	
27.7	*<u>Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)</u>?*	Not applicable	
27.8	*<u>Are weekly testing and periodic inspection of sprinkler installations undertaken</u>?*	Not applicable	
27.9	*<u>Are routine checks of final exit doors and/or security fastenings undertaken</u>?* • Daily inspections of all fire exits, and final exit doors should continue to ensure they remain: - Unobstructed and accessible. - Operational and free from mechanical failure. - Clearly identifiable and properly signed.	Recommended	Checks carried out and recorded in file

	• These checks support compliance with the Regulatory Reform (Fire Safety) Order 2005, particularly Articles 13 and 17, which require the provision and maintenance of effective fire precautions. • All inspection findings must be: - Recorded in the fire safety logbook, including date, time, and name of inspecting officer. - Reviewed periodically as part of the ongoing fire risk assessment process. -		
27.10	*<u>Are annual inspection and testing of the lightning protection system undertaken</u>?*	Not applicable	

27.11	*<u>Other relevant inspections or tests: Hot water boiler</u>.*
	
	• **<u>Hot Water Boiler Maintenance and Regulatory Compliance</u>**: You should continue to ensure that all hot water boilers within the building are serviced and maintained in strict accordance with the manufacturer's instructions. This routine servicing is essential to uphold operational efficiency, prevent system failures, and mitigate potential safety risks to building occupants and contractors.
	• **<u>Regulatory Framework</u>**: The maintenance and inspection of hot water boiler systems are governed by several statutory and best practice frameworks, including:
	- Approved Document G – Building Regulations (England): Sanitation, Hot Water Safety and Water Efficiency. This document outlines requirements for the safe design, installation, and operation of hot water systems, including temperature control mechanisms and energy efficiency standards.
	- Health and Safety at Work etc. Act 1974: Under this legislation, employers and building managers have a legal duty to ensure that boiler systems do not present a risk to health and safety. This includes implementing preventive maintenance and ensuring safe working conditions for staff and contractors.
	- CEA BG02 – Guidance on the Safe Operation of Hot Water Boilers: This industry guidance recommends:
	  • Quarterly inspections for Low Temperature Hot Water (LTHW) systems
	  • Monthly inspections for High Temperature Hot Water (HTHW) systems
	• Adherence to these standards ensures that boiler systems operate safely and efficiently, reducing the risk of fire, explosion, or other hazardous incidents. All inspection records should be retained and reviewed as part of the building's broader fire safety and maintenance strategy.
		Strongly recommended	Agree to get boiler serviced

Additional information can be found at:

- Example Fire Safety Guide for Post – Inspection & Testing: https://assets.publishing.service.gov.uk/media/5aeb13d040f0b631578af1e7/HS10.8.3_Fire_Safety_Guide_for_Post_-_Inspection_and_Testing__with_FCO_Front_sheet_.pdf

28. RECORDS			
Item	Actions/Recommendations	Priority	Actioned by/ date
28.1	*Are appropriate records kept?* • **Fire Safety Records Management**: In accordance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) Regulations 2022, and Section 156 of the Building Safety Act 2022, the Responsible Person must ensure all fire safety records are comprehensively maintained and readily accessible. All records should be: - **Accessible**: Records must be kept readily available on-site or via secure, compliant digital platforms, enabling inspection by enforcing authorities. - **Authenticated:** All entries should be time-stamped and signed by a competent person, to confirm validity and accountability. - **Retained**: Fire safety documentation including test logs, maintenance certificates, evacuation procedures, and training records — should be retained for a minimum of five years, supporting transparency and traceability, as advised under BS 8644-1:2022 and consistent with duties outlined in Section 156(4) of the Building Safety Act 2022. • Fire safety records may include, but are not limited to fire safety activities and procedures e.g. - monthly tests of smoke alarms, (BS 5839-6:2019+A1:2020). - false alarms. - monthly and annual tests of emergency lighting (BS 5266-1:2016). - annual checks of portable fire extinguisher appliances (BS 5306-3:2017). - bi-annual inspection and maintenance of fire doors, (BS 9999:2017). - fire drills and training, including evacuation training, - electrical installations (BS 7671:2018+A2:2022). - fire-fighting plant and machinery. - fire instruction training. - service engineer visits. - fire safety officer visits.	Recommended	See Fire Safety folder
Additional information can be found at:			

Stalham Town Council Office

From: info@ab-firesafetyspecialists.co.uk
Sent: 26 January 2026 15:22
To: Stalham Town Council Office
Subject: RE: Stalham Town Hall

Importance: High

Hi Julie,

Thank you for your email.

I have reviewed the Fire Risk Assessment and the associated recommendations.

For compartmentation surveys, a company such as Broadland Fire Safety may be able to assist. However, I should note that I have not personally reviewed their work nor received any direct recommendations for their services.

If it fits in with your plans, I could incorporate a more detailed compartmentation review of the building as part of the next Fire Risk Assessment. This would allow the findings to be fully integrated into the updated assessment and recommendations.

Please let me know your thoughts, and I would be happy to discuss this further.

I am away from Thursday 29th January – Tuesday 17th February.

Kind regards

Alan

Alan Bell MA, Dip HE, L4DipFRA, Cert ED
Partner – AB Fire Safety Specialists
Fire Safety Consultant

Email: info@ab-firesafetyspecialists.co.uk
Telephone: 07861 70 51 70

From: Stalham Town Council Office <office@stalham-tc.gov.uk>
Sent: 26 January 2026 12:03
To: info@ab-firesafetyspecialists.co.uk
Subject: Stalham Town Hall

Good morning Alan, I am currently going through each point on the Fire Risk Assessment you completed and wondered if you could help on the following please;

18.1a
Fire Compartmentation – Statutory Requirements and Inspection Protocol:
Compartmentation Survey – Scope and Competency:

Who do we need to contact to do this, is this something that needs to be done in the Hall?

Kind Regards
Julie Hodds (Admin Assistant)

STALHAM TOWN COUNCIL

74 High Street, Stalham, NR12 9AS

Tel: 07392 965607

Stalham Town Council Office

From: Mole Plumbing <services@moleplumbing.co.uk>
Sent: 26 January 2026 13:30
To: Stalham Town Council Office
Subject: Re: Fire Risk Assessment at the Town Hall

Hi Julie

I believe your hot water system falls under
Low Temperature Hot Water boilers (LTHW): boilers where the shut-off temperature of the safety temperature limiter does not exceed 110 °C, with a design pressure up to 16 bar

So I'd say quarterly is enough to test the HW cylinder as well as checking all blending valves - this would cost approx £240 each quarter

However you need to get rid of the dead legs and the remedial works first.

Kind Regards
Darren Reeve
Mole Plumbing and Heating
www.moleplumbing.co.uk
Services@moleplumbing.co.uk
07415 905357

Important update regarding my bank account - the account has now changed from NatWest to Monzo (though payments will still be received through the old account)

Please update your payment records to the new account to prevent future payment issues

Darren Stephen Reeve trading as Mole plumbing and heating
72940226
04-00-03

> On 26 Jan 2026, at 12:01, Stalham Town Council Office <office@stalham-tc.gov.uk> wrote:
>
> CEA BG02 – Guidance on the Safe Operation of Hot Water Boilers

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Unity Bank

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Bank	31/03/2026	12	41,942.77
			41,942.77

Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			41,942.77

Unpresented Receipts (Plus)			
		0.00	
			0.00
			41,942.77
		Balance per Cash Book is :-	**41,942.77**
		Difference Excluding Adjustments is :-	**0.00**

Adjustments to Reconciliation

31/10/2024	ONLINE	S Toone	0.00	
				0.00
			Unreconciled Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Stalham Town Council Current Year

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - CCLA

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA	31/03/2026	12	103,000.00
			103,000.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		103,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		103,000.00
	Balance per Cash Book is :-	**103,000.00**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

March's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
355	Engie	D/D	Street lights Jan	£1,156.54	C Scrivner		S Toone	
356	EON	D/D	Town Hall Electric Nov - Jan	£1,536.85	C Scrivner		S Toone	
357	EE	D/D	Mobiles - Feb	£52.80	C Scrivner		S Toone	
358	BT	D/D	Phone & Internet March 25	£76.55	C Scrivner		S Toone	
359	SAGE	D/D	Payroll 16.2.26-15.3.26	£13.20	C Scrivner		S Toone	
360	Unity Bank	D/D	Bank Charges Jan	£13.50	C Scrivner		S Toone	
361	Lloyds	D/D	Credit Card Jan	£222.69	C Scrivner		S Toone	
362	Cozens	Online	Lamp Maintenance (16)	£150.00	C Scrivner		S Toone	
363	Norwich Office	Online	Stationary Feb	£44.29	C Scrivner		S Toone	
364	Employment Costs	Online	Staffing Costs	£5,188.43	C Scrivner		S Toone	
365		Online			C Scrivner		S Toone	
366		Online			C Scrivner		S Toone	
367	N Compass	Online	Spring Watch Sheet	£264.00	C Scrivner		S Toone	
368	S Ayling	Online	Town Hall Cleaning Feb	£198.75	C Scrivner		S Toone	
369	HFC	Online	Bunting fro ATM	£55.48	C Scrivner		S Toone	
370	Mole Plumbing	Online	Legionella Work	£465.00	C Scrivner		S Toone	
371	Signs for Less	Online	Sign for FRA	£10.93	C Scrivner		S Toone	
372	Century Printing	Online	Jan Mark Leaflets	£206.15	C Scrivner		S Toone	
373	Red Dragon	Online	Richardsons Grant	£6,780.00	C Scrivner		S Toone	
374	EE	D/D	Mobiles March	54.52	C Scrivner		S Toone	
375	WAVE	D/D	Town Hall water 1.12.25-28.2.26	£82.14	C Scrivner		S Toone	
376	Local IQ	Online	Stalham Steps - Richardsons	£660.00	C Scrivner		S Toone	
377	EON	D/D	Town Hall Electric - Feb	£374.63	C Scrivner		S Toone	
378	MAD HR	Online	Employment Helpline	£270.00	C Scrivner		S Toone	

Agreed at Full Council on 9.3.26 **Chair Sign:** **RFO Sign:**

Risk Assessment: Light Switch on Event 27th November 2026

Assessment Prepared By:		**Document Reference:**	Christmas Set up and Light Switch on Event 27th November 2026
Date of Assessment:		**Document Status:**	Public
Date of Review:	n/a	**Scope:**	Council-hosted event along the High Street

HIGH STREET CHRISTMAS SET UP

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Accident during installing or removal of the tree and decorations	Person falling from height, tripping or otherwise injuring themselves whilst the tree is lifted into place. Person injured using tools during installation.	Any volunteer assisting will only carry out work that they are competent to do and will do this under Councils instruction. Any ladders or equipment used (i.e., saws or hand tools) will be used in accordance with their intended purpose and only used or operated by someone who is competent to do so. If ladders are used someone will be instructed to hold the base of the ladder and care should be taken to ensure that the base of the ladder is on a secure surface. No volunteers are to climb ladders if they do not feel safe doing so. No-one should lift or handle anything that is not within their physical capabilities. Town Council to check the site when installation and removal is complete to ensure that the tree and decorations are secure and there is nothing that will present a hazard to members of the public.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable.	STC	During event	November 2026
Member of the public injured during installation and dismantling	Risk to all personal injury,	The tree will be installed and removed at a time when pedestrian movement is low. The Council will ensure that members of the public are not in the vicinity of any moving vehicle..	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026
Increased risk of installation accidents due to adverse weather	Risk to all	In the case of high winds, ice, or other adverse weather conditions the lead Councillor is to assess the safety of operations, and if necessary, consult with the town clerk before continuing.	L	Tolerate	None required	STC		November 2026
Tree falling over after installation	Risk to all	The tree stand has been securely fitted into the hole and secured with wedges. The Councillor will ensure that this is secure before the tree is place into the stand. The Town Clerk will be responsible for checking the tree once a week until this is removed. Additional checks will take place if high winds are forecast and if there are any safety concerns the clerk will liaise councillors to decide if the tree should be taken down.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026
Electrocution	Risk to all	The Christmas Lights are LED low voltage and battery operate Shop owners to check	L	Tolerate	None required			November 2026

LIGHT SWITCH ON EVENT

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Slips and trips	Anyone may suffer personal injury due to a slip or trip caused by uneven ground, tripping over tent pegs or marquee ties or obstructions	Obstructions that cannot be moved must be marked with hazard tape or protected by a barrier. The site will be mowed prior to the event to try to help even the ground as much as possible.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable.	STC	During event	November 2026
Fire	Risk to all of personal injury, potentially fatal, from poor fire safety procedures or poorly maintained fire equipment (extinguishers and alarm system). Use of bottled gas.	All equipment and monitoring systems are maintained in accordance with legal and regulatory standards. Fire exits and evacuation points are clearly marked. The event is predominantly outdoors. Use of bottled gas onsite is not permitted.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026
First Aid	Risk to all of increased severity of personal injury due to lack of adequate First Aid provision onsite	First Aid provision is provided during the event by a First Responder Team	L	Tolerate	None required	STC		November 2026
Vehicular Movement	Risk to all of personal injury, potentially severe, from moving vehicles on and around site.	road closure to be obtained and marshals to assist with the traffic.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026
Communicable Disease (e.g. COVID-19)	Risk to all from communicable disease, respiratory infection or general ill health.	Current guidance on outdoor events and from NHS is to be followed. Handwashing facilities are available. Stalls are encouraged to provide hand gel to users. Masks may be worn.	L	Tolerate	None required			November 2026

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Food Safety and Hygiene	Risk to all from poorly prepared or cooked food	All providers providing food must provide a copy of their Food Safety Certification in advance, and a copy of their risk assessment.	L	Tolerate	Food providers must provide details of their Food Safety Certification and any other relevant information in advance.	STC	Pre Event	
Waste and litter	Overflowing bins attracting rodents and trip hazards	Additional bins are in place for the event, litter picking throughout by volunteers.	L	Tolerate	Stewards to monitor bins throughout the events	STC	During event	November 2026
Inclement or Severe weather	Risk to all of personal injury from severe weather e.g., high winds/severe flooding. Risk to buildings/equipment and belongings.	Weather in advance of the event is to be monitored and event cancelled by the STC if risk is deemed to be too high. If the weather deteriorates during the event, the STC will make any decision to close the event early, close rides, or ask for gazebos to be taken down to ensure safety for all.	L	Tolerate	Check prior to the event and take any action necessary (e.g., event cancellation)	STC	Morning of event	November 2026
Public Disorder	Risk to all of personal injury from physical abuse or attack, including behaviour due to drug or alcohol misuse.	STC will be present onsite and will take any necessary action including contacting the emergency services if required. Local police are aware that the event is taking place.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026
Financial	Risk to STC of financial loss due to event cancellation	STC have invested funds to a safe risk level and have attracted grant funding as far as possible.	L	Tolerate	None required			November 2026
Reputation	Risk to STC reputation if event is not adequately risk assessed or safe	Risk Assessment completed and circulated to all stakeholders. Dynamic monitoring during the event to deal with any issues which may arise.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026
Safeguarding children; lost/unsupervised children	Risk of children being lost or injured	PA system in use and all marshals and volunteers wearing hi-vis vests so they can be easily identified. This is a family event so young children will be under the supervision of parents/carers. Lost children point	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	November 2026

Accident, Incident or Occurrence Procedure:

- Assess the situation, observing what has happened quickly and calmly, look for dangers to yourself and the casualty, DO NOT put yourself at risk. If you are the casualty, then summon assistance as quickly as possible.
- Make the area safe, protect the casualty from further danger, and be aware of your limitations. DO NOT move the casualty unless their life is in immediate danger.
- Contact the onsite first aid personnel or emergency services as appropriate. DO NOT attempt any first aid unless you are trained to do so.
- If needed the **what3words location** details are: scrambles.sleepless.lateral
- If emergency medical assistance has been arranged, report the occurrence to the event organiser; pay particular attention to recording the following details:
    1. Full name, address and occupation of the casualty.
    2. Date and time of occurrence.
    3. Place and circumstances of the incident (give as much detail as possible as to what activities were being carried out, details of the location and any other conditions that may have had an influence on the occurrence).
    4. Details of any injury and treatment given.
    5. Full names and contact details of any witnesses

From:	Louise Cornell <louise@collectivecommunityplanning.co.uk>
Sent:	23 February 2026 20:30
To:	Stalham Town Clerk
Subject:	Re: Stalhams NDP
Attachments:	CCP scope of work Feb 26.pdf

Hi Doreen

Thank you for your email, and apologies for the delay in responding, I've had some staffing changes and it's coincided with a very busy period for us.

I appreciate that NNDC's questions feel quite detailed, so I have tried to set out the position below.

The Town Council secured Locality funding across the 2021/22, 2022/23 and 2023/24 financial years and commissioned Collective Community Planning to support preparation and progression of the Neighbourhood Plan through to completion. That commission remains in place, and the associated stages were funded accordingly.

Progress on the Plan was subsequently paused. As a result, there has been a significant passage of time and changes in national and local planning policy since the draft Plan was last actively progressed.

Before moving to Regulation 14 consultation, it is now necessary to undertake a structured review of the draft Plan to ensure:

- Alignment with the current National Planning Policy Framework
- General conformity with the adopted North Norfolk Local Plan
- That the supporting evidence base remains proportionate and up to date
- That the SEA/HRA screening aligns with the final draft version

The additional £1,000 I quoted relates specifically to this defined review and update stage. I have attached a short Scope of Work which sets out clearly what is included within that fee. The purpose of this stage is to confirm whether the Plan is ready to proceed to Regulation 14 consultation, or to identify any further work required before consultation can take place.

Once this review stage is complete, we would then proceed under the original commission to:

- Provide Regulation 14 consultation support
- Review consultation responses
- Prepare the Basic Conditions Statement
- Prepare the Consultation Statement
- Finalise submission documents for Regulation 15

In responding to NNDC, the Town Council can therefore confirm:

- Locality funding was secured over several financial years to support preparation of the Neighbourhood Plan.
- A consultant was commissioned to support delivery of the Plan through to completion.
- Progression of the Plan was paused.
- Due to the time elapsed and policy changes, a defined review stage is now required prior to Regulation 14 consultation.
- The Town Council is seeking funding to support that review stage and associated Regulation 14 printing/venue costs.

With regard to printing and venue hire, NNDC will likely require a breakdown of anticipated costs (number of copies, leaflet printing, venue costs if applicable).

I hope that helps in your response to them
Best wishes
Louise

Louise Cornell
Collective Community Planning
T: 01603 972553
E: louise@collectivecommunityplanning.co.uk
W: www.collectivecommunityplanning.co.uk

C.C.PLANNING

From: Stalham Town Clerk <clerk@stalham-tc.gov.uk>
Date: Thursday, 12 February 2026 at 10:30
To: Louise Cornell <louise@collectivecommunityplanning.co.uk>
Subject: RE: Stalhams NDP

Dear Louise,

I have emailed a few times and received no reply, I hope all is well.

Would you please call me to go through this process, and I am not familiar with it.

I look forward to your reply.

Kind Regards
Doreen Joy
Proper Officer & RFO to Stalham Town Council
74 High Street, Stalham, Norfolk, NR12 9AS

Scope of Work – Plan Review & Update Stage

Fee: £1,000 + VAT (fixed fee)

Purpose

To undertake a structured professional review of the existing draft Neighbourhood Plan following the pause in progression, ensuring it is suitable to proceed to Regulation 14 consultation.

Included Within This Fee

1. Policy Context Review

Review of the draft Plan against:

- Current National Planning Policy Framework (latest version)
- Adopted North Norfolk Local Plan
- Any material policy changes since 2023
- Identification of required updates to ensure general conformity

2. Targeted Plan Amendments

Updating policy references where required:

- Minor wording adjustments limited to factual corrections and policy conformity changes
- Updating factual references (dates, policy numbers, terminology)

This does not include full redrafting, restructuring of policies, introduction of new policy themes, or allocation of new sites unless essential for conformity reasons.

3. Evidence Base Position

As part of this review stage, CCP will assess whether the existing evidence base remains proportionate and up to date.

Preparation or substantial updating of evidence base documents is not included within this review fee and would be subject to a separate scope and fee proposal if required.

If the evidence base is found to be materially out of date, CCP will advise the Town Council of the additional work required before the Plan can proceed.

4. SEA / HRA Position Check

Review of the May 2024 SEA/HRA Screening document against the current draft Plan

Identification of whether the screening remains applicable or requires refresh

Advice to the Parish on next steps

Preparation of a new SEA/HRA Screening Assessment is not included.

5. Readiness for Regulation 14

Confirmation of whether the Plan is ready to proceed to Regulation 14 consultation.

This stage may conclude that further evidence updates or policy restructuring are required before Regulation 14 consultation can proceed.

Identification of any outstanding actions required before consultation.

6. Short Written Review Note

Provision of a brief written summary confirming:

- What has been updated
- Any remaining risks
- Confirmation of readiness to proceed

Excluded from this Fee

This fee assumes that the structure and overall direction of the Plan remain broadly unchanged from the existing draft.

To avoid scope creep, the following are not included:

- Full policy redrafting or restructuring (unless required for conformity reasons)
- Preparation or substantial updating of evidence base documents
- Updating maps beyond minor corrections
- New site assessments
- Attendance at additional meetings beyond one remote update meeting
- Liaison with NNDC beyond basic clarification

Any additional work required beyond this defined review stage would be quoted separately at the agreed hourly rate (£130 + VAT).

Time Allowance

This fixed fee reflects approximately 7–8 hours of professional time.
If the review identifies substantial policy or evidence gaps requiring significant rewriting, a further fee proposal will be provided before additional work proceeds.

The STALHAM Wherry

Keeping you aboard of what's going on in Stalham

Here's to a Great 2026!!!!

Check out the centre spread and see how wonderful your town really is……………………….

Meet your Vice Mayor

Let me introduce myself, Maggie Green, after having a been a part of RAF Nursing and meeting my husband in the RAF, that is what had brought us to Stalham.

I have lived in Stalham since 1981, working as a community nurse for 26 yrs and my late husband after a successful career in the RAF then worked at the High School.
My children attended all the schools here and have moved away becoming very successful in their chosen careers.

I have loved being part of Stalham and felt I wanted to do my part in making this a good place to be. My role as Deputy Mayor is supporting Kevin Bayes (Mayor) with various duties and attending events as required.

I am very fortunate to be part of a great council and grateful to the friends I've made over the years that have supported me in this roll.

Stalham Town Council, Town Hall, 74 High Street, Stalham.

Tele: 07881 638 145 Clerk@stalham-tc.gov.uk

NNDC : 01263 513 811 Police : 101 NHS Helpline : 111

NCC : 0344 800 8020 Power Cuts: 105

Town Council Meeting Dates

Full Council is usually held on the second Monday of the month.
Meetings are held at the Town Hall unless specified

O What a Night!!!!

A huge **thank you** to Rosemary and Broadland Model Railway for raising money for Cancer Research UK & Stalham's Christmas 2027.

On November the 28th the magic descended, and "Christmas Came to Stalham"
It was amazing to see so many people the High Street enjoying the many free activities on offer for everyone of all ages.
The air was alive with Magical Elves, Stalham's' very own Santa Express and a choir of Broadbeat Angels

St Marys was filled with wonderfully decorated trees from local organisations and business in the Town

Thank you to everyone who made this night **special,** from the **Volunteers ,** Local Shops and to the High Streets Matters Team for their grant funding which made this event possible

Norfolk County Council
HIGH STREETS MATTER

We Want To Hear From You

Please post your completed form at the Town Hall Letter box or email to clerk@stalham-tc.gov.uk

STALHAM TOWN COUNCIL

Please check the items that apply.

1. **About You**

Name (optional)

Age

- ☐ Under 18
- ☐ 18-30
- ☐ 31-50
- ☐ 51-70
- ☐ Over 70

Your Status

- ☐ Resident
- ☐ Business Owner
- ☐ Visitor
- ☐ Other (please state)

How long have you lived in Stalham

- ☐ Less than a year
- ☐ 1-5 Years
- ☐ 6-10 Years
- ☐ More than 10 Years
- ☐ I dont live here but visit regulary

Would you be interested in volunteering to implement theTowns' improvement's ?

- ☐ Yes
- ☐ No
- ☐ Maybe, depending on the project

2. Your views on the Town

How would you rate the overall qaullity of life in the Town

- ☐ Excellent
- ☐ Fair
- ☐ Good
- ☐ Poor

What do you like most about the Town

What concerns do you have about the Town

In which areas do you think the Town could improve? (tick all that apply)

- ☐ Parks and green spaces
- ☐ Roads and traffic
- ☐ Local businesses and economy
- ☐ Safety and crime prevention
- ☐ Cleanliness and waste management
- ☐ Support for youth and elderly
- ☐ Community events and activities
- ☐ Public transportation
- ☐ Other

3. Your suggestions or additional comments

A

B

C

Stalham has it all and more

From amazing volunteer groups, organisations, the independent shops on the High Street and our vibrant Community

MEET DARLEEN………. St Marys' New Vicar

I've been in Stalham since August 2025 and have meet many people in and around the town and surrounding villages, it is good to be part of such a friendly community.

It was suggested that I should write and tell you something about myself and how I came to be here.

Norfolk is my home county, I grew up in Great Ryburgh, I spent my earlier working life in Cromer and living in Northrepps. In the early 1990's I went to Theological college in Southgate North London and then moved to Gloucestershire for six years. Norfolk eventually drew me back and I returned to Norfolk in 2000.

Before ordination I worked for NNVS initially involved with a project encouraging people with special support needs to volunteer and latterly as Human Resources Manager.

After 3 years ordination training I was ordained Deacon in Norwich Cathedral in June 2007 and Priested there in June 2008. I served my Curacy in the Barnham Broom team and in 2010 became Priest in Charge of the Easton Benefice. In 2014 I was appointed Priest in Charge of the Gt Plumstead Benefice, in 2018 two thirds of the Plumstead benefice was merged with Salhouse and Rackheath to form the Bittern Benefice of where I served as Rector for seven years before moving here.

I am passionate about the relationship between Church and School. I love going into school to do collective worship and assemblies and for many years I was a school governor and served as a member of the Diocesan Board of Education.

As someone who grew up in the countryside I am very much at home in rural areas and I have a fondness for sheep! I enjoy gardening and tackling the rectory garden is a challenge for this spring. I'm partial to the odd pint of real ale and look

There are two of us in residence at the Rectory, the second being an almost elven year-old patterdale called Lottie, and no she isn't a Labrador with short legs. Do come and say hello if you see us out for walkies.

My previous links with Stalham go back to the late 1980's when as a St John Ambulance Area Staff Officer for Cadets in North Norfolk, I took young people from Stalham Camping. If you were one of those young people, it would be great to catch up sometime.

One of the most exciting aspects of ministry is being able to share something of God's love with people whatever their situation and it is a massive privilege to be able to be alongside people as they celebrate special times and also at sadder times. Someone once told me it's always best to say yes to discussing a request and working out together if it is possible, that way you build a relationship, whereas if you say no straight away you shut the door and miss an opportunity. It was good advice which I try to practise. I am always happy to discuss requests for Christenings, Thanksgivings, Weddings and
Blessings after Civil Services.

If you'd have visited Rivers Park – home of Stalham Town Football Club – a few years ago you'd have found a club at a crossroads. Albeit the club had a well established first team, and youth set up, but the site was tired and there was a lack of cohesion, identity and presence in the community. The club had to be brave and resilient to move forward.

Following the merger of Stalham Youth with Stalham Town FC, the club became dedicated to rebuilding its image as 'one club, serving the community'.
This started with the repurposing of Rivers Park as a home for all – youth or adult.

In 2023, two major steps were taken towards this vision… The first was the arrival of the new changing rooms and clubhouse, and the second, was bringing youth football back to Rivers Park.
This started with U9s relocating from the high school. Previously, Youth teams played across a range of sites in Stalham and Ludham, and Rivers Park remained solely used for adult training and matches, but that was changing and would continue to shift over the months to come.

The changing rooms opened in 2023, followed by the clubhouse in 2024 providing facilities that everyone could be proud of.

2024 also saw the first of the club's big community events, hosting an Easter Egg Trail and Fun Day. This brought hundreds of people from the local area on site for the first time, showcasing everything that was on offer and highlighting the role of the club as a community hub. The club also hosted an Invitational Tournament for equally matched youth teams to compete in an environment that was positive, inclusive and developmental, encapsulating everything about the culture being built.

Without the efforts of the club's volunteers and fundraising during this time – including a Christmas Market and Golf Day - the club would not have survived. The development and growth over this period had taken its toll, but the resilience of all involved ensured that it continued to drive towards its goals both on and off the pitch.

The 2024-25 season saw the arrival of three more youth teams to Rivers Park, with now a 7v7 and 9v9 pitch either side of the adult pitch. The clubhouse continued to become central to the club on match days and also in hosting further club, community and private events.

So where is Stalham Town Football Club in 2026? On the pitch, the First Team battle for promotion back to Anglian Combination Division 1, the Reserve Team provide a pathway for players to develop, and the club proudly hosts an U18s, U16s, U15s, two U14s, an U13s girls, U12s, two U11s, an U9s and U7s teams, all providing amazing opportunities for football in our community. Rivers Park now consists of a 5v5, 7v7, 9v9 and 11v11 all regularly used every weekend. The Clubhouse is now a local and affordable venue for private events, and the standing of the club in the community is stronger than ever.

None of the club's journey would have been possible without the time, commitment and dedication of the club's volunteers, from committee members to parent helpers.
If you haven't visited us, check out our Facebook page for upcoming fixtures and events, and come see for yourself. Better yet, if you want to be a part of the club's next steps, we are looking for volunteers in the following areas:
Mini kickers coaches (3-5yr olds) , Coaches for youth teams, or Club volunteers .
As a club we provide all relevant training for our volunteers, from safeguarding to coaching and everything in between.
If you want any information on getting involved, or hiring the clubhouse, please email us enquiries@stalhamfootballclub.org.uk.

UP THE REDS!!!!

Proposal and Quotation

The RedCat Partnership
Health and Safety Consultants

Health and Safety Consultancy Services; Initial Audit/Gap Analysis

Wednesday 4th February 2026

Proposal for.
Health and Safety Competent Person services including a Gap Analysis.
Client. Stalham Town Council.

1. Introduction

This proposal is for the provision of a health and safety (H&S) audit/gap analysis of Stalham Town Councils work-related activities, both at the Office, for Polices, and within the Community, in the various spaces used/ in control of.

2. Objectives/Outputs, Measures of Satisfaction and Methodology

Objective/ Output;	A full, documented health and safety audit/gap analysis with recommendations, which is colour coded as discussed.
Scope;	All work activities; employees and volunteers. Management system for H&S and its implementation. Physical conditions at the Office and discussions on the community locations and activities under the control of the Town Council.
Standard;	Management; HSG65 "Managing for Health and Safety". Hazards; all relevant and current UK H&S legislation and Approved Codes of Practice.
Satisfaction;	The Client will have. • a thorough understanding, from a reliable source, of any current H&S compliance gap. • the broad, overall level of compliance. This would typically be measured by whether an enforcement officer from the HSE would consider that a "material breach" exists (i.e. the trigger for any formal enforcement action and fee for intervention), and

	• A suitable, prioritised action plan and clear direction of improvement and travel.
Timeframes;	Actual dates to be discussed, dependant on availability. Report first draft to be provided within ten working days of the audit for us both to sign-off.

Methodology

There are three principal areas to be examined.

- The management arrangements relating to health and safety; existing policies (which I believe you have some documentation in place, and do ask for Risk Assessments for events), procedures, risk assessments, staff & volunteer training and competency, supervision, monitoring, review, and audit cycles, etc. and evidence of its consistent implementation across the organisation.

  Equally importantly, we need to obtain a feel for the culture of the organisation, the attitudes and approach of both management and members of staff towards health and safety.

- The hazards in the workplace including the day-to-day routine activities within the community, including Lone Working, and how they are managed.
  We sub-divide our audit report into "safety" and "health" hazards, as these need to be treated slightly differently.

  We would involve the Town Clerk in all conversations, and reasonings, to build confidence.

- Basic workplace conditions and welfare facilities.

It is estimated that this will take between a long half a day, as a desk top Audit of existing arrangements, with the Town Clerk and another half day visiting various sites.

3. Prerequisites

a. From You.

We would need all existing documents, polices, procedures, risk assessments, records, etc.
Please refer to the Table below for a headline list of these.

The Town Clerk, and any other suitable person to interview and to explain how the management system, procedures, etc operate.

Physical access to a selection of sites/ activities used under the control and direction of the Town Council.

I would welcome councillors, staff, and any volunteers, being aware of the audit being undertaken, and I would extend an open invitation to answer any questions, or receive any personal comments, from these people directly.

I may be accompanied on visits by colleagues as part of our quality control system (at no additional cost).

b. From Us.

All work to be undertaken by me, Sarah Daniels, Chartered Practitioner and Director, The RedCat Partnership Ltd.
I maintain the relevant professional memberships, and I am a registered consultant with the HSE's Occupational Health and Safety Consultants' Register (you can search for my entry here; http://www.oshcr.org/).
RedCat also carries full professional indemnity and public liability insurances.

4. Quotation

The quotation for audit and report is a discounted rate of £695.00 plus VAT.
This quote is valid for 3 months.

5. Subsequent Instructions

Our standard consultancy rate is £865.00 +VAT per day. If our input is required for shorter periods, a proportionate hourly rate is used.
Going forward, if you require us to act as your "H&S competent person" then we clearly need you to comply with the employer's legal duties in

Regulation 7 of the Management of Health and Safety Regulations, particularly sub-sections 2-4 (see notes on Page 5 of this document).

We do not currently charge a retainer for this “competent person” service, although this is under review. However, the minimum level of service you will commission will be annual audits, or reviews, or a mixture of both. The duration of this activity is normally a day or less per year, but as required.

Document Checklist

Prior to our first audit visit, please use this checklist to make sure the documents that we need to see, are available.

Document		✓ / X
Health and Safety Policy or draft		
All risk assessments (including Fire) or templates.		
Staff / volunteer training records as pertains to H&S (induction, manual handing, etc) or evidence of competence.		
Accident book and any completed entries/investigation forms		
Employers’ Liability Insurance		
Asbestos; survey, risk assessment, and register, where under your control.		
Statutory test certificates	Lifts and lifting equipment (“LOLER”)	
	Gas appliance servicing (Gas Safe) for boilers etc under your control	
Non-stat. certificates	Fire alarm servicing.	
	Emergency light servicing	
	Fire extinguisher servicing.	
	Electrical Installation Condition Report	
	Portable Appliance Testing	

The Management of Health and Safety Regulations 1999, Regulation 7, concerns the appointment of a "competent person." For the avoidance of any doubt, and for your reference, I have re-printed the relevant parts of the Regulation below.

(1) Every employer shall, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

(2) Where an employer appoints persons in accordance with paragraph (1), he shall make arrangements for ensuring adequate co-operation between them.

(3) The employer shall ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of his undertaking, the risks to which his employees are exposed and the distribution of those risks throughout the undertaking.

(4) The employer shall ensure that-

(a) any person appointed by him in accordance with paragraph (1) who is not in his employment-

> *(i) is informed of the factors known by him to affect, or suspected by him of affecting, the health and safety of any other person who may be affected by the conduct of his undertaking, and*
>
> *(ii) has access to the information referred to in regulation 10; and*

(b) any person appointed by him in accordance with paragraph (1) is given such information about any person working in his undertaking who is-

> *(i) employed by him under a fixed-term contract of employment, or*
>
> *(ii) employed in an employment business, as is necessary to enable that person properly to carry out the function specified in that paragraph.*

(5) A person shall be regarded as competent for the purposes of paragraphs (1) and (8) where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures referred to in paragraph (1).

Events Committee
Terms of Reference

1. Events Committee.
The Events Committee is a constituted committee of Stalham Town Council.

2. Members
The Events Committee is made up of all Councillors. The quorum of the Working Group shall be 4 Members.

3. Chairman and Vice-Chairman
The Chairman and Vice-Chairman are to be appointed annually by the working group at their first Meeting.

4. Meetings
The Events Committee will call meetings as and when needed.

5. Terms of Reference
To review the Terms of Reference of the Events Committee at the Annual Meeting of the Council and when necessary, the Events Committee to make appropriate recommendations to Full Council.

6. Responsibilities
The Events Committee has the overall responsibility for the management of the Council's events ensuring they run in accordance with legislative requirements,regulations, and guidelines.
These will include:

- To report and make recommendations to Council for future events.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- To ensure Councils events do not clash with other community groups.
- All financial spending to be agreed by Full Council.
- All events to be agreed by Full Council.

7. Minutes
Informal minutes will be taken at the meeting and distributed to Events Committee members and Council.

8. Reporting to Council
The Chair of the Events Committee must report to Full Council.

Anti-Bullying and Harassment Policy

Last Reviewed: January 2026
Next Review Date: January 2027

Purpose	This policy sets out Stalham Town Council's (STC) commitment to creating a workplace environment which is free from hostility and any kind of bullying or harassment. The policy sets out the measure STC takes to achieve this and sets out the procedure an employee should follow in order to report an act of bullying or harassment.
Scope	This policy applies to all Stalham Town Council employees. The principles of non-discrimination apply to dealings with people outside the workforce such as suppliers, contractor and visitors to Council premises. This policy applies to behaviours that occur in any of the following ways: • In connection with work, even if it occurs outside normal working hours • During work activities, for example when dealing with members of the public • At work-related events • On social media STC reserves the right to change or cancel the provisions of this policy, without notice and, in any event, the policy will be regularly reviewed to judge its effectiveness and will be updated in accordance with changes in legislation and regulation, as required. This document is non-contractual and does not form part of the terms and conditions of employment.
Audience	All STC employees and Councillors should read and adhere to this policy.
Contact	If you have any questions or queries about this document and how it applies to you, please contact the Clerk or STC Employment Committee.

Contents

1 Introduction

This policy clearly sets out that any forms of bullying and harassment are unacceptable in any circumstance.

2 Objectives

All employees have the right to be treated fairly, with dignity and respect irrespective of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age or disability. These are referred to as “protected characteristics” and are protected under UK law.

This policy applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

STC endeavour to create a workplace environment which is free from hostility and will not tolerate any kind of bullying or harassment.
This is the case for work-related events that take place within or outside of normal working hours; on Council property or elsewhere; whether the conduct is an isolated incident or a repeated course of conduct, and whether it is done deliberately or purposefully, or not.

We commit to embedding equality, diversity and inclusion in all employment policies, procedures and practices. We do not tolerate any form of direct or indirect discrimination or victimisation, as set out in our Equality, Diversion and Inclusion policy.

3 Overview

The Council does not tolerate bullying or harassment in the workplace. This applies to all work, including work-related events that take place outside of normal working hours; on Council property or elsewhere; whether the conduct is an isolated incident or a repeated course of conduct, and whether it is done deliberately or purposefully, or not.

STC does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The Council will take appropriate action if any of our employees are bullied or harassed by other employees, councillors, members of the public, contractors or suppliers.

4 Anti-Bullying and Harassment Policy

4.1 STC commitment

STC commit to:

- Provide support to any employee who is subjected to unlawful or unacceptable harassment or bullying in the course of their employment.
- Provide support to any employee who is subjected to victimisation or discrimination, as set out in the Equality, Diversity, and Inclusion policy.
- Ensure that all employees undertake regular training on how to identify, prevent and respond to workplace bullying and harassment.
- Act to prevent the harassment of our employees by their parties.
- Take any complaint seriously and investigate fully any formal complaint of harassment or bullying, as outlined in Appendix A, or any formal complaint or victimisation or discrimination as set out in the Equality, Diversity and Inclusion policy.
- Resolve any informal or formal complaint via the Grievance Policy. This includes, but is not limited to, appropriate use of mediation and counselling.
- Treat acts of harassment or bullying against employees as disciplinary offences which will be dealt with under the Disciplinary and Capability Policy.

We understand that being subjected to bullying and harassment in the course of employment is likely to be a highly stressful and upsetting experience and recognise this as a psychosocial hazard in the workplace as it could result in psychological or physical harm. We commit to providing full support to any employee who experiences such behaviour.

4.2 Employee Commitment

You must read, understand, and comply with the terms of this policy.

- You will behave in a reasonable and professional manner and assist us in meeting our commitment to provide dignity in employment.
- You will not violate the dignity, harass or bully customers using or seeking to use the facilities or services provided by STC.
- You must report as early as possible any forms of bullying or harassment in the workplace that you may experience or witness. Details of how to do this are set out in section 5.4.

4.3 Definitions

Bullying and/or harassment will not be tolerated under any circumstances.

4.3.1 Harassment

Harassment is unwanted conduct related to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.

The intention behind the conduct is irrelevant, if conduct could reasonably be considered to have the effect described, it will be harassment. An alleged harasser might not always realise that their behaviour is found offensive, and it is important for everyone to recognize that what is acceptable to one colleague may not be acceptable to another or may not be acceptable behaviour on other occasions or from a different colleague. Harassment also includes treating someone less favourable because they have submitted or refused to submit to such behaviour in the past. The following is a non-exhaustive list of examples of harassment:

- Jokes, derogatory banter or stereotypical remarks about a particular group, and which could be considered racist, sexist, ageist, homophobic, transphobic or offensive to groups of particular national origin or descent.
- Suggestive or overly personal comments about appearance
- Unnecessary body contact
- Looking at, sharing or displaying sexually offensive material that may offend another on discriminatory grounds. Looking at these things on screen, mobile phone or in other ways can be harassment, even if the content is not circulated or displayed.
- Any unwelcome sexual attention
- Any insult or ridicule
- Any threatened or actual physical or sexual violence
- Use of email or other technology to harass
- Isolation or non-co-operation at work, including the deliberate exclusion from conversations at work.
- Demeaning a colleague in their own or others' eyes
- Intrusion by pestering, spying, following or similar.
- Suggesting that engaging in sexual conduct may further someone's career, of that refusal may damage it, or basing decision affecting a colleague's job on such factors.
- Intentionally misgendering someone by using the wrong pronouns to describe them
- Mimicking, mocking or belittling a person's disability.
- Threatening to out someone as a member of the LGBTQIA+ community

A person can complain of offensive behaviour even if it is not directed at them. For example, a person may be harassed by racist jokes about a different ethnic group if this creates an offensive working environment for them.

4.3.2 Bullying

Bullying is:

- Offensive
- Intimidating
- malicious or insulting behaviour
- An abuse of misuse of power through means that result in the recipient feeling undermined, humiliated, denigrated or injured

including any combination of one or more of these acts.

Workplace bullying occurs when:

- an individual or group of individuals, **repeatedly** act unreasonably towards an employee or group of employees at work; and
- the behaviour creates a **risk to health and safety**.

It should be acknowledged that behaviour that is considered as bullying or harassment by one person may be considered firm management by another.

Some examples of behaviour that may be considered bullying (although not an exhaustive list) are given below:

- inappropriate criticizing or deriding workers in front of colleagues
- setting someone up to fail
- excluding a colleague from groups or social events intending to cause distress
- misuse of power, such as overbearing supervision or assigning unrelated

meaningless tasks
- making threats or comments about job security without foundation; and wrongly preventing individuals by intentionally blocking their career.

Reasonable management action conducted in a reasonable manner does not constitute workplace bullying. It is reasonable for managers to allocate work and to give feedback on work performance. These actions are not considered to be workplace bullying if they are carried out lawfully and in a reasonable manner.

5 Reporting an Act of Harassment or Bullying

You will not be penalised for raising a grievance, unless a complaint is found to be both untrue and made in bad faith.

If you believe you have been subject to harassment or bullying or you believe you have witnessed someone else being subject to harassment or bullying, please follow the procedures detailed in the Council's Grievance Policy. In summary, there are two main options available to you to resolve the problem:

a) An informal procedure where you rais the issue informally in open dialogue with your line manager, the Clerk, or the Employment Committee, or
b) A formal procedure where you put your complaint in writing, clearly setting out the details of the allegation. STC will accept any form of written complaint (e.g., by letter email or text/app message).

5.1 Harassment by Third Parties

STC take our responsibility very seriously to take steps to ensure that employees are protected from harassment. If you believe you have ground to complain about the actions of a non-employee (e.g., a contractor, member of the public, supplier or visitor) then you should submit a complaint in writing to your Line Manager or to the Employment Committee. We will consider what action may be appropriate to protect you and anyone involved pending the outcome of an investigation, bearing in mind the needs of the Council and the rights of that person. We may contact the third party in the course of that investigation.

6 Relevant Legislation

Legislation: Equality Act 2010
Link: ACAS Website

7 Related Documents

- Grievance Policy
- Risk Management Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Equality, Diversity and Inclusion Policy

8 Appendix A – Investigation Process

Investigations will be carried out in accordance with the following steps, although the process may vary from case to case, where appropriate:

- Upon receipt of a complaint or formal grievance, the Clerk and members of the Employment Committee will investigate the allegations, and take any interim actions, as appropriate. The investigation will include requesting and reviewing all relevant documents, including electronic communications, and interviews with all parties involved including any relevant witnesses. If necessary, this may be passed to our external HR advisers to take forward on STCs behalf.

- Depending on the nature of the complaint, and/or the roles of the individual(s) who are the subject of the complaint it may also be appropriate to raise concerns under the Whistleblowing Policy.

- In situations where there is concern over treatment of an individual by a Councillor, but the Whistleblowing Policy is not appropriate, individuals may raise concerns directly with the Chair of the Council.

- If it is deemed necessary to protect the Council and/or the individuals concerned, the individual who is the subject of the complaint may be suspended on full pay while the investigation is completed.

- The Employment Committee and/or Clerk will promptly notify the individual who reported the concerns that the investigation is complete and that appropriate action has been taken, where this is the case.

- The Employment Committee and/or Clerk will notify the individual(s) about whom the complaint was made of the outcome and implement any corrective actions identified in the written document.

- A full record of the investigation will be maintained by the Clerk/Employment Committee and saved in a secure and confidential location which can only be accessed by the Clerk and the Employment Committee. Anyone involved in the investigation process (Councillor/Clerk) will ensure that any locally saved copies of documents or information are deleted once the investigation is complete.

In all the above, if the complaint is in relation to the Clerk or a Councillor on the Employment Committee, the information will remain confidential from them unless required to be shared as part of the investigation or resolution.

The investigation record will contain the following:

- A list of all documents reviewed
- A list of names of those interviewed, along with a summary of their statements
- A summary or prior relevant incidents, reported or unreported; and
- The basis for the decision and outcome of the complaint, together with any corrective action(s)

The individual who raised the complaint will have the right of appeal against the outcome. Valid broad grounds for appeal are as follows:

- That there was a failure to follow policy and procedures, and this had a material effect on the outcome.
- That any necessary investigation was not carried out fully and properly
- That the evidence available did not support the conclusion reached
- That new evidence has genuinely come to light since the original investigation which will substantiate the grounds for appeal.

8.1 Disclosure and confidentiality

We will treat any personal data collected during any investigation in accordance with General Data Protection Regulation and the Council's Data Protection Policy.

No Smoking Policy

1. INTRODUCTION

1.1 General Statement of Policy

As a public body, Stalham Town Council has a duty to promote the health and wellbeing of employees, provide a positive image to the general public and provide a lead for other organisations.

1.2 Aim

The primary aim of this policy is to protect the health, safety and welfare of all employees. It will also provide advice and support for employees who wish to stop smoking.

1.3 Scope

The policy applies to all employees, elected members, contractors, agency workers and visitors who are not permitted to smoke cigarettes/E-cigarettes in any Council premises.

This includes:-

• All Council workplaces and training facilities

• Offices, including reception areas

• Enclosed vehicle parking areas

• Sports facilities including changing rooms

• Toilet facilities within any of the above

• Communal areas

• Council Vehicles

• Temporary workplaces i.e. site huts, display caravans/marquees etc. Smoking of cigarettes/E-cigarettes will not be permitted near to the entrances, windows or air intake of any Council premises or within 10 metres of any council workplace, whereby smoke may affect other employees or portray a negative image of the Council.

2. IMPLEMENTING THE POLICY

In support of this policy the following actions are to be taken:

• NO SMOKING SIGNS will be displayed in all buildings and vehicles to which the policy applies.

• Responsibility for the implementation of this policy in respect of employees rests with all line managers, and in Council controlled buildings, the premises manager. Contractors and Agencies engaged by the Council must comply with this policy.

3. BREACH OF THE POLICY

Breach of the policy by employees will be treated as a conduct issue. The full range of penalties as described in the Council's Conduct Procedure could be imposed. Breach of the Policy by Elected Members, to be treated as if it were a breach of the Code of Conduct and be dealt with by the Chief Executive and Leader of the Group. Breach of the Policy by Contractors, will be dealt with under the default procedures in contracts and may lead to financial penalties and/or the termination of contract. Details of this policy will be included in all future Council contracts. Smoking of cigarettes in any enclosed work or public place is also a criminal offence that can be dealt with by; on the spot fines or the Criminal Courts. Smoking of E-cigarettes is forbidden by the Council but is not a criminal offence.

4. ASSISTANCE TO STOP SMOKING

Employees who smoke cigarettes/E-cigarettes but are considering quitting, please note the following sources of help:

- NORFOLK COUNTY COUNCIL www.norfolk.gov.uk/smoking

- GENERAL PRACTITIONERS and some local pharmacies will be able to give advice regarding help which is available locally or visit

www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/

- Home | Smokefree Norfolk

Appendix

GUIDANCE NOTES

This policy has been introduced in the interest of the health, safety and welfare of employees.

1. Employees, who have concerns regarding any breach of the policy at a particular worksite, should consult with their Line Manager, where appropriate action will be taken.

2. All adventure playgrounds, play-schemes buildings and their grounds and the grounds of all children's play areas are to be totally smoking free.

3. Internal communal areas of all elderly person's dwellings are to be smoke free. Smoking cigarettes/E-cigarettes will only be permitted in outside areas 10 metres away from any opening door, window or air intake.

4. Working in Clients' Homes - Employees, who are required to undertake duties in the homes of clients who smoke cigarettes/E-cigarettes, are duly authorised to respectfully ask any client who does smoke in their presence, to stop until their meeting or work is concluded. No action will be taken against an employee who refuses to work with clients who smoke cigarettes/E-cigarettes in their presence or where a smoke polluted environment has been created.

5. Employees and any Contractors engaged by the Council are not permitted to smoke cigarettes/E-cigarettes in a client's home or void property, even if permission to do so is given by the client.

6. All employees who take smoking breaks will be required to make up time spent on such breaks. All employees must have the permission of their line manager to undertake a smoking break. If employees wish to smoke cigarettes/E cigarettes including during their official lunch break, they must use a designated external smoking area, which will be at least 10 metres from an opening door, window or air intake of any Council workplace.

7. Smoking cigarettes/E-cigarettes will not be permitted in any Stalham Town Council operated vehicle this includes vehicles on hire. In circumstances where any vehicle, including an employee's own vehicle, is used in carrying other employees and/or clients in the course of their duties. Except in these circumstances smoking cigarettes/E-cigarettes is not prohibited in employees' own vehicles.

8. Employees who traditionally take their lunch break in a Council vehicle should be aware that if they wish to smoke cigarettes/E-cigarettes during their official lunch break, they must step outside the vehicle to do so.

All rooms, which are available for private functions will be, designated as no smoking areas. All licensed bar areas will also be designated as no smoking areas.

10. Whilst the smoking of E-cigarettes on council property is not illegal, it is forbidden by Stalham Town Council.

STALHAM TOWN COUNCIL

Fire Safety Policy Statement

1. Introduction

1.1 The need to manage fire risk and ensure the safety of employees whilst at work and the safety of other relevant persons in the premises or in the vicinity of the premises is a requirement under both fire and safety legislation. This policy sets out clearly how the Town Council will achieve this and what it expects its employees to do to assist.

2. General Statement

2.1 Stalham Town Council is a responsible employer and takes its fire safety duties seriously. This policy is implemented to assist the Council as far as it is reasonably practicable to comply at all times with the Regulatory Reform (Fire Safety) Order 2005 as well as the Council's other legal obligations towards its staff and visitors. Due to its importance, this fire safety policy also forms part of the Council's overall health and safety policy.

3. Legal Requirement

3.1 The primary legislation applicable to fire safety is the Regulatory Reform (Fire Safety) Order 2005. However, the following legislation is also relevant:

- Health and Safety at Work Act 1974
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- The Building Act 1984, Building (Amendment) Regulations 2012: Circular 02/2012

4. Employees' Duties

4.1 All employees have a duty to take steps to ensure that they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices. They are also expected to cooperate fully with the Council in complying with any procedures that may be introduced as a measure to protect the safety and well being of staff and visitors

5. Communication

5.1 Stalham Town Council as the employer is the "Responsible Person" for purposes of the Fire Safety Order 2005. Members and Staff will be kept informed by the Town Clerk, who will be known as the "Duty Holder", of any changes that are made to the Council's fire safety procedures and significant findings from fire risk assessments. The Council will also ensure that all visitors to its premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

6. Procedures

6.1 The following procedures have been introduced in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken under the Fire Safety Order which will be reviewed every 2 years. However more frequent reviews will occur if there are any changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.

- The emergency fire action plan and the fire evacuation procedures will be reviewed and practiced at least annually and a record of fire evacuation drills will be kept.

- The Fire Safety Management Policy will identify the specific roles and responsibilities of all staff.

- A Fire Safety Book will be kept containing the following documents which are available for inspection if required:

    - Fire procedures and guidance
    - Fire safety risk assessments
    - Examinations, inspections and tests carried out on fire fighting and detection equipment, emergency lighting and alarm systems
    - Records of fire evacuation drills

- Training will be provided as necessary to all staff with additional role based training being given to any staff with extra fire safety responsibilities, such as fire marshals and fire safety assistants, which may include the use of fire extinguishers.

- All new members of staff and temporary employees will be provided with fire safety training at induction including how to raise the alarm and the available escape routes.

- All emergency exits will be clearly signed, unlocked (except by approved emergency door release mechanisms) and kept free from obstructions at all times.

- All fire-related equipment will be regularly serviced and maintained. If any employee notices fire safety equipment is defective or missing, they must report it to the Duty Holder otherwise known as the Town Clerk.

- The fire alarm system will be tested twice a year. Staff will be told when a test is scheduled.

- Any other fire safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting, fire extinguishers and smoke detection.

- When public events take place that are outside normal day-to-day operations, the Town Council will ensure an equivalent level of fire safety exists during the period in which the event takes place by requiring users to comply with the Council fire safety policy and emergency procedures.

This policy forms part of an employee's condition of employment. Failure to comply will be treated as a disciplinary matter.

7. Actions in the event of a fire

7.1 On discovering a fire

- If you discover a fire raise the alarm immediately by operating the fire alarm system

- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.

- If this fails, ensure that no one is left in the room and close the door behind you. Then evacuate immediately to the assembly point.

- Ensure that you or the designated person has called the fire and rescue service.

- Play your part in the roll call so you are safely accounted for.

7.2 If you hear the Fire Alarm

- Operate any essential shut down devices e.g. machinery.

- Immediately leave using the nearest available fire exit.

- Report to the assembly point for a roll call.

- If you are with a visitor, ensure they accompany you.

7.3 Fire Marshals/Safety Assistants

- Ensure all staff and visitors around you evacuate the building and proceed to the assembly point.
- Report to the Duty Holder, noting any absentees

7.4 Duty Holder

- Gather all information regarding the evacuation.
- Ensure that in event of any fires that the fire and rescue service has been called.
- Liaise with the fire and rescue service incident commander on their arrival, giving full details of the fire including names of any persons believed to be missing.

7.5 Log Book

- A record of the fire risk assessment, the fire safety action plan, the emergency fire plans, the nature, frequency and dates of any training events, the nature, frequency and dates of all tests, checks and servicing activities, a record of any dangerous substances, a record of those persons appointed as fire marshals or fire safety assistants and their respective roles and an up to date plan drawing of the premises will be kept in the Town Council's fire safety log book.

Risk Assessment: Spring Watch Event 30th March – 12th April 2026

Assessment Prepared By:	Clerk on behalf of the STC	**Document Reference:**	Risk Assessment – Spring Watch Event 30th March – 20th April 2026
Date of Assessment:		**Document Status:**	Public
Date of Review:	n/a	**Scope:**	Council-hosted event in various locations in Stalham

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Slips and trips	Anyone may suffer personal injury due to a slip or trip caused by uneven ground,	Obstructions that cannot be moved must be marked with hazard tape or protected by a barrier.	L	Tolerate	Ensure guidance is on literature	STC	During event	April 2026
Crossing roads	Members of the public taking part in the trail	Warning can be given on event literature regarding road safety and to cross roads safely.	L	Tolerate	Ensure guidance is on literature	STC	During event	April 2026
Unaccompanied children	Young children	Advise given on event literature that all children should accompanied by an adult	L	Tolerate	Ensure guidance is on literature	STC	During event	April 2026

Inclement or Severe weather	Risk to all of personal injury from severe weather e.g., high winds/severe flooding. Risk to buildings/equipment and belongings.	Warning can be given on event literature regarding safety in weather conditions.	L	Tolerate	Ensure guidance is on literature	STC	Before and during event	April 2026
Reputation	Risk to STC reputation if event is not adequately risk assessed or safe	Risk Assessment completed and circulated to all stakeholders. Dynamic monitoring during the event to deal with any issues which may arise.	L	Tolerate	Ensure guidance is on literature	STC	Before event	April 2026
Domestic animals Visitors Low	Bites and scratches, allergies	Dogs to be kept on leads if on the trail. Information added to event literature	L	Tolerate	Ensure guidance is on literature	STC	During event	April 2026
Poisonous plants, animals and insects	Poisoning and skin irritation from plants. Stings from wasps and bees. Grass snakes are often seen.	Information added to event literature	L	Tolerate	Ensure guidance is on literature	STC	Before event	April 2026