

Id	Observation	Recommendation	Site	Priority	Comments/Progress
397526	1. Action Required: Battery Charging	The combustible material surrounding the battery charging area must be removed and the area kept clear at all times.	Town Hall	High	Battery charging area in Ops office to be reviewed and any combustible material removed.
397527	Action Required: Inductions	All new starters must receive fire safety instruction as part of their induction training.	Town Hall	High	Already do with new staff.
397534	Action Required: The stage area located on the 1st floor has many curtains and it could not be confirmed if they were fire retardant.	Because the stage contains large amounts of hanging curtains it is recommended that information is gathered on the fire rating material.	Town Hall	High	To investigate the curtains for fire rating materials however unlikely to contain any fire rating due to age.
397539	Action Required: The electrical Condition Report was carried out in July 2022 by Nick Roberts (Sole Trader) who has placed an unsatisfactory recording of the electrical appliances around the building.	It is recommended that the work is undertaken as soon as possible due to the amount of C1,2 and 3s documented in the report.	Town Hall	High	Quotations for the C1s in the report are being prepared - this will require a virement from General Reserve to budget for this work.
397541	Action Required: The top market area has many ceiling tiles missing that have now exposed the wooden roof. The basement/cellar has plaster missing that has now exposed the wood in this area near the gas boiler installation.	It is recommended that the ceiling tiles are replaced and work is carried out in the basement area to cover the combustible wood exposed.	Town Hall	High	Relates to leak in Market in May - new ceiling tiles have been ordered and arrived - to be installed following pipe change.
397546	Action Required: The Town Hall does not have an assembly point for the traders or any persons having functions within the building. A fire exit is located to the front of the building which is a 1 metre from the main road. Persons try to escape could be struck by a vehicle.	Ensure that there are suitably established assembly point(s) away from the building that are adequately signed. I would recommend that the town council speak with Powys council to see if the carpark to the rear of the premises could be used as it is much safer than the front entrances.	Town Hall	High	Town Clerk to speak to PCC about assembly point in Seven Stars Car Park - if accepted then purchase additional signage.
397549	Action Required: Fire Wardens	Appoint and train an adequate number of staff to act as fire wardens, to ensure appropriate evacuation of the building and the evacuation of disabled persons.	Town Hall	High	There are already an adequate number of staff and traders as fire wardens.
397552	Action Required: The last fire evacuation was carried out in September 2025.	Regularly 6 monthly evacuation drills should be recorded in the fire log due to the nature of the business and traders using the premises so they become familiar with the process.	Town Hall	High	Ops Manager to ensure fire drill takes place every 6 months in different scenarios.
397528	Action Required: Battery charging is being carried out in an uncontrolled environment.	It is recommended to review and improve upon the control of lithium ion battery risks.	Town Hall	Medium	To review as part of ID 397526
397529	Action Required: It did not appear that the Evac chairs had been	Maintenance of Fire evacuation chair(s) is recommended to be undertaken annually.	Town Hall	Medium	Ops Manager to get quotation for Evac Chair servicing.
397530	Action Required: Automatic Fire Alarm Detection	It is recommended that false fire alarm activations are recorded and any findings are followed up and implemented.	Town Hall	Medium	Ops Manager to ensure that false alarms are recorded.
397531	Action Required: It was observed that the traders do not sign in when they start on the stalls within the confinements of the town hall trading section.	It is advised that you introduce a means of keeping track of the traders on these premises by means of signing in/out. In the event of a fire the emergency services will need to know how many traders are in the vicinity of the building.	Town Hall	Medium	Markets Manager and Ops Manager to review with traders on the best approach to take.
397532	Action Required: Many manual call points are the building do not have signage.	It is recommended that manual fire alarm Call Points are well indicated by appropriate signage.	Town Hall	Medium	Ops Manager and Town Clerk to review all call points and appropriate signage.
397533	Action Required: Sigange	There is a lack of directional signage identifying escape routes and exits. Provide additional signage to ensure everyone in all locations can clearly identify the direction to final exit.	Town Hall	Medium	Ops Manager and Town Clerk to review signage and purchase if required.
397535	Action Required: The workshop area was very cluttered with various boxes and equipment.	The level of combustible materials stored in the workshop need to be reduced or placed in a better secure unit.	Town Hall	Medium	Ops Manager to ensure that combustible materials stored to a minimum however a longer term discussion about adequate storage is required.
397536	Action Required: Traders within the town hall premises are not inducted on fire safety.	It is recommended that the traders are given appropriate fire safety instruction including procedures in the event of a fire on a regular basis.	Town Hall	Medium	Markets Manager and Ops Manager to review with traders on the best approach to take.
397537	Action Required: It would be advisable to place a co2 extinguisher near the charging area in the maintenance room where the drills are charged.	Provide a CO2 extinguisher near the battery charging facility.	Town Hall	Medium	Ops Manager to get CO2 extinguisher for Ops Office.
397538	Action Required: Smoking	Notices prohibiting smoking need to be provided in all areas.	Town Hall	Medium	Ops Manager and Town Clerk to review signage and purchase if required.
397540	Action Required: The site was unsure if the lift grounded when the fire alarm is activated.	It is recommended that you investigate whether the lifts come to ground upon fire alarm activation with the doors opening.	Town Hall	Medium	Due to lift age this is not possible.
397542	Action Required: Gas Safety	Provide a procedure for isolating and responding to a gas leak.	Town Hall	Medium	Town Clerk to prepare a written procedure for a gas leak.
397543	Action Required: Many fire door around the property are old and have been damaged over the years.	It is recommended that a specialist fire door assessment is carried out throughout the building so it can be confirmed on any remedial works that is needed to comply with the fire regulations.	Town Hall	Medium	Ops Manager to obtain quotation for specialist fire door assessment.
397544	Action Required: Policy & Further Information	Based upon the size of these premises, it is good practice to ensure appropriate liaison with fire and rescue service as part of a familiarisation visits, which will improve their knowledge of the site fire arrangements.	Town Hall	Medium	Liaison with MWWRFS already good.
397545	Action Required: Policy & Further Information	Develop and implement a suitable Fire Safety Policy.	Town Hall	Medium	Town Clerk to progress.

		Simply leaving an evacuation chair out for public use is legally insufficient. Under the Regulatory Reform (Fire Safety) Order 2005 and the Equality Act 2010, the "responsible person" must have trained staff designated to operate the equipment and manage the evacuation .For public functions, untrained members of the public should not be expected to use the chair themselves in an emergency. Instead, ensure the following measures are in place to guarantee safe operation.			
397547	Action Required: The town hall have 2 evac chairs that are available for the communal areas when functions on the higher floors are being carried out. This is left to who ever is using the venue to try and use the chair if needed.	Assign specific staff members or event stewards as trained operators. Their training requires formal certification, typically valid for 3 years.	Town Hall	Medium	Training on Evac Chairs to take place with Ops Team and other nominated staff/volunteers who regularly use the building.
397548	Action Required: Electrical Ignition Sources	Implement a policy for the use of personal electrical appliances.	Town Hall	Medium	Town Clerk to progress.
397550	Action Required: Lifts	Ensure that Emergency lighting is installed within the lift car and this is maintained with the emergency lighting servicing.	Town Hall	Medium	Due to lift age this is not possible but Ops Manager will ask Universal Fire.
397551	Action Required: The alarm has a fault showing due to a smoke sensor being taken out action. Paul McGrath- Operations manager is aware of this and is awaiting a part.	Ensure that the fire alarm panel is free of any current or reoccurring faults.	Town Hall	Medium	Relates to leak in Market in May- there are no faults on panel.
397553	Action Required: There did not appear to be any CCTV in operation around the premises.	It is recommended that the site implement suitable security arrangements to minimise the risk of arson (Wilful fire raising).	Town Hall	Medium	To discuss what additional measures could be taken.
397561	Action Required: The back office has a broken ceiling tile, the electrical room has cables passing up to the ceiling that have not been protected against fire spreading around them as they enter the void.	Re-fit broken ceiling tiles and use a fire retardant material around the cabling entering the ceiling area in the electric room.	WIC & Offices	High	Ops Manager to obtain quotation for fire retardant material around cabling in server room. Broken tile to be replaced in back office.
397566	Action Required: There was record of any fire evacuations on site.	Carry out a fire drill as soon as possible. As part of that process consider incorporating and reviewing other provisions in place such as testing alternative escape routes, fire warden response/coverage.	WIC & Offices	High	Community Services Manager to ensure that a fire drill takes place at least 6 monthly and to test different scenarios.
397560	Action Required: It could not be proven if the tourist centre had any fire wardens on site.	Appoint and train an adequate number of staff to act as fire wardens, to ensure appropriate evacuation of the building and members of the public that might have disabilities.	WIC & Offices	Medium	There are already an adequate number of staff and traders as fire wardens.
397562	Action Required: At the time of the assessment it could not be clarified that new members of staff have fire induction training.	All new starters must receive fire safety instruction as part of their induction training.	WIC & Offices	Medium	Already do with new staff.
397563	Action Required: Automatic Fire Alarm Detection	Ensure, where applicable, the fire alarm signals are transmitted to a suitable alarm receiving centre.	WIC & Offices	Medium	Not possible with the fire alarm system we have installed.
397564	Action Required: Fire Safety Plan	A documented fire procedure should be put together, communicated and regularly reviewed.	WIC & Offices	Medium	Community Services Manager to ensure documented fire procedure is in place.
397565	Action Required: The back office door has a broken handle that might restrict access and egress if it progressively gets worse. The door into the office events managers room does not close completely.	It is recommended that the handle is replaced in the back office and the door into the events managers office is adjusted by the maintenance team.	WIC & Offices	Medium	Ops Team to do.
397567	Action Required: Automatic Fire Alarm Detection	It is recommended that manual fire alarm Call Points are well indicated by appropriate signage.	WIC & Offices	Medium	Ops Manager and Town Clerk to review signage and purchase if required.
397568	Action Required: The back office fire escape needs a sign showing with way the thumb lock turns.	Where a particular mechanism is required to open a final exit door, they must be clearly marked "turn to open" with a suitable directional arrow displayed.	WIC & Offices	Medium	Signage installed.
397569	Action Required: The locked door in the gents toilet has the power source for the Solar Panels. The door has no signage indicating emergency procedures.	Ensure the Photovoltaic (PV) System isolation points are adequately signed and easily accessible in the event of an emergency. Guidance: RC62	WIC & Offices	Medium	Signage installed.
397570	Action Required: Fire Safety Awareness	It is recommended that all staff receive periodic refresher training in the sites fire safety arrangements and responsibilities.	WIC & Offices	Medium	Town Clerk to arrange training for building managers.
397571	Action Required: Policy & Further Information	Develop and implement a suitable Fire Safety Policy.	WIC & Offices	Medium	Town Clerk to progress.
397572	Action Required: The kitchen fire door exit needs a sign on the outside were members of the public use the toilet facilities.	Provide Fire action notices at all exits points with fire exit keep clear.	WIC & Offices	Medium	Signage ordered.