Cyngor Tref Trallwng Welshpool Town Council

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Title	Fire Risk Assessment Findings and Action Plan
Date	19th June 2026

OFFICERS RECOMMENDATION

1. **To note the findings of the Worknest Fire Risk Assessment Audit;**
2. **To approve the Fire Risk Assessment Action Plan which is attached; and**
3. **To authorise officers to implement recommendations that can be accomodated within existing budgets, or items requiring significant capital expenditure be brought back to Operations & Development Committee with costed options.**

1. Purpose

1. To present the findings of the recent Fire Risk Assessments undertaken by WorkNest and seek approval for the implementation of an action plan to address the identified recommendations.

2. Background

1. Welshpool Town Council commissioned WorkNest to undertake Fire Risk Assessments of its operational premises in accordance with the Regulatory Reform (Fire Safety) Order 2005.
2. Assessments were undertaken at the Town Hall and the Information Centre and Offices.
3. In addition, a number of corporate fire safety management arrangements applicable across the Council's estate were reviewed.
4. The assessments identified a total of 41 recommendations.
5. No enforcement notices or recommendations requiring the closure of any premises were identified.
6. A full schedule of recommendations is attached as Appendix A.

3. Summary of Findings

1. A number of recommendations apply across all Council premises and relate to the Council's overall approach to fire safety management.

4. Town Hall

1. The Town Hall generated the highest number of recommendations, reflecting the age, complexity and mixed-use nature of the building.
2. Key recommendations include:
    1. Completion of remedial electrical works identified within the Electrical Installation Condition Report.
    2. Verification that stage curtains are suitably fire-retardant
    3. Replacement of missing ceiling tiles and covering exposed combustible materials.
    4. Establishment of designated fire assembly points.
    5. Improved management of battery charging arrangements.
    6. Formal fire safety procedures for traders and hirers.
    7. Fire door inspections and improvements.
    8. Fire safety training and fire drill recording.
    9. Improvements to signage and emergency information.

5. WIC and Offices

1. The Information Centre generated fewer findings, although several important improvements have been identified. These include:
    1. Development of a documented fire procedure.
    2. Improvements to fire action notices and signage.
    3. Identification of fire assembly points.
    4. Refresher fire safety training.

6. Resource & Legal Implications

1. Many recommendations can be addressed through existing staffing resources and operational procedures. Expenditure on the actions required by the EICR will require a virement from General Reserve.
2. Officers are currently reviewing individual actions and obtaining quotations where necessary.
3. The Council has statutory duties under the Regulatory Reform (Fire Safety) Order 2005 as the Responsible Person for its premises. Failure to address the recommendations may result in:
    1. Increased risk of fire-related injury
    2. Enforcement action by Mid and West Wales Fire and Rescue Service
    3. Increased insurance risk
    4. Reputational damage to the Council.

7. Specific Implications

1. None

8. Recommendation

1. To note the findings of the Worknest Fire Risk Assessment Audit;

2. To approve the Fire Risk Assessment Action Plan which is attached; and
3. To authorise officers to implement recommendations that can be accomodated within existing budgets, or items requiring significant capital expenditure be brought back to Operations & Development Committee with costed options.

9. Decision

1. To resolve to adopt the recommendations as above.