

FIRE RISK ASSESSMENT
FOR PARISH COUNCIL OFFICE

Introduction

Kedington Parish Council is a tenant at the Community Centre, Arms Lane, Kedington. The landlord is the Kedington Community Association. Kedington Parish Council has responsibility for the internal operation and maintenance of two rented rooms which are an office and conference room. Kedington Parish Council has access to a toilet and kitchen area, which are within the main Kedington Community Centre building. The Kedington Community Association have responsibility for these areas and this should be covered in their Fire Risk Assessment. The Kedington Parish Council office and conference room are always secure when not in use.

The Clerk and Councillors will be given a copy of this assessment and should read and understand its contents. The Clerk and Councillors are expected to take reasonable care of themselves, the building, and should take reasonable steps to help ensure that there is not a fire on the premises. All have a responsibility to be aware of the fire risks and be aware of the potentially devastating effect of a fire on staff and the Parish Council's business.

Fire Hazards Identified

Potential Sources of Ignition:

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| Arson/Accidental | Faulty / misuse of office equipment: - shredder, printer, computer, fan, electric heaters, fridge, kettle. |
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Sources of Fuel:

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| Cleaning chemicals | Stationery |
| Archive files | Blinds |
| Upholstered seating | Litter |
| Shredded Paper | Carpet |

Sources of Oxygen:

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| Windows | Doors |
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People at Risk

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| Clerk | Councillors |
| Visitors to the building | Contractors |
| Postal Workers/Couriers | People with disabilities |
| Users of the Kedington Community Centre/Library | Elderly |
| Users of open space – Great Meadow | |

Evaluate, Remove, Reduce and Protect from Risk

| Causes of Fire | Likely Areas | How to ensure risk is reduced |
|-----------------------|---------------------|--|
| Arson | External Waste Bin | Bin located outside rear of Parish Council Office (safe distance) |
| Arson | Cigarette Bin | Bin located outside front of Parish Office (safe distance) |
| Arson | Internal Rooms | Check all areas including toilet and reception area when locking up. Fire/smoke detector system in place. |
| Accidental | Internal Rooms | In accordance with law no smoking is allowed in the office space. |
| Accidental | External | Kedington Community Association has the responsibility of providing a smoking bin/waste bin. |

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| Act or Omission | Conference Room | Ensure all electrical equipment and lighting is regularly checked and maintained. |
| Act or Omission | Office | Ensure shredded waste is minimised and removed from office rather than stored on site. No paper or files to be left on floor area. Wastepaper bin to be emptied regularly. All electrical items to be PAT tested. |
| Act or Omission | All Areas | Enforce 'No Smoking' rule. Ensure all seating and blinds are flame resistant. |
| Act or Omission | All Areas | Keep premises tidy. |

Risk to People

| Spread of Fire | Occurrence of Risk | Number of Persons | How to Reduce Risk |
|-----------------------|--------------------------------------|----------------------------------|---|
| Convection | Fire starting in all areas | Clerk, Councillors, and Visitors | Enforce no-smoking policy. Ensure fire drill is understood by all. Advise Clerk, Councillors and Visitors of fire escape routes and procedures. Not postal workers, delivery workers or visitors to the office with only fleeting attendance on the premises. |
| Conduction | Fire spreading through ceiling space | Clerk, Councillors and Visitors | Enforce no-smoking policy. Ensure fire drill is understood by all. Advise all users of fire escape routes and procedures. |
| Radiation | All Office Areas | Clerk, Councillors and Visitors | Ensure all unnecessary equipment is switched off each night. Do not store combustible materials near sources of heat. Advise all staff. Enforce no-smoking policy. Advise all staff of fire escape routes and procedures. |

Means of Reducing Risks to People Already in Place

| Risk | Responsibility | Type of Harm | Existing Controls |
|-------------|---------------------------------|--|--|
| Fire | Clerk, Councillors and Visitors | Fatality, serious burns, smoke/toxic fumes inhalation. | <ul style="list-style-type: none">• Fire risk assessment in place.• Regular and recorded checks of means of escape routes.• Safe condition (green with white pictograms) signage promulgated showing escape routes.• Action on discovering a fire notices clearly displayed in the premises and included in the hire agreement and explained during new user induction.• Appropriate fire extinguishers/hose reels in situ and checked regularly and serviced annually.• Visitors to be informed of the evacuation Arrangements when visiting the office for any significant period |

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| Electricity | Clerk, Councillors and Visitors | Users risk electric shock or burns from faulty equipment or installation. | <ul style="list-style-type: none"> • Fixed installations correctly installed, maintained and repaired by qualified electrician. • Fixed installations regularly inspected – legal requirement is for every 5 years. • Safety plugs provided in sockets when not in use. • Portable appliances carry the CE mark. • Portable equipment visually checked by users before use. • All Parish Council owned portable appliances (kettles, vacuum cleaners etc.) PAT tested annually • RCD (residual current devices) used where appropriate • Any extension cables to external appliances are suitably waterproofed and protected • Any cables are suitably covered or marked to prevent them being a trip hazard |
| Reporting of hazards | Clerk, Councillors and visitors | Injury due to hazard or near miss remaining unreported | <ul style="list-style-type: none"> • System in place for the reporting of hazards. • All users of office briefed in the system in place for the reporting of hazards. • Hazard to be removed if possible |

Adopted by Kedington Parish Council at its meeting on 16th April 2024

Review Date April 2026