

Risk assessment – Parish Office Fire

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: MARDEN PARISH COUNCIL

Date of risk assessment: February 2023

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | Control | Action by who? |
|-----------------------------|----------------------------------|---|---|---|
| General | Staff Visitors | Provision of fire extinguishers and fire blanket Fire safety equipment checked annually Smoke and heat alarms fitted Fire alarm system installed (main box in entrance to Main Hall lobby) | <i>Responsibility of Landlord (Marden Memorial Hall)</i> Premises inspection to be carried out annually and recorded Hall Facilities Manager undertakes weekly fire alarm check | Clerk / Deputy Clerk Hall Facilities Manager |
| Rubbish & Waste | Staff Visitors | Rubbish and waste is not allowed to accumulate and is removed regularly. All areas are cleaned on a regular basis Desks are cleared at the end of each day of as much as possible | Ensure litter bins/waste bins are emptied regularly Ensure paper bin is emptied regularly | Clerk/ Deputy Clerk |
| Smoking | Staff Visitors | The building is a "No Smoking / No Vaping Area" | Ensure that "No Smoking" signs are erected | Clerk |
| Kitchen Area | Staff Visitors | PAT testing undertaken annually Fire safety equipment checked annually | | Clerk / Electrician |
| Heating Appliances | Staff Visitors | Heating is regularly inspected Equipment/furniture not to be stored in close vicinity All malfunctions are reported to a qualified electrician | | |
| Hazardous Substances | Staff Visitors Cleaner | All hazardous substances (if kept) are stored in appropriate container | Keep hazardous substances at a minimum Undertake COSHH risk assessments if relevant | Clerk Cleaner |
| Contractors | Staff Visitors Contractors | All contractors to be monitored to ensure they are working safely | Copy of risk assessment and insurance policy to be obtained prior to work being carried out | Clerk |

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? |
|-----------------------|--|--|---|----------------|
| Arson | Staff Visitors Unwanted visitors | Security of all areas to be regularly reviewed Burglar alarm to be regularly inspected List of key holders kept Fire proof safe to be used to store important documents/files | Fire Alarm system installed by Marden Memorial Hall | |