

# 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**

## PARISH OFFICE FIRE RISK ASSESSMENT – Page 1 of 2

What are the hazards?	Who might be harmed and how?	What are you already doing?	Control	Action by who?
<b>General</b>	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
<b>Rubbish &amp; Waste</b>	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
<b>Smoking</b>	Staff Visitors	The building is a "No Smoking / No Vaping Area"	Ensure that "No Smoking" signs are erected	Clerk
<b>Kitchen Area</b>	Staff Visitors	PAT testing undertaken annually Fire safety equipment checked annually		Clerk / Electrician
<b>Heating Appliances</b>	Staff Visitors	Heating is regularly inspected Equipment/furniture not to be stored in close vicinity All malfunctions are reported to a qualified electrician		
<b>Hazardous Substances</b>	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
<b>Contractors</b>	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

**PARISH OFFICE FIRE RISK ASSESSMENT – Page 2 of 2**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>
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	