

FIRE RISK ASSESSMENT
FOR PARISH COUNCIL OFFICE

Introduction

Kedington Parish Council occupies two rooms attached to the Kedington Community Centre, Arms Lane, Kedington. Kedington Parish Council has responsibility for the internal operation and maintenance of the two rooms that are an office and a meeting room. Kedington Parish Council has access to a toilet and kitchen area that 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 meeting 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:

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

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

Sources of Oxygen:

Windows	Doors
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People at Risk

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.

Act or Omission	Meeting 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

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 21st April 2026

Review Date April 2027