**Billinge Parish Council Fire Risk Assessment 15-05-25**

In 2009 as the Parish Council ‘Competent Person’ for Health & Safety and as Chair of the PC, I advised the Parish Clerk Bernard Smith JP that due to the increased requirements under Fire Regulations (2006) and the increased liability of the Parish Council and its Members under the Health & Safety Offences Act (2009) and the Corporate Manslaughter & Corporate Homicide Act (2008) that it would be prudent to have a stand alone Fire Risk Assessment document, renewed annually as proof of due diligence. *(Brackets Enforcement Date)*

Bernard reported this change of procedure to the PC Members, which has been in place for 15 years to 2023.

The Standard to have a ‘Policy for the Management of Fire Safety’ in 2009 did not exist.

Renewing the Fire Risk Assessment Annually allows the Fire Action Plan to be updated with the latest information.

Alot can happen in 12 months i.e. New Legislation, Standards & Codes of Practice, new Personnel, new Training, new Room-Hirers, in addition to new Fire Hazards & Risks.

(\* See Formal Risk Assessments item 3 below)

At the October 2023 Annual Review, I advised the Parish Clerk Hazel Broatch that a ‘Policy for the Management of Fire Safety’ should be written and that a ‘Fire Safety Manager’ should be appointed.

(\* See Health & Safety Policy item 2 below)

Hazel informed me that it was appropriate for her to take on this role as the designated Fire Safety Manager.

During 2024 this action was not implemented, and the Fire Risk Assessment & Fire Action Plan was not renewed, leaving the Parish Council and its members exposed to claims of negligence should a Fire related incident occur.

If you require, I can renew the Fire Risk Assessment & Fire Action Plan and provide a fully comprehensive ‘Policy for the Management of Fire Safety’

**D Mc Donnell 15-05-25**

**BILLINGE CHAPEL END PARISH COUNCIL**

**HEALTH & SAFETY REVIEW 24th OCTOBER 2023**

**Assessor D Mc Donnell Parish Clerk H Broatch**

**Main terms of reference: -**

* The Health Safety & Welfare at Work Act 1974
* The Management of Health & Safety at Work Regulations 1999
* The Manual Handling Operations Regulations 1992 / 1998
* The Provision & Use of Work Equipment Regulations 1992 / 1998
* The Regulatory Reform Fire Safety Order 2005
* The Workplace Health Safety & Welfare Regulations 1992

**Health & Safety Policy**

The Health & Safety Policy was reviewed: -

1. A bespoke Section 1 Statement of Intent is recommended to make the Parish Council’s commitment to Health & Safety more relevant (See Appendix 1 attached)
2. \* A stand-alone Policy for the Management of Fire Safety which includes the appointment of a ‘Fire Safety Manager’ and the Fire Safety duties of Room-Hirers is advised.

**Formal Risk Assessments**

1. It was noted that the Formal Risk Assessments were completed manually in 2006 (No computer records were made) It is advised to carry out renewal of the Formal Risk Assessments

2. The Workplace Risk Assessment (Safety Inspection) was conducted

3. \* A Fire Risk Assessment was undertaken and a Fire Action Plan

was produced from the findings.

**Portable Appliance Testing**

1. Kitchen electrical domestic items such as Kettles, Toasters, Microwave Ovens, Fans, Fridges, Vacuum cleaners and any portable heaters will require P A Testing every 12 months.
2. Office equipment, cables, plugs, etc, should be inspected before use as opposed to testing.

(1 of 2)