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| **BILLINGE CHAPEL END PARISH COUNCIL**  **FIRE RISK ASSESSMENT** |
| **Address**: The Public Hall  216 Main Street  Billinge  Wigan WN5 7PE |
| **Responsible Person(s)** The Parish Council & Parish Clerk |
| **Use or uses of premises**: Office, Community Centre  & Room-Hire |
| **Date of risk assessment**: 26th June 2025 |
| **Name of Assessor** Dennis Mc Donnell |
| **Signature** *Dennis Mc Donnell* |
| **Frequency of risk assessment review** Annual |
| **Date of next assessment** 26th June 2026 |
| **Changes which will require a revision of this assessment**  Any material or change of use or layout of the premises    **Procedure in place to ensure a review of assessment on change of circumstance**  The Parish Clerk will consult with the assessor: - D Mc Donnell  Tel 01744 603235  e-mail [dennis.mc@blueyonder.co.uk](mailto:dennis.mc@blueyonder.co.uk)  **No of pages** (8)  **No of items** (67) |

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| **Means of Escape** | | **Y** | **N** | **Notes or**  **Action Required** |
| **01** | Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use? |  | N | Emergency Exit Only notice needs to be displayed on the door |
| **02** | Do all emergency routes and exits lead, directly as possible, outside the building to a place of safety? | Y |  |  |
| **03** | Do all emergency exit doors open in the direction of escape?  (i) Give consideration to the occupancy.  (ii) Sliding or revolving doors on the escape routes are usually unsuitable. | Y |  |  |
| **04** | Are the exit routes clearly indicated, and free from combustible storage/equipment at all times? | Y |  |  |
| **05** | Are the number, distribution and dimensions of emergency routes and exits adequate?  (Consider the dimensions of the premises; the use; the equipment and the number of persons in the premises at any one time). |  | N | Plinth or flagged area needed at the side of the emergency exit ramp for Wheelchairs turning |
| **06** | Do all magnetic or self closing fire doors close fully into the door frame? | N/A |  |  |
| **07** | Are all magnetic or self closing fire doors fitted with smoke seals? | N/A |  |  |
| **08** | Are all self closing devices on the fire doors in good working order? | N/A |  |  |
| **09** | Is there a fire evacuation (fire drill) procedure for the premises? | Y |  |  |
| **10** | In the event of an emergency is it possible for all persons to evacuate the premises safely and quickly? | Y |  |  |
| **11** | Have arrangements been made for the safe evacuation of the persons with mobility difficulties? | Y |  |  |
| **12** | Overall, is the means of escape adequate? | Y |  |  |
| **13** | Is training given in fire evacuation procedures? | Y |  |  |
| **14** | Are fire drills carried out? |  | N | Annual Fire Drill Recommended |
| **15** | When was the last one? | None | | |
| **16** | How long did it take to evacuate the premises? (2.5 minutes or less is a reasonable target for most premises) | N/A | | |
| **17** | When is the next one scheduled? | N/A | | |
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| **Emergency Lighting** | | **Y** | **N** | **Notes or**  **Action Required** |
| **18** | In the event of failure of the main lighting system, is emergency lighting provided to illuminate escape routes? (consider late afternoon on a dark winters day) | Y |  |  |
| **19** | Is it sufficient to enable all persons to evacuate the premises safely to a place of safety? | Y |  |  |
| **20** | Is it tested regularly? | Y |  |  |
| **21** | Are the tests recorded? | Y |  |  |
| **22** | Are records kept of the maintenance? | Y |  |  |
| **23** | Overall, is it adequate? | Y |  |  |

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| **Fire Fighting Equipment** | | **Y** | **N** | **Notes or**  **Action Required** |
| **24** | Are suitable and sufficient fire extinguishers provided? | Y |  |  |
| **25** | Are they unobstructed and readily available for use? | Y |  |  |
| **26** | Are they properly located and indicated? | Y |  |  |
| **27** | Are persons trained to use firefighting equipment? |  | N | Training in Fire Awareness including the safe selection and use of fire extinguishers advised |
| **28** | Are the extinguishers maintained? | Y |  |  |
| **29** | Are records kept of maintenance? | Y |  |  |
| **30** | Overall, is the firefighting equipment adequate? | Y |  |  |
| **31** | Are arrangements in place for calling the fire service? | Y |  |  |
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| **Fire Risk (ignition source)** | | |
| **32** | Are open flames to be found in or around the premises? e.g. cutting/welding tools or other hot work | |
|  | If yes – give details N | |
| **33** | Are there any cooking or heating appliances including portable radiant heaters? | |
|  | If yes – give details Y Microwave, Cooker and portable heaters  . | |
| **34** | Is litter, wastepaper or cut offs properly disposed of (not allowed to accumulate) | |
|  | If No –give details Y | |
| **35** | Are all gas/electrical appliance within the premises approved for use, fitted with guards where necessary and tested for safety? | |
|  | If No – Give details of above Y | |
| **36** | Are all personnel familiar with the correct use of gas/electrical appliances?  i.e. Is competency training provided? | |
|  | If No – give details of proposed action Y | |
| **37** | Are all gas/electrical installations/appliances regularly inspected by a competent person? | |
|  | if No – give details Y | |
| **38** | Date of the last inspections: | |
|  | Gas: Annual from October 2021 (confirmation needed) | |
|  | Electrical: 5Year Inspection from October 2021 | |
|  | Water Treatment: N/A | |
|  | Site plan with location of emergency shut off points (Gas, Water, Electrics)  N Plan not available, location notice only | |
| **39** | Are Oxygen cylinders or other Gas cylinders stored on site or any other type of fuel | |
|  | If yes, give details of storage, location, signage, and amount  N | |
| **40** | Is smoking allowed anywhere within the premises? | |
|  | If Yes – details of above  N | |
| **41** | Is provision made for safe extinguishing and disposal of discarded matches and cigarettes? | |
|  | If Yes – provide details  N/A | |
| **42** | Are any security measures in force to protect against the risk of arson? | |
|  | If Yes – details of above Y Lockable site. | |
| **43** | Are contractors/visitors aware of their fire safety responsibilities? | |
|  | If No – provide details of proposed action  Y Room hire contract | |
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| **Fire Loading (how a fire is likely to spread)** | | |
| **44** | | Is the storage, and supply arrangements for LPG (Propane or Butane) satisfactory if used? |
|  | | N/A |
| **45** | | Are any other gases used? |
|  | | If Yes – details of above N |
| **46** | | Are any flammable liquids/substances stored or used on the premises? |
|  | | If Yes – provide details: - Cleaning chemicals on site. |
| **47** | | Are the arrangements for the storage of flammable liquids/substances satisfactory? |
|  | | If No – details of proposed action  Y Stored in metal cupboard |
| **48** | | Does the use of flammable materials/substances pose any significant fire risk? |
|  | | If Yes – details of above N |
| **49** | | Is there significant fire loading anywhere within or in close proximity to the premises? e.g. combustible materials, cooking risks, furnishings, waste products, other premises |
|  | | If Yes – details of above: - Y Wooden fencing stored at rear of building |
| **50** | | If fire loading is significant, or of an unusual nature is it feasible to reduce the risk of the fire by complete removal or reduction in quantity, or alteration to the method of storage e.g. change the orientation of storage – divide materials into smaller more dispersed quantities and screen combustibles from ignition sources. |
|  | | If Yes – details of above: - Y Store wooden fencing away from the building |
| **51** | | Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which personnel, contractors or members of the public may be present? (this is especially important if sleeping accommodation is provided) |
|  | | If No – give details N/A |
| **52** | | Is there any ignition source (that which starts a fire) in close proximity to any significant fire loading (that which fuels a fire) |
|  | | If Yes – give details of proposed action to separate them  N |
| **53** | | Are persons expected to use fire extinguishers in an emergency? |
|  | | If Yes – give details  Y Training in the safe selection and use of fire extinguishers needed |
| **54** | | Are all staff aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues. |
|  | | If No – give details of proposed action  Y |
| **55** | | Are persons with mobility difficulties likely to be present in the premises i.e. persons in wheelchairs or with walking aids or persons with sight or hearing impairment or injuries etc. |
|  | | If Yes – what measures are in place to assist them in an emergency?  Y Assistance available |
| **56** | | Consider each room or space in turn and assume initially that is unoccupied when a fire occurs. Assess where a fire is likely to start (ignition source); how is it likely to spread (fire loading), and the risk it presents to other persons in the premises. Are there any concerns about any particular risks or situations? |
|  | | If Yes – give details  N |
| **57** | | Has a procedure been established to determine the review of the fire assessment? |
|  | | If Yes – give details  The Parish Clerk will consult with the Assessor |
| **58** | | Is there an Emergency Evacuation Plan for all persons including disabled persons in place? |
|  | | If Yes – give details  Y Assistance to evacuate |
| **59** | | Is there adequate access for fire fighting vehicles? |
|  | | If No – give details  Y |
| **60** | | Is there an up-to-date Building Plan?  (Including firefighting equipment, exits, lights, self-closers, call points, shut off points) |
|  | | If Yes – give details: -  N Plan needed |
| **61** | | Can all Fire Notices & Signs be clearly seen and in good condition? |
|  | | If No – give details: -  N Notice required for Emergency Exit |
|  | | **Fire Detection** |
| **62** | | Are Fire detectors (smoke alarms) provided?  Y |
| **63** | | Are Fire detectors (heat alarms) provided?  N |
| **64** | | Are Fire detectors tested?  Y |
| **65** | | Are Fire detectors suitably located?  Y |
| **66** | | Are Fire detectors (smoke or heat alarms) suitably located where fires may start unnoticed?  Y |
|  | | **Any other Observation, Hazard or Risk not included above** |
| **67** | | 1) Gas meter needs a lockable air vented metal door |

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| **Fire Action Plan Billinge Chapel End Parish Council** | | | |
| **Ref**  **No.** | **Hazards or inadequate existing controls** | **Evaluation** | **Proposed action** |
| **01** | Emergency Exit Door | H2 x R2 = 4 | Emergency Exit Only notice should be displayed on the door |
| **05** | Emergency Exit escape route | H2 x R2 = 4 | Recommend a plinth or flagged area at the side of the ramp for Wheelchair turning |
| **14** | Fire Evacuation Drills | H1 x R2 = 2 | Carryout a Fire Drill annually  Record time to monitor performance |
| **49, 50** | Wooden fencing stored against the rear wall of the building (Arson / fire risk) | H3 x R2 = 6 | Remove the pile of wooden fencing away from the main building |
| **67** | Gas meter main supply | H3 x R2 = 6 | Fit a lockable air-vented metal door to the cabinet |
| **60** | The notice of location of shut off points for gas, water and elect is inadequate for Fire  Emergency Services attending. Officers need to see the building layout in plan format. | H2 x R2 = 4 | Display a simple floor plan at the main entrance showing service shut off points |
| **27** | Fire Awareness Training, including the safe selection and use of fire extinguishers | H2 x R 3 = 6 | Training in Fire Awareness, including the safe selection and use of Fire extinguishers for, Staff, Cllr’s and Room users advised. |
| **38** | Gas Boiler Annual Service | H2 x R2 = 4 | Confirm that servicing has been carried out |
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| **Evaluation Key**  **High, Medium, Low = 3, 2, 1**  **Hazard x Risk = Evaluation (Risk Rating) Max. H3 x R3 = 9**  **Min. H1 x R1 = 1**  **Action Levels**  **9 Unacceptable Must receive immediate attention**  **Do not start work or begin event**  **6 Urgent Must receive attention as soon as possible**  **4 Caution Control residual risk as far as is reasonably**  **practicable**  **2 Low Priority Desirable to remove but not essential** |

**Assessor** D Mc Donnell **Date** 26-06-25