**🔥 Fire Risk Assessment**

**Billinge Chapel End Parish Council**  
**Location:** Public Hall, 216 Main Street, Wigan, WN5 7PE  
**Assessment Date:** 15-05-2025  
**Assessor:** D. Mc Donnell  
**Review Due:** 15-05-2026

**1. Premises Description**

* **Building Use:** Parish Council Office and Community Meeting Rooms
* **Occupants:** Parish staff, councillors, contractors, public/room hirers
* **Max Occupancy:** ~30 persons
* **Layout:** Main hall, kitchen, offices, toilets, storage, fire exits

**2. People at Risk**

| **Group** | **Risk Factors** |
| --- | --- |
| Staff | Working alone, use of electrical equipment |
| Councillors | Visiting during unsupervised hours |
| Visitors/Public | Unfamiliar with layout or exits |
| Room Hirers | Temporary control of space |
| Disabled persons | May require evacuation assistance |

**3. Fire Hazards & Control Measures**

| **Hazard** | **Source** | **Existing Control Measures** | **Further Action Needed** |
| --- | --- | --- | --- |
| **Electrical** | Heaters, kettles, appliances | PAT testing in place (when done), visual checks | Renew PAT tests ASAP |
| **Cooking** | Kitchen use by hirers | Small appliances, no open flames | Clear signage and user briefings |
| **Arson** | Unsecured access | Lockable bins, secure doors | External lighting & CCTV review |
| **Combustibles** | Paper, noticeboards, curtains | Minimal storage, cleared regularly | Fire-resistant storage recommended |
| **Blocked Exits** | Tables/chairs stored near exits | Regular inspections | Issue guidance to hirers |
| **Smoking** | Outside only | Designated area provided | No smoking signage verified |

**4. Detection & Warning Systems**

| **Item** | **Current Status** |
| --- | --- |
| Smoke/Heat Alarms | Present and tested monthly |
| Manual Call Points | Installed in key locations |
| Emergency Lighting | Installed and functional |
| Fire Alarm Panel | Present and serviced |

**5. Means of Escape**

* All exits clearly signed and illuminated
* Escape routes kept clear
* Evacuation plans displayed in each room
* Fire doors fitted and close properly

**6. Fire Fighting Equipment**

| **Equipment** | **Location** | **Maintenance** |
| --- | --- | --- |
| Water extinguisher | Hall & Kitchen | Serviced annually |
| CO2 extinguisher | Near electrical boards | Serviced annually |
| Fire Blanket | Kitchen | Present and intact |

**7. Training & Information**

| **Item** | **Current Status** |
| --- | --- |
| Fire drills | None conducted in past 12 months ❌ |
| Staff/Clerk training | Needs update ❌ |
| Room-hirer instruction | No formal induction ❌ |

**Actions:**

* Fire drill to be conducted within 1 month
* Clerk to undergo Fire Safety Manager training
* Written safety guide for hirers to be created

**8. Records & Maintenance**

| **Item** | **Frequency** | **Last Done** | **Next Due** |
| --- | --- | --- | --- |
| FRA | Annual | 15-05-2023 | NOW OVERDUE ❌ |
| Fire alarm test | Weekly | [Enter date] | Weekly |
| Emergency lighting test | Monthly | [Enter date] | Monthly |
| Extinguishers service | Annually | [Enter date] | [Next due] |
| PAT testing | Annually | 2023 | NOW OVERDUE ❌ |

**🔧 Fire Action Plan (Immediate Measures)**

| **Action** | **Responsible** | **Deadline** |
| --- | --- | --- |
| Renew PAT testing | Clerk / Contractor | Within 2 weeks |
| Appoint & train Fire Safety Manager | Clerk | Confirm by 30-06-2025 |
| Write Fire Safety Policy | Assessor / Clerk | 30-06-2025 |
| Run fire drill | Clerk to organise | 30-07-2025 |
| Induction pack for room hirers | Assessor / Clerk | 15-07-2025 |

**✅ Declaration**

This Fire Risk Assessment is based on the assessor’s observations and information provided at the time. It must be reviewed **annually** or following **significant changes**.

**Signed:**  
D. Mc Donnell – Assessor  
**Date:** 15-05-2025