**🔥 FIRE RISK MANAGEMENT – CURRENT STATUS & WHAT'S NEEDED**

**✅ What’s Been Done in the Past**

* Since **2009**, Billinge Parish Council has had an **annual Fire Risk Assessment** as proof of due diligence.
* A **Fire Action Plan** has been updated annually.
* This process continued successfully until **2023**.
* In **October 2023**, it was advised that:
  + A **stand-alone Policy for the Management of Fire Safety** should be created.
  + A **Fire Safety Manager** should be appointed (Parish Clerk Hazel Broatch agreed to take on the role).

**❌ What’s Gone Wrong in 2024**

* No **Fire Risk Assessment** or **Fire Action Plan** was completed for 2024.
* No **Policy for the Management of Fire Safety** was drafted or adopted.
* These omissions **leave the Parish Council and its members at legal and financial risk** in the event of a fire.

**✅ ACTIONS REQUIRED IMMEDIATELY**

**1. Renew the Fire Risk Assessment (FRA)**

* Update based on current:
  + Legislation & standards
  + Fire hazards and risks
  + New personnel, room-hirers, equipment, and training
* Document all findings and actions.

**2. Update the Fire Action Plan**

* Reflect current building use, escape routes, signage, alarm systems, responsibilities, etc.
* Include any new control measures arising from the renewed FRA.

**3. Draft and Approve a Policy for the Management of Fire Safety**

* Should include:
  + Purpose and scope of the policy
  + Designation of the **Fire Safety Manager** and their duties
  + Duties of **room-hirers**, **contractors**, and **visitors**
  + Inspection, maintenance, training, and recordkeeping requirements

**4. Formally Appoint the Fire Safety Manager**

* Confirm in Parish Council minutes that Hazel Broatch (or another suitable person) is officially appointed.
* Provide role description, authority, and training if necessary.

**💡 OTHER HEALTH & SAFETY ACTIONS REQUIRED**

**1. Update Formal Risk Assessments**

* Re-do all **manual 2006 assessments** using digital records.
* Maintain current assessments for fire, equipment, manual handling, etc.

**2. Review & Strengthen the Health & Safety Policy**

* Include a **bespoke Statement of Intent** (refer to Appendix 1).
* Ensure it reflects the Parish Council’s actual activities, risks, and structure.

**3. Portable Appliance Testing (PAT)**

* **Annually** test all portable appliances (e.g. kitchen and heating items).
* Implement visual checks for **office equipment** before each use.
* Keep a log of test results and inspections.

**👷 OFFER OF SUPPORT**

**“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**

**➡️ RECOMMENDATION: Accept this offer to bring the Council back into full compliance quickly and professionally.**

Karen Newton

Parish Clerk June 2025