

THURSTON PARISH COUNCIL
Parish Council Office
New Green Centre
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FIRE RISK ASSESSMENT 2023

Introduction

Thurston Parish Council is a tenant at the New Green Centre, New Green Avenue, Thurston, IP31 3TG. The landlord is New Green Community Trust. Thurston Parish Council has responsibility for the internal operation and maintenance of the rented rooms which are the Reception Office, Oak Meeting Room (Parish Council Office), WC and adjacent rear corridor.

The person with overall responsibility at the rented rooms is Vicky Waples, Proper Officer to the Parish Council.

All staff and Councillors will be given a copy of this assessment and should read and understand its contents. All staff and Councillors are expected to take reasonable care of themselves and 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:

Faulty / misuse of office equipment: - shredder, printers, computers, fan	Faulty / misuse of kitchen equipment – kettle, microwave, coffee machine
Faulty / misuse of lighting	Illicit smoking
Arson	

Sources of Fuel:

Cleaning chemicals	Stationary
Archive files	Blinds
Upholstered seating	Litter
Shredded Paper	Carpet tiles

Sources of Oxygen:

Windows	Doors
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People at Risk

Employees	Councillors
Visitors to the Building	Contractors
Postal Workers	People with Disabilities
Users of the New Green Centre	Elderly
People with Language Difficulties	Users of the Open Space Area on the New Green

Evaluate, Remove, Reduce and Protect from Risk

Causes of Fire	Likely Areas	How to ensure risk is reduced
Arson	External Waste Bins	Bin located outside of Parish Council Office.
Arson	Refuse Bin (under contract)	Refuse bin located to side of storage cupboard and compound.
Arson	Compound	Compound outside of the Parish Council Office is made of wood and has a number of wooden items contained within its area. New Green removal of wood actioned – August 2022
Arson	Internal Rooms	Check all areas including toilet area when locking up. No fire/smoke detector system in place. Fire Inspection to be undertaken by New Green Community Trust – 14th November 2023.
Accidental	Internal Rooms	In accordance with law no smoking is allowed in the rented office space.
Accidental	External	New Green has the responsibility of providing smoking bins.
Act or Omission	All areas	Ensure all electrical equipment and lighting is regularly checked and maintained.
Act or Omission	Main Office /	Ensure shredded waste is minimised and removed from building rather than stored on site
Act or Omission	All Areas	Enforce 'No Smoking' rule. Ensure all seating and blinds are flame resistant.
Act or Omission	Office	Keep bulk paper stored behind closed cupboard doors.
Act or Omission	All Areas	Keep premises tidy.
Act or Omission	Kitchenette Area	Ensure all electrical equipment except the refrigerator are switched off each night. The lack of a fire door is acceptable risk as there are two exits to the room, no hob and all PAT tested. The door to the kitchenette area should be kept closed where reasonably possible.
Act or Omission	Office	Ensure all unnecessary electrical equipment is switched off each night.
Act of Omission	All areas	Ensure use of trailing electrical cables is minimised. Ensure regular and appropriate PAT testing.

Risk to People

Spread of Fire	Occurrence of Risk	Number of Persons	How to Reduce Risk
Convection	Fire starting in all areas	Staff 2 + visitors / councillors	Enforce no-smoking policy. Ensure fire drill is understood by all. Advise all staff and users of fire escape routes and procedures. Not postal workers, delivery workers or visitors to the office with only fleeting attendance on the premises. New Green to ensure fire alarms in key rented areas.
Conduction	Fire spreading through ceiling space/rear corridor adjacent to New Green	Unknown as to numbers in New Green Centre	Enforce no-smoking policy. Ensure fire drill is understood by all. Advise all staff and users of fire escape routes and procedures. Not postal workers, delivery workers or visitors to the office with only fleeting attendance on the premises. New Green to ensure fire alarms in key rented areas.
Radiation	All Office Areas	Staff 2 + visitors / councillors	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. Not postal workers and delivery workers with only fleeting attendance on the premises. New Green to ensure fire alarms in key rented areas.
Radiation	Heat spreading from fire in refuse and waste bins	Staff 2 + visitors / councillors	Waste bin located outside of Parish Council Office. Refuse bin located to the side of the storage area adjacent to the Parish Council Office. New Green has responsibility for ensuring gates to the car park are locked after 9.00pm. Firefighting equipment in New Green and Parish Council Offices are checked regularly. New Green to ensure fire alarms in key rented areas.
Radiation	Lights	Staff 2 + visitors / councillors	Lights as per landlord fittings and specification. No flammable materials nearby – e.g. blinds and electrical equipment are kept separate.

Means of Reducing Risks to People Already in Place

Risk	Responsibility	Type of Harm	Existing Controls
Fire	Staff Parish council members Cleaner Visitors to the office	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

			<p>hire agreement and explained during new user induction.</p> <ul style="list-style-type: none"> • 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 of time.
Electricity	<p>Staff</p> <p>Parish Council members</p> <p>Cleaner</p>	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 installation regularly inspected – legal requirement is for every 5 years. • Safety plugs provided in sockets when not in use. • New portable appliances (kettles, strimmer's, drills etc.) all 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	<p>Staff</p> <p>Parish council members</p> <p>Cleaner</p> <p>Visitors/members of the public</p>	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; otherwise enclosed until it can be removed.