Martlesham Parish Council

FIRE RISK ASSESSMENT

Adopted:- 05.11.25 (Resolution C2025/11h)

Readopt by:- November 2026

High – immediate action required	Medium -action required	Low – no action

Assessment Criteria	Recommended Control Measures	Level of Risk (H,M,L)	Current situation & observations	Recommendations
Fire Precautions – Whole Building to include Richard's Room & Parish Room				
Does the building have an existing Fire Risk Assessment?	Martlesham Community Hall Fire Risk Assessment 2021 displayed in entrance Foyer to the Building.	M	Users of the Richard's Room Smoke directly outside the entrance door to the building	No smoking signs to put installed outside the entrance – designated smoking area.
Sources of Ignition (Check, inspect and control)				
Office				
Any electrical equipment (portable & fixed installation)	Portable electrical equipment should be tested at least annually. Check test stickers on appliances for date of last Portable Appliance Tests (PAT) Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 Amps.) Remove multi-plug adapters (adapter blocks that fit directly into	L	All equipment purchased new Electrical equipment brought on site to be in safe condition	Ensure inspections at 12 monthly intervals, and before use

	the socket outlet) and use a multi-gang extension sockets (multi-extension plugs) Do not “daisy-chain” multi-plug extension leads.			
Laminators & Shredders	Ensure that equipment is turned off immediately after use	L	All equipment is turned off and cooled after use	Inspect before use and undertake annual PAT.
12v batteries for SIDs	Ensure that batteries are not left charging overnight or over the weekend	M	Batteries are not left charging when office not occupied	Purchase a rubber mat for the batteries to sit on (currently they are on the carpeted floor)
Any build-up of combustible materials? E.g. paper, cardboard or wood	Ensure good general housekeeping. Arrangements for disposal of waste should be adequate to prevent a build-up. Prevent unauthorised access to combustible materials.	L	There is a lot of old files stored in the office which could be archived or destroyed.	Archiving required
Can steps be taken to reduce the potential sources of oxygen to a fire?	Close all windows, doors and other openings not required for ventilation. Do not store oxidising materials near to any heat source or flammable materials. (Check COSHH	L	Windows, doors open during use of building only.	Ensure all windows and doors are closed before locking the building.

	assessments and/or product data to identify oxidising materials			
Any work taken place (or proposed) that may affect the Fire risk assessment	Check for changes to exit routes, doors, exits, etc. that are not shown in the Fire risk assessment. Alterations to buildings will normally require the approval of a Fire Officer.	L	N/A	N/A
Any combustible materials covering substantial wall/ceiling areas?	Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings.	L	N/A	Complies with current building regulations
Is there clear access to electrical equipment including Solar Panel Battery Store?	Ensure unrestricted access to equipment (consumer unit/ fuse box/external battery store) for maintenance and emergency situation	M	Consumer unit/fuse box easily accessible in the reception of the Parish Room/Richard Room. Solar panel battery store on the rear external wall of the building. No clear line of sight from the carpark.	Regular checks that the battery store has not been tampered with.
Does the building contain suspended ceilings?	Areas with suspended ceilings must be separated from escape routes with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling	L	N/A	N/A

	void through which fire could spread). If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the suspended ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.			
Is there a risk of arson?	Do security systems minimise risk of unauthorised access (reducing potential for arson)?	L	Building locked and secure overnight and when not in use. Security lights, fire alarm system in building and lighting externally. Security alarm in the Parish Council Office.	No issues recorded.
Any smoke/heat detectors?	None evident	H	There are no smoke/heat detector's evident in the building	Consider installing 1 x unit in the Parish Room & 1 x unit in the Parish Office.
Any fire call points (break glass)?	Break glass in fire call points in tact	L	Annual Fire Alarm Check	Consideration should be taken in respect regular checks
Are bells/sounders used to give warning of fire?	Fire bells/sounders are located in the Parish Room & Entrance Lobby	L	Knowledge of testing x 1 in 9 months (September 2025). This is the responsibility of MCH agents. Alarm audible when tested.	Locate record for fire alarm checks

Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)	Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes. If there is only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.	L	Fire escape routes evident from both Parish Room and the Council Office	No issues
Are doorways wide enough? (Assume that the largest exit door is unavailable. Therefore the remaining doorways should be capable of providing satisfactory exit for those present.)	Doorways should be at least 750 mm wide when up to 40 people per minute expected to use exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for each additional group of 15 people. Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.	L	Doorways meet current building regulations. Doorways suitable for wheelchair emergency exit.	No issues
What is the condition of escape routes?	Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape	L	Carpet in the Parish Room in need of replacement	Replacement of the carpet is on the agenda

	routes (e.g. lines on floor) where routes are blocked/obstructed. Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp should be provided. Are carpets in good condition?			
How often are fire drills held?	Ensure that at least one fire drill is held annually. Check for record in fire logbook. Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.	L	N/A	Annual Fire Drill
Are all fire escape routes adequately lit?	All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.	L	N/A	N/A

	Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided. Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard. Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, and changes in floor level, near firefighting equipment, outside each final exit. Occupier should check the operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook.			

	A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.			
Is adequate signage in place?	Fire escapes signposted	L	N/A	N/A
Are there adequate fire extinguishers?	Fire extinguishers available in both Parish Room and Council Office	L	N/A	N/A
Have personnel received sufficient training and/or instruction on evacuation arrangements?	Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable. Do new employees receive instruction on the action to take in event of a fire on their first day of employment? Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings.	L	Muster point – Picnic Area	Ensure that all new staff understand what action to take in the event of a fire