

WEST KINGSDOWN PARISH COUNCIL FIRE SAFETY RISK ASSESSMENT

The Pavilion, London Road, West Kingsdown

1) Fire Hazards

- a) There are no items stored on the premises that could start a fire eg naked flames, lighting, heaters. Electrical equipment is assessed as low risk as an annual inspection is carried out under Electrical Portable Testing by an appropriate certified person.
- b) Items that could burn are identified as: packaging, rubbish, furniture.

2) People at Risk

Employees and visitors as occupiers of the premises but considered a low risk due to the above. Visitors are low risk as only on site for a short time.

3) Evaluate & Act

Having assessed the building as low risk the following action is in place:

- a) Rubbish to be removed on a regular basis eg at least once a week.
- b) Fire Safety Equipment is installed in accordance with Kent Fire Extinguisher Services Ltd recommendations.
- c) Fire Safety Equipment is inspected annually by Kent Fire Extinguisher Services Ltd.
- d) All exit routes are clearly marked with legislation design and type notices and fire doors are accessible at all times.
- e) Employees and users/visitors are aware of the fire exists.
- f) Employees and users/visitors are aware they need to raise alarm by pushing the fire alarm in the building and contact the Fire Brigade and evacuate the building.

4) Record, Plan and Train

Employees, Police Officers and users have been made aware of the fire procedures as above and handed a copy of this assessment.

5) Review

- a) There are no changes in the use of the inside/outside of the building.
- b) This Fire Safety Risk Assessment will be reviewed annually.

The Old School, School Lane

1) Fire Hazards

- a) Heating is by Gas boiler with radiators in Hall. This is considered to be low risk as the gas heaters are inspected on an annual basis and certificates issued by a registered Gas Safe contractor. These certificates are kept in the Parish Council office. Electrical equipment is assessed as low risk as an annual inspection is carried out under Electrical Portable Testing by an appropriate certified person.
- b) Items that could burn are identified as: packaging, rubbish, furniture, curtains, children play equipment.

2) People at Risk

The hirers of the hall are considered to be a low risk. There is a no smoking policy in operation in relation to use of the hall hirers of the hall are required to read and sign Terms of Condition of Use before being given a key to the premises which includes reference to no smoking and the removal of all rubbish from the hall at the end of the let to the designated bin the car park.

3) Evaluate & Act

Having assessed the building as low risk the following action is in place.

- a) Rubbish to be removed on a regular basis eg by each let and at least once a day.
- b) Fire Safety Equipment is installed in accordance with Kent Fire Extinguisher Services Ltd recommendations.
- c) Fire Safety Equipment is inspected annually by Kent Fire Extinguisher Services Ltd.
- d) All exit routes are clearly marked with legislation design and type notices and fire door is accessible at all times.
- e) Users of the building are aware of the fire exits.
- f) Users of the building are aware they need to raise alarm and contact the Fire Brigade and evacuate the building.

4) Record, Plan and Train

Users of the building are made aware of the fire procedures as above.

5) Lease holders of Dedicated Buildings:

OSMC to check Pre-School / St Edmunds / Dance Studio hold public liability insurance / contents insurance / current risk assessment.

6) Review

- a) There are no changes in the use of the inside/outside of the building
- b) This Fire Safety Risk Assessment will be reviewed annually.

Church Woods

1) Fire Hazards

Starting of unauthorised illegal fires, this assessed as low risk due to low number of reported incidents.

2) People at Risk

Visitors to woods.

3) Evaluate & Act

- a) Fire rides are maintained to reduce the risk of fire spread.
- b) Emergency water supply at Church Road entrance.
- c) Fire notices on notice board
- d) Users are advised to call the Fire Brigade in the event of fire and call members of the CWMC

4) Record, Plan and Train

Members of the CWMC have a procedure for dealing with small incidents.

5) Review

- a) This Fire Safety Risk Assessment will be reviewed annually.

Clerk to the Council

June 2025