

Mobberley Parish Council

Rajar Building Risk Assessment

Assessment carried out by:

Kate Marsh (Clerk)

Date of assessment:

23/08/2023

Date of previous assessment:

12/09/2022

Date for review:

23/08/2024

Note: An assessment is to be carried out if:

- A risk assessment is due.
- There has been a significant change in the use or structure of the building.
- There has been a fire or other major incident.

General information:

- Construction: Brick built with double apex tiled roof. There is no lightning protection conductor.
- Usage: Parish Clerk's Office, leased areas for organisations and/or individuals, areas available for public hire.
- Number of occupants:

○ Employees:	1	
○ Leased areas:	3	+/-
○ Members of the public	Various	+/-

Hours of occupancy are normally between 0900 to 2200 seven days per week. There is no overnight accommodation.

Overseeing authority: Cheshire Fire and Rescue

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Maintenance records and certificates:

Record name	Last done date	Next due date	Record Number	Any action required?
Gas/heating				
Fixed electrical				
Fire alarm	08/2023	08/2024		
PAT test	08/2022	08/2023		Parish Ranger due to carry out PAT tests in September 2023.
Emergency lighting				
Asbestos				

Policies and other relevant documents:

Document name	Version	Last revision date	Any action required?
Health & Safety			
Instructions to contractors			
Use of personal electrical equip.			
Fire/Safety Log			

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Ground Floor: Public Areas

ENTRANCE LOBBY				
Item	Yes	No	Comment	Date Rectified
Fire alarm indicator board operational?	Yes			
Fire alarm call point operational?	Yes			
Main entrance doors auto unlock operational?	Yes			
Escape route signs in place?	Yes			
Escape route lights in working order?	Yes			
Fire extinguishers present with valid test date?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Is there child protection on all low-level sockets?	Yes			
Any trailing/extension leads?		No		
Any portable electrical equipment in use?	Yes			
Any combustible/hazardous material present?		No		
Housekeeping satisfactory?	Yes			
Any other issues identified?				

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ALLEYWAYS/STAIRWELL				
Item	Yes	No	Comment	Date Rectified
Fire alarm call points (2) operational?	Yes			
Fire exit doors (2) in good order?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Fire extinguishers in place with valid test date?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Is there child protection on all low-level sockets?	Yes			
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?		No		
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues identified?				

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TOILETS (INCLUDING DISABLED)				
Item	Yes	No	Comment	Date Rectified
Disabled toilet assistance alarm operational?			None	
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Is there child protection on all low-level sockets?	Yes			
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?		No		
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues identified?				

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KITCHEN (INCLUDES BOILER AND CLEANERS CUPBOARDS)				
Item	Yes	No	Comment	Date Rectified
Cooker hood and filters in clean condition?	Yes			
Entrance door: 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Fire extinguishers in place with valid test date?	Yes			
Fire blanket in place?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Is there child protection on all low-level sockets?	Yes			
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?	Yes			
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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DEVELOPING ROOM (PLAN NAME: MEETING ROOM)				
Item	Yes	No	Comment	Date Rectified
Fire exit doors (1) in good order? (Small lobby)	Y			
Entrance doors (2): 30 min fire door with closer?	Y			
Escape route signs in place	Y			
Escape route lights in working order?	Y			
Any trip hazards?		N		
Any obstruction to escape routes?		N		
Is there child protection on all low-level sockets?		N		
Any trailing/extension leads in use?	Y			
Any portable electrical equipment in use?	Y			
Any combustible/hazardous material?		N		
Housekeeping satisfactory?	Y			
Any other issues?				

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MAIN HALL				
Item	Yes	No	Comment	Date Rectified
Fire alarm call point operational?	Yes			
Fire exit doors (1 x double) in good order?	Yes			
Entrance doors (2): 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Is there child protection on all low-level sockets?	Yes			
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?		No		
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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Rajar Building Risk Assessment First Floor (restricted area)

ALLEYWAY				
Item	Yes	No	Comment	Date Rectified
Fire alarm call point operational?	Yes			
Entrance door: 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?		No		
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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CLERK'S OFFICE (PLAN NAME: FILE STORAGE)				
Item	Yes	No	Comment	Date Rectified
Entrance door: 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Any trailing/extension leads in use?	Yes		Under desk so not causing a trip hazard	
Any portable electrical equipment in use?	Yes			
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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FILE STORAGE ROOM (PLAN NAME: CLERK'S OFFICE)				
Item	Yes	No	Comment	Date Rectified
Fire exit doors (1) in good order?	Yes			
Entrance door: 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Fire extinguishers in place with valid test date?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?	Yes			
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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ANTECHAMBER (LEASED AREA)				
Item	Yes	No	Comment	Date Rectified
Entrance door: 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Lessee owned electrical equipment: Valid PAT test?	Yes			
Any trip hazards?	Yes		Trip hazard in internal doorway that is clearly labelled.	
Any obstruction to escape routes?		No		
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?	Yes			
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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FAMILY HISTORY 2 (PLAN NAME: COUNCIL ROOM 2)				
Item	Yes	No	Comment	Date Rectified
Fire alarm call point operational?	Y			
Fire exit doors (1) in good order?	Y			
Entrance door: 30 min fire door with closer?	Y			
Escape route signs in place	Y			
Escape route lights in working order?	Y			
Fire extinguishers in place with valid test date?	Y			
Any trip hazards?		N		
Any obstruction to escape routes?		N		
Any trailing/extension leads in use?		N		
Any portable electrical equipment in use?		N		
Any combustible/hazardous material?		N		
Housekeeping satisfactory?	Y			
Any other issues?				

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FAMILY HISTORY 1 (PLAN NAME: COUNCIL ROOM 1)				
Item	Yes	No	Comment	Date Rectified
Entrance doors (2): 30 min fire door with closer?	Yes			
Escape route signs in place	Yes			
Escape route lights in working order?	Yes			
Fire extinguishers in place with valid test date?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Any trailing/extension leads in use?		No		
Any portable electrical equipment in use?	Yes			
Any combustible/hazardous material?		No		
Housekeeping satisfactory?	Yes			
Any other issues?				

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EXTERNAL				
Item	Yes	No	Comment	Date Rectified
Front fire escape in good order	Yes			
Side fire escape in good order	Yes			
Escape route lights in working order?	Yes			
Any trip hazards?		No		
Any obstruction to escape routes?		No		
Any combustible/hazardous material? (Arson)		No		
Any other issues?				

