

Fire Risk Assessment

1 Premises Particulars	
Premises Name:	Harpole Parish Council
Address:	Larkhall Lane, Harpole, Northampton NN7 4DP
Telephone Number:	01604 289324
Use of Premises:	Office
Responsible Person:	Jessica Dunk
Date of Risk Assessment:	4 th May 2026
Date of Review:	4 th May 2027
Name and relevant details of the person who carried out the Fire Risk Assessment:	
<p>Jessica Dunk, Parish Administrator</p> <p>Approved at Council meeting on 4th May 2026.</p>	

2 General Statement of Policy	
<p>Statement:</p> <p>It is the policy of Harpole Parish Council to protect all people, including staff, councillors and members of the public from potential injury or damage to their health.</p> <p>Harpole Parish Council will provide and comply with all statutory requirements.</p>	

3 Management Systems

Commentary:

The fire risk assessment is saved onto Harpole Parish Councils one drive and is easily accessible.

It confirms that a fire risk assessment will and has been carried out to ensure adequate fire safety and will be reviewed yearly.

The fire risk assessment will follow the 5-step narrative method as advocated in the Health and Safety Executive (HSE).

Harpole Parish Council has overall fire safety for its employees, councillors and members of the public within Harpole Parish Council office. All staff have completed their BFSA basic fire safety awareness training.

4 General Description of Premises

Description:

The building comprises of a post 2018 built metal porta cabin.

The premises are considered to be of normal risk in the event of a fire.

The building has one door, which is the only entry and exit point to the building. Five metal framed windows with external cages, therefore these are unable to used as fire exit or emergency escape routes.

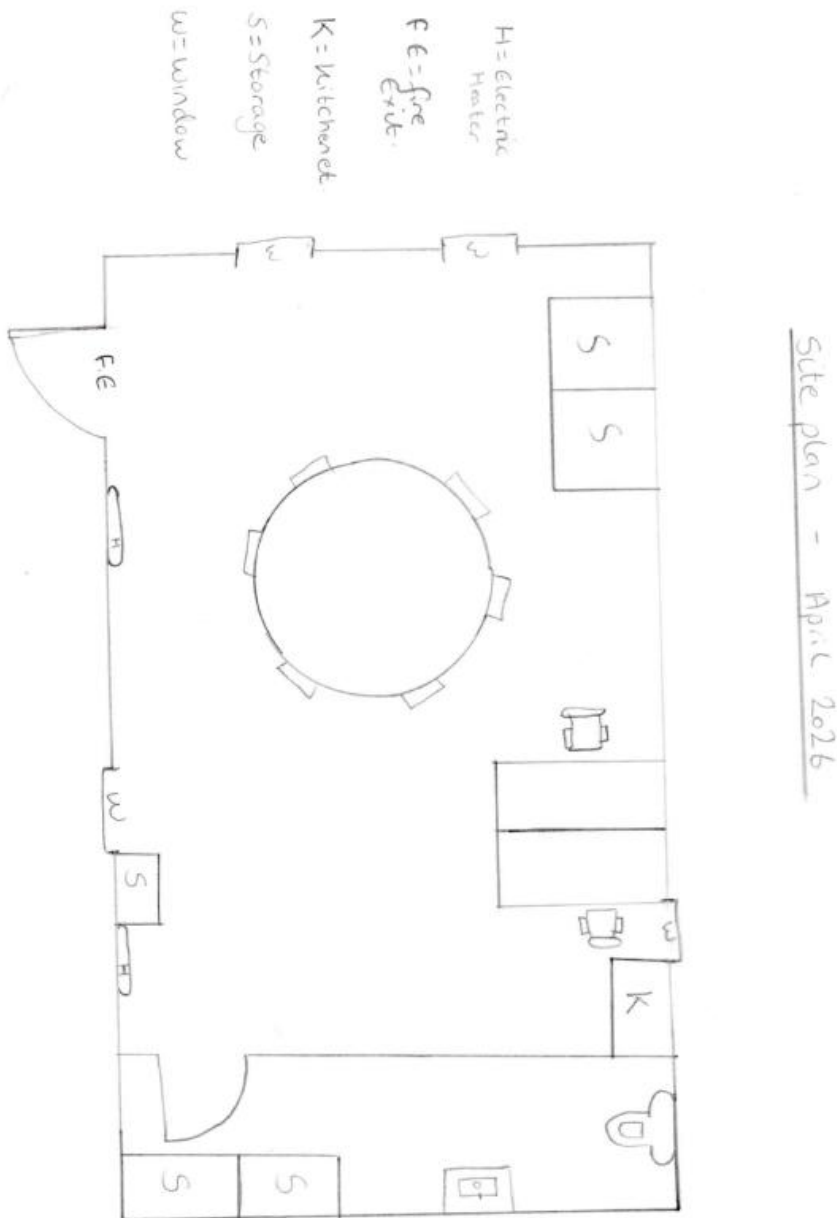
Occupancy			Size	
Times the Premises are in use:	from:	9am	Building footprint (Meters x Meters):	15 x 4 approx
	to:	5pm		
The total number of persons who may resort to the premises at any one time:	2		Number of floors:	1
			Number of Stairs:	Single storey

5 Fire Safety Systems Within the Premises

Fire Warning System: Smoke Alarm fitted to ceiling

Fire blanket fitted near kitchenet

6 Plan Drawing



7	Identify Fire Hazards
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Sources of Ignition:

Kitchenette – Kettle, Microwave
 Printer
 Internet box
 Extension leads
 Laptops and Charging Leads
 Arson

Sources of Fuel:

The sources of fuel are those commensurate with office premises. Majority of the work is done on laptops however there is still vast amounts of paper in the office. This is stored inside and outside of metal storage units.

Stationary Cupboard with printer on top of.

Metal waste bins are emptied at the end of every week.

Wooden desk and Materialled chair.

Carpet through the main office and kitchenette.

Work Processes:

The work processes are commensurate with office premises. There are no processes that pose a significant fire hazard. Office laptops are turned off at the end of everyday.

Structural features that could promote the spread of fire:

Open plan office / kitchenette.

8	Identify People at Risk
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Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Employees are located nearer to the kitchenette than the exit door.

Visitors are always accompanied by a member of staff or councillor whilst inside the office building. Staff will be responsible in the case of a fire to ensure all members of the public are evacuated.

There is no basement or further floors above the ground floor in the building.

At the present time there are no employees of Harpole Parish Council with disabilities which would prejudice their escape in the event of a fire.

The bowls club is also located in the same grounds as Harpole Parish Councils office, however there is sufficient fire separation.

9	Means of Escape – Horizontal Evacuation
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Commentary:

All Employees are trained in what actions to take on hearing the fire alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

There is one entry/exit door into the building, therefore the only means of escape.

It is anticipated that a fire in the building would be a slow/medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed very quickly as the kitchenette is within the main office.

There is a single point smoke detector in the main office located near to the kitchenette for early warning to staff, councillors and their visitors. Therefore eliminating a dead-end situation.

The smoke detector will flash when sounded, therefore if any visitors have hearing difficulties, this allows them to know the alarm is sounding.

It is anticipated that all employees would have evacuated the building before the fire exit route becomes untenable. The fire exit door is not locked if there is an employee inside the building.

10	Means of Escape – Vertical Evacuation
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N/A

11 Fire Safety Signs and Notices

In the office building we have a fire exit sign on the fire exit door.

In the kitchenette area there is a fire blanket sign above where the fire blanket is located.

12 Fire Warning System

There is a single point smoke detector, which is situated above the kitchenette.

13 Fire Warning System

N/A

14 Fire Warning System

A fire blanket is hung above kitchenette with a secured bracket, this can be used to put over a fire if safe to do so.

Fire extinguishers were not needed after liaising with a member of Northampton Fire Service.

15 Management - Maintenance

Is there a maintenance programme for the safety provisions in the premises			Yes		No	X
Are regular checks of fire resisting doors, walls and partitions carried out			Yes	X	No	
Are regular checks of escape routes and exit doors carried out			Yes	X	No	
Are regular checks of Fire Safety Signs carried out			Yes	X	No	
Is there a maintenance regime for the fire warning system			Yes	X	No	
Commentary	Monthly checks are carried out on the smoke alarm.	Monthly	X			
		Annually	X			
Is there a maintenance regime for the emergency lighting System			Yes		No	X

Is there maintenance of the firefighting equipment (by competent person?)			Yes	X	No	
Commentary	The fire blanket cannot be taken out of the bag/box as this would damage it putting it back in. A external visual inspection is done, if any brakes or cracks in the bag, we will assume blanket is damaged and will be replaced.	Monthly	X			
		Annually	X			
Are records kept and their location identified			Yes	X	No	
Commentary	Records are kept on the wall next to the item. Once form is completed it will be stored and replaced with a new form.					

16	Method for Calling the Fire Service
Any Employee, Councillor or visitor to dial 999, and ask for Fire service.	

17	Emergency Action Plan (EAP)
There is a sufficient emergency action plan which is located on the wall near the fire exit.	

18	Training
Basic Fire Training has been completed by employees to ensure their best possible safety. Training is to be refreshed annually, or sooner if an incident/fire happens.	

19	Fire Safety Deficiencies to be Rectified			
	Deficiency/Rectification:	Priority:	Date to be rectified:	Date Rectified:
	N/A			

20 Significant Findings	
Significant Finding	Control Measure/Action
N/A	

21 Additional Hazards				
N/A				
Need to Consult Fire Service?	Yes	Consultation with NFRS has already taken place	No	