



# PITSTONE PARISH COUNCIL

9 Warwick Road, Pitstone, Beds, LU7 9FE  
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VAT registration number: 944 4611 21

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## INDEPENDENT FIRE RISK ASSESSMENT FOR PITSTONE PAVILION

Pitstone Parish Council owns and manages the Pitstone Pavilion. We are currently having the building extended and refurbished, which will double the size of the space and provide increased community facilities. As the building has undergone an extensive alteration, we wish to commission an updated Independent Fire Risk Assessment to ensure compliance to the appropriate regulations and safe operation for the parish council and our users.

The new building (single storey) will comprise of a changing village (home, away, 2 x official rooms & medical room) to support our 2 football pitches, a parish office, a community room, a kitchen and toilet facilities (M/F/Disabled).

We are seeking a fire risk assessor who:

- Has independent registration with, and/or certification from, one of the relevant professional bodies,
- That can meet the competency criteria established by the Fire Risk Assessment Competency Council,
- Has experience of undertaking fire risk assessments for small & medium places of assembly,
- Can provide proof of public liability insurance and professional indemnity insurance,
- Can provide references from previous clients in premises of our type, and
- Is able to carry out desk-based assessment asap and follow up with on-site assessment once the grounds are available (eta first week of October).

Scope:

- We expect the chosen Fire Risk Assessor to undertake a full pros report which will also provide recommendations where necessary,
- Full scope to be documented by the Fire Risk Assessor prior to appointment but must include:
  - Escape routes, lighting, fire doors and assembly points
  - Fire detection and warning systems
  - Fire-fighting equipment etc
  - Signs & notices
  - Maintenance
  - Identification of hazards, identification of those at risk, recommendations to reduce risks and the precautions and ongoing management necessary
- An initial assessment from desk-based materials (see below) followed by an on-site review once construction complete.



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## Access:

- The building is currently a construction site. We anticipate that it will be handed over to the parish council in early October.
- We can currently provide full technical drawings for the site layout, alarm & detection system, emergency lighting etc.
- We can provide draft terms & conditions of hire (which prohibit users from storing any flammable liquids, alcohol etc and designate the site as no-smoking grounds).
- We would welcome an additional discussion with our chosen Risk Assessor to clarify other factors as part of the assessment process eg we can advise that there will be no curtains, but chairs will have upholstery.
- We can provide details of the layout and risk assessment for the previous building (single storey with home, away, 1 x officials room, toilets (M/F/Disabled) & room with kitchenette).
- Once Neville Special Projects near completion we will be able to arrange site access for our chosen Fire Risk Assessor to check the physical space prior to opening to the general public (eta first week of October).

## Professional advice:

- The parish council has a full professional team in place including architect, M&E engineers, structural & civil engineers, principal designer and QS. We can obtain further information from these partners as required.
- Bucks Fire have reviewed the design and provided initial advice.

Our aim is to make sure that the new building is fully compliant with all the necessary legislation and to build good practices into the hire agreement etc from the outset.

If you have the capability and capacity to undertake this work, please respond to [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk) and provide the information specified above (eg registration/certification/insurance/references etc) along with your quotation by Tuesday 28 July 2020.