Hirer Fire Risk Assessment, Pitstone Pavilion

This Fire Risk Assessment (FRA) must be completed by the Hirer and read in in conjunction with the Building Fire Risk Assessment, the latest annual review, Pavilion Emergency & Evacuation Plan and Fire Safety Policy completed by Pitstone Parish Council, available here: <https://pitstone.co.uk/ppcinfo/sport-and-recreation/>

When complete, please return your Fire Risk Assessment to Pitstone Parish Council, either by email, or to the address above. You must keep copy for your records and update Pitstone Parish Council as you complete any outstanding actions identified on your FRA.

Introduction

Fire Risk Assessment

If you identify any significant risks, you should consider how they can be reduced: first by removing the hazards and secondly by providing fire protection measures. These points should be addressed within the *‘What needs to be done to make each situation safe?*’ sections.

Your fire safety risk assessment must be kept up to date. It is important to update this assessment if anything changes that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people, you may want to consider seeking further assistance.

The 5 Step Guide to Fire Risk Assessment

|  |  |
| --- | --- |
| 1 | Identify the fire hazards |
| 2 | Identify people at risk |
| 3 | Evaluate, remove, reduce and protect from risk |
| 4 | Record, plan, inform, instruct and train |
| 5 | Review |

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRE RISK ASSESSMENT** | | | |
|  | |  | |
| **DETAILS** | | | |
|  |  | | |
| Hirer Name: |  | | |
|  |  | | |
| Premises Name: | Pitstone Pavilion | | |
|  |  | | |
| Address: | Pitstone Pavilion, Marsworth Road, Pitstone, Leighton Buzzard LU7 9AP | | |
|  |
|  |
| Responsible Person: |  | | |
| The Hirer(s) will be identified as a Responsible Person to the extent that they have control during the period of hire. | | |
|  |  | | |
| Date of Assessment: |  | | |
|  |  | | |
| Carried out by: |  | | |
|  |  | | |
| Type of use: |  | | |
|  |
|  |
|  |
|  |
|  |  | | |
| **OCCUPANCY** | | | |
|  |  | | |
| Days & Times of Use: | | |  |
|  | | |  |
| Number of Staff/Helpers: | | |  |
|  | | |  |
| Total of all People expected: | | |  |
|  |  | | |
| **SPACES USED** | | | |
|  |  | | |
| Platinum Room | | | **YES/NO** |
| Kitchen | | | **YES/NO** |
| Changing Village | | | **YES/NO** |
| Senior Football Pitch (100x70m, Pitch 1) | | | **YES/NO** |
| Junior Football Pitch  (80x50m, Pitch 2) | | | **YES/NO** |
| Junior Football Pitch  (40x30m, Pitch 5) | | | **YES/NO** |
| Junior Football Pitch  (40x30m, Pitch 6) | | | **YES/NO** |
| Off-pitch training area | | | **YES/NO** |
|  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Step 1 - Identify Fire Hazards (Sources of Ignition)** | | | | | | | | | | | | | | | |
|  | |  |  | |  | | | | | | | | | | |
| ***Type*** | | ***Location*** | **Are existing control measures suitable?** | | | | | | | | | | | | |
| Naked Flames/hot works equipment. | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Portable Heaters and Heating Equipment | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Electrical Equipment | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Electrical Equipment PAT Tested? | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Cooking Equipment | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Work Process Risk(s) | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Arson | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Prevention of Smoking  (Note: smoking is prohibited throughout the site) | |  | | |  | | | **YES** | |  | | | **NO** | |  |
| Other Sources  (including Contractors) | |  | | |  | | | **YES** | |  | | | **NO** | |  |
|  | |  | | |  | | |  | |  | | |  | |  |
|  | If you have answered NO to any question above complete the details below: - | | | | | | | | | | | | | |  |
|  | *What needs to be done to make each situation safe?* | | | *Action required by whom* | | | *Date*  *due* | | | | *Date*  *complete* | | | |  |
|  |  | | |  | | |  | | | |  | | | |  |
|  |  | | |  | | |  | | | |  | | | |  |
|  |  | | |  | | |  | | | |  | | | |  |
|  |  | | |  | | |  | | | |  | | | |  |
|  |  | | |  | | |  | | | |  | | | |  |
|  | |  | | | |  | | |  | | |  | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)** | | | | | | | | | | | | | | | | | |
|  | |  | |  | | |  | | | | | | | | | | |
| ***Type*** | | | ***Location*** | | **Are existing control measures suitable?** | | | | | | | | | | | | |
| Wood / Paper /Cardboard | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Plastics / Rubber / Foam | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Stock | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Additional Furniture & Fixings  (curtains, blinds etc) | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Flammable Material  (gases / liquids / paints / thinners / glues) | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Display Materials or Decorations | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Waste Materials  (refuse, packaging) | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Oxygen supplies | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
| Rechargeable batteries of any chemistry | |  | | | | |  | | | **YES** | |  | | | **NO** | |  |
|  | | | | | | | | | | | | | | | | | |
|  | If you have answered NO to any question above complete the details below: - | | | | | | | | | | | | | | | |  |
|  | *What needs to be done to make each situation safe?* | | | | | *Action required by whom* | | | *Date*  *due* | | | | *Date*  *complete* | | | |  |
|  |  | | | | |  | | |  | | | |  | | | |  |
|  |  | | | | |  | | |  | | | |  | | | |  |
|  |  | | | | |  | | |  | | | |  | | | |  |
|  |  | | | | |  | | |  | | | |  | | | |  |
|  |  | | | | |  | | |  | | | |  | | | |  |
|  | |  | | | | | |  | | |  | | |  | |  |  |
| **Step 2 – Identifying People at Risk** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |

|  |  |
| --- | --- |
| ***Type*** | ***Findings*** |
| 1. **Sensory Risk:**   People with visual and / or hearing impairment(s) |  |
| 1. **Mobility Risk:**   People with physical impairments |  |
| 1. **Familiarity Risk:**   People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers |  |
| 1. **Numbers Risk:**   Large numbers of people, small numbers of disabled people |  |
| 1. **Lone Workers / People Working in Isolation / Others** |  |

|  |
| --- |
|  |

|  |
| --- |
| **Additional Information:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk** | | | | | | | | | | | | | | | | |
|  | | | |  |  |  | | | | | | | | | |
| Are ignition sources controlled to reduce the chances of fire? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are combustible materials kept away from ignition sources? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are all windows and openings closed before you leave? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Will everybody be warned if the fire alarm operates? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Can everyone escape without assistance? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are escape routes free from obstruction and storage? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are all doors on escape routes easily opened without a key? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Can everyone escape in a reasonable time? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are security arrangements sufficient to prevent access? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are measures adequate to prevent the incidents of arson? | | | | | | | **YES** | | | |  | | | **NO** | |  |
| Are the car park gates opened to allow access to the fire service? | | | | | | | **YES** | | | |  | | | **NO** | |  |
|  | | | | | | | **YES** | | | |  | | | **NO** | |  |
|  | |  | | | |  |  | | | |  | | |  | |  |
|  | If you have answered NO to any question above complete the details below: - | | | | | | | | | | | | | | |  |
|  | *What needs to be done to make each situation safe?* | | *Action required by whom* | | | | | *Date*  *due* | | | | | *Date*  *complete* | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  | |  | | | |  |  | | | |  | | |  | |  |
| **Step 4 ~ Record, Plan, Inform, Instruct and Train** | | | | | | | | | | | | | | | | |
|  | | | |  |  |  | | | | | | | | | |
| ***You must record your fire safety arrangements – this includes:*** | | | | | | | | | | | | | | | | |
|  | | | |  |  |  | | | | | | | | | | |
| Have you read the Emergency & Evacuation Plan? | | | | | | | | | | **YES** | |  | | | **NO** |  |
| Have you provided fire instruction and training? | | | | | | | | | | **YES** | |  | | | **NO** |  |
| Have you appointed fire Marshal(s) | | | | | | | | | | **YES** | |  | | | **NO** |  |
| Have you completed an evacuation drill | | | | | | | | | | **YES** | |  | | | **NO** |  |
| Have you recorded the significant findings of this assessment on **Page 8** | | | | | | | | | | **YES** | |  | | | **NO** |  |
| Do you have a Personal Emergency Evacuation Plan (PEEP), in place for any of your guests may have difficulty responding to a fire alarm or escaping from a building unaided, in the event of an emergency if yes, attach a copy. | | | | | | | | | | **YES** | |  | | | **NO** |  |
|  | |  | | | |  |  | | | |  | | |  | |  |
|  | If you have answered NO to any question above complete the details below: - | | | | | | | | | | | | | | |  |
|  | *What needs to be done to make each situation safe?* | | *Action required by whom* | | | | | *Date*  *due* | | | | | *Date*  *complete* | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  |  | |  | | | | |  | | | | |  | | |  |
|  | |  | | | |  |  | | | |  | | |  | |  |
|  | | | |  |  |  | | | | | | | | | |
| **Step 5 ~ Review** | | | | | | | | | | | | | |  | |  |
|  | | | |  |  |  | | | | | | | | | |
| ***Your fire safety risk assessment must be kept up to date*** | | | | | | | | | | | | | | | |  |
|  | | | | |  |  |  | | | |  | | |  | |  |
| **Date of next review**  You must review your fire risk assessment every 12 months **OR** if you make changes to how you use the space, significantly increase the number of combustible materials on site, increase sources of ignition, change your hours of hire, or if there are any failures in your fire safety precautions. | | | | | | | | | // | | | | | | |  |
|  | | | | | | |  | | | | | | | | |  |

**LEVEL OF FIRE RISK**

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at ‘higher’. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as ‘lower’.

In most cases, however, the risk will usually be ‘normal’.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Low** |  |  | **Normal** |  |  | **High** |  |

In this context, a definition of the above terms is as follows: -

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Normal:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

**FIRE SAFETY ACTION PLAN**

|  |  |
| --- | --- |
| Each item should be allocated a priority as follows: | |
| **Priority 1:** | Needs attention immediately |
| **Priority 2:** | Needs attention within 1 month |
| **Priority 3:** | Needs attention within the next 6 months |
| **Priority 4:** | Needs attention within the next 12 months |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref:** | **Action**  **Required** | **Priority** | | **Action by**  **Whom** | | **Completion**  **Date** |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  | | |  |  |  | |

This document has been produced as a tool to assist you in completing a fire safety risk assessment for your particular use of Pitstone Pavilion. It is used entirely at your own risk to identify what you consider are your significant findings, and whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive, and Pitstone Parish Council accept no liability whatsoever for any circumstances which may arise because of using this tool.