



# PITSTONE PARISH COUNCIL

Pitstone Pavilion, Marsworth Road, Pitstone, Leighton Buzzard LU7 9AP

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## Hirer Fire Risk Assessment, Pitstone Pavilion

This Fire Risk Assessment (FRA) must be completed by the Hirer and read 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?	
		YES	NO
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: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

### Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

<b>Type</b>	<b>Location</b>	<b>Are existing control measures suitable?</b>	
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: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

## Step 2 – Identifying People at Risk

<b>Type</b>	<b>Findings</b>
<b>a) Sensory Risk:</b>  People with visual and / or hearing impairment(s)	

<b>b) Mobility Risk:</b>  People with physical impairments	
<b>c) Familiarity Risk:</b>  People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers	
<b>d) Numbers Risk:</b>  Large numbers of people, small numbers of disabled people	
<b>e) Lone Workers / People Working in Isolation / Others</b>	

**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: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

### 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 <b>Page 8</b>	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: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			

✓			
✓			
✓			

## 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.






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.