

Pitstone Pavilion
Marsworth Road
Pitstone
Leighton Buzzard
Bedfordshire
LU7 9AP

Fire Risk Assessment Review 8th December 2025

Completed by Stephen Davies of Pitstone Parish Council

To be read in conjunction with original fire risk assessment 2020 and the annual reviews of 2021-2024.

Management Issues

Ref.	Subject	Grade	Comment	Actions
A1	Fire Drills and Staff Training	3	Staff occupiers are usually only one person at a time. One regular Hirer has not carried out a fire drill.	1
A2	Responsible Person Identified	1	For the purposes of the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022, the Sports and Leisure Committee of Pitstone Parish council, current members: Dave Nicholls Bob Saintey Margaret Crutchfield Jack Hawkins Chris Webber 'The Hirer(s) will also be identified as a Responsible Person to the extent that they have control during the period of hire'.	1
A3	Fire Records	1	One Hirer's evidence of having carried out an evacuation drill is missing	1
A4	Previous Fire Risk Assessment	1	First fire risk assessment was completed after redevelopment in 2020, reviews completed annually. All documents available.	1
A5	Individual Hirer FRA.	1	Fire Risk assessments have been completed by the individual Hirers for their specific use during their period of hire.	1
A6	Individual Hirer Evacuation drills	1	New regular Hirers to complete fire evacuation drills.	1
A7	Hirer Spot Checks	1	Regular Hirers use should be checked to ensure compliance with fire safety requirements	1
A8	Fire Alarm	2	Record for recent fire alarm service not yet in file.	1

Risk of Ignition

Ref.	Subject	Grade	Comment	Actions
B1	Arson	1	The main gate padlock code changed in July 2025	1
B2	Deep Fat Fryers	3	Two tabletop deep fat fryers (8L and 5L) are in use. There is no suitable extinguisher for Class F Fires, no extraction and no fire door to the kitchen. A fire blanket is provided along with a CO2 extinguisher.	1

Safeguards in Place

Ref.	Subject	Grade	Comment	Actions
C1	Fire Alarm	2	Rear outside sounder is silent	1
C2	Fire extinguishers	2	Last firefighting equipment service just over 1 year ago. Two extinguishers are missing tamper evident seals, one CO2 in kitchen is damaged.	1

Grade scale: 1 = Acceptable 2 = Tolerable 3 = High

Action Plan

Ref.	Action Required	Priority Level	Target Date	Date Completed	Initials
A1	Hirer to complete evacuation drill (Scheduled for their next booking on 24/01/26)	Medium	2 Months		SD
A2	Update FRA after any committee member changes reflecting changes to the Responsible Person.	Medium	Ongoing	Ongoing	LE
A3	Add missing Hirer's evidence of evacuation drill to fire records or complete an evacuation drill.	Medium	1 Month		DN/SD
A4	Continue to review this fire risk assessment annually or in response to significant changes to the property/staffing, procedures, statutory or regulatory requirements.	Medium	November 2026 and ongoing	Ongoing	SD
A5	New Hirers must complete a FRA, existing hirers must review following any change to their use. It is critical a new FRA is produced should an event be planned which is significantly different to that which the FRA was originally written for, for example should the number of guests increase.	Medium	Ongoing	Ongoing	LE/SD
A6	New, regular Hirers to complete a fire evacuation as needed, and at least annually.	Medium	Ongoing	Ongoing	SD
A7	Spot checks should be completed on all hirers as necessary depending on previous checks, and at least annually.	Medium	Ongoing	Ongoing	SD

A8	Update records with recent fire alarm service.	Medium	1 Month		DB/LE
B1	Change gate padlock code.	Low	8 Months, July 2026		DB
B2	Take further advice on best practice for fire safety using deep fat fryers, implement recommendations.	Medium	2 months		SD
C1	Replace faulty rear outside sounder	Medium	1 Month		DB
C2	Service all fire fighting equipment, replace CO2 extinguisher in kitchen.	High	1 Month		SD/DB

This assessment review was considered and approved by Pitstone Parish Council

on.....11/12/25.....Minute Ref:SL92/25.....and will be reviewed at least annually.

R Saintey

Chairman