

Pitstone Pavilion  
Marsworth Road  
Pitstone  
Leighton Buzzard  
Bedfordshire  
LU7 9AP

Fire Risk Assessment Review 17<sup>th</sup> December 2024. Updated 10<sup>th</sup> February 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, 2022 & 2023.

## Management Issues

Ref.	Subject	Grade	Comment	Actions
A1	Fire Drills and Staff Training	1	Staff occupiers are usually only one person at a time. It is possible regular Hirers have not carried out a fire drill.	2
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	Previous Fire Risk Assessment	1	First fire risk assessment was completed after redevelopment in 2020, reviews completed annually. All documents available.  Individual Fire Risk assessments may not have been completed by the individual Hirers for their specific use during their period of hire.	2
A4	Fire Safety Logbook and Records	1	Noted new fire alarm book in place. Reviewed fire safety records availability.	2
A5	Site Security Procedures	1	After an induction, Hirers let themselves in, run their event, and lock up afterwards without a member of staff being on site.	2
A6	Fire Safety Management of Hirers	1	Owners Staff are not present on site during hire period.	

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

## Risk of Ignition

Ref.	Subject	Grade	Comment	Actions
C1	Arson	1	The main gate padlock code has not been changed for some time, this may reduce the overall level of security and increase the risk of arson.	2
		1	There may be unauthorised parking on site which could increase arson risk.	
C2	Hazardous Materials	1	Large quantity of paper in the Parish store. Flammable materials stored in the container.	2
C3	Smoking	1	Evidence of smoking pitch side near the back doors.	2
C4	Furniture	1	New noticeboards in the fire escape route, although more than 1m apart, do introduce combustible materials in what should ideally be clear.	2
		1	Glass/acrylic missing on Parish of Pitstone poster in the Platinum Room.	

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

## Safeguards in Place

Ref.	Subject	Grade	Comment	Actions
D1	Emergency Lighting	2	Last annual emergency lighting test and service in 2023	1
D2	Compartmentation Walls / Ceilings / Fire Doors	2	The double fire doors do not close fully.	3
		1	Gap to fire doors in corridor 5% of linear measurement is just out of specification at 4.3mm (4mm max, 3mm target)	
		2	Fire doors may not always be closed when the room is in use.	
D3	Fire Safety Signs and Notices	1	Assembly point location sign in the changing village main corridor incorrectly directs evacuees.	2
		1	Turn to open sign required on rear doors.	

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

## Action Plan

Ref.	Action Required	Priority Level	Target Date	Date Completed	Initials
A1	Inform Hirers of their legal responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022.	Medium	2 Months		

	The owner should carry out evacuation drills occasionally, with hirer's which are suspected of not having their own robust procedure in place. The frequency should be assessed depending on the effectiveness of each drill and recorded actions made to address any issues which arise.	Medium	4 Months
A2	Update FRA after any committee member changes reflecting changes to the Responsible Person.	Medium	Ongoing
	November 2024 review completed. All actions recommended in 2023 review completed. Continue to review this fire risk assessment annually or in response to significant changes to the property/staffing, procedures, statutory or regulatory requirements.	Medium	1 Year and ongoing in case of significant changes
A3	A customised fire risk assessment template should be issued to each hirer which must be completed and then approved by the owner.	Medium	2 Months and ongoing for new Hirers or after a change of Hirer's use.
	Transfer details over to the new fire safety logbook, including contacts and responsible persons.	Medium	1 Month
A4	Separate all fire safety related documentation to its own file to assist inspection by authorities.	Medium	1 Month
	Consider if a representative of the owner should be present when the hirer arrives, (to confirm any details or queries), and at the end of that period to ensure the premises are effectively secured.	Medium	1 Month
A5	Consult insurers to confirm that the current policy is acceptable to them.		
	Spot checks should be carried out on all Hires. The frequency of repeat checks should be determined by the results of the initial checks, and whenever you have any reason to do so, for example with certain hirers.	Medium	3 Months and Ongoing
	Change gate padlock code.	Medium	1 Month
C1	Review/adjust the process in place to reduce any unauthorised parking.	Medium	1 month
	Review frequency of collections for secure shredding to reduce fire load if possible.	Medium	2 Months
C2	Keep the Parish store door locked whenever unattended, fit a keep locked sign to door.	Medium	2 Months Ongoing
	Fit a keep locked sign on the storage container.	Medium	2 Months
	Consider adding new permanent no smoking signs to rear of property.	Medium	2 Months
C3	Remind specific Hirers of the strict no smoking policy.	Medium	2 Months
	Consider switching to EN13501-1:2007+A1:2009 Class B. noticeboards, which will have a cover/door and are acceptable in escape routes. As an alternative, consider moving the noticeboards out of the escape route to the Platinum room.	Medium	3 Months
C4	Fit acrylic to the framed Parish of Pitstone Poster in the Platinum Room	Medium	

D1	Complete an annual emergency lighting test and service as soon as possible.	High	1 Month
	If the full service cannot be completed within 1 month, an in-house full run-down test with results recorded should be considered, as an interim measure.		
D2	Repair fire door so it closes fully, this should be completed by a contractor experienced and competent in fire door maintenance and fitting.	Medium	2 Months
	Continue to monitor fire door gap for any significant change and repair if necessary.	Medium	Ongoing Quarterly
	Remind hirers not to prop open the fire doors.	Medium	2 Months
D3	Correct the wording to match the assembly point or relocate accordingly.	Medium	1 Month
	Fit clockwise turn to exit sign on rear door above the thumb turn to ISO 7010 or BS 5499.	Medium	2 Months

This assessment review was considered and approved by Pitstone Parish Council

on.....13/2/25.....Minute Ref: .....SL95/24.5.....and will be reviewed at least annually.

*R Saintey*

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Chairman