

Pitstone Pavilion
Marsworth Road
Pitstone
Leighton Buzzard
Bedfordshire
LU7 9AP

Fire Risk Assessment Review 13th November 2023

Carried out 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

6. Safeguards in Place

Ref.	Subject	Grade	Comment	Actions
A2	Fire Drills and Staff Training	1	Staff occupiers are usually only one person at a time. It is likely regular Hirers have not carried out a fire drill. Facilities Manager has not yet completed fire safety training. Parish Clerk and Parish Assistant completed fire safety training approximately two years ago.	2
A3	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 Heyman Jack Hawkins and Chris Webber are identified as the Responsible Person. The Hirer(s) is deemed to be the Responsible Person during the hire period.	1
A10	Testing of Fire Fighting Equipment	1	Two fire extinguishers in the garage and one in the boiler room are missing a record of the January 2022 test. All Fire extinguishers have the previous providers test record sticker attached.	2
D3	Compartmentation Walls / Ceilings / Fire Doors	1	Gap to fire doors in corridor 5% of linear measurement is just out of specification at 4.3mm (4mm max, 3mm target) Fire doors may not always be closed when the room is in use.	1
D7	Fire Safety Signs and Notices	1	Assembly point location missing from signs in changing village and main corridor. Fire assembly point sign is missing from the car park (formerly on tree)	2

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

7 Action Plan

Ref.	Action Required	Priority Level	Target Date	Date Completed	Initials
A2	Hirers to be reminded of the need to carry out a fire drill. Facilities Manager to complete fire safety training. Parish Clerk and Parish Assistant to refresh fire safety training.	Medium	2 Months	Dec 23	LE
A3	Update FRA after any committee member changes reflecting changes to the Responsible Person.	Medium	Ongoing		
A5	November 2023 review completed. All actions recommended in 2022 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 changes		
A10	If the extinguishers were seen to have been tested, and the missing record was an administration error, ensure the next annual test is recorded correctly on the label. If no assurance can be gained, schedule the annual test at the earliest opportunity.	Medium	4 weeks or 1.5 months	Retested Dec 23	DB
	Strike through the remaining blank spaces of the previous fire extinguishers testing company to improve clarity.		2 Weeks		
D3	Continue to monitor fire door gap for any significant change and repair if necessary.	Medium	Ongoing Quarterly		
D7	Record assembly point locations on signs, re install missing assembly point sign in car park.	Medium	2 weeks 2 Months	Dec 23 Jan 24	SD/DB DB

This assessment review was considered and approved by Pitstone Parish Council

on...11/1/24.....Minute Ref:SL80/23.7.....and will be reviewed at least annually.

R Saintey

Chairman