



**Pitstone Sports Pavilion
Marsworth Road
Pitstone
Leighton Buzzard
Bedfordshire
LU7 9AP**



**FIRE RISK ASSESSMENT
October 2020**

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CONTENTS

- 1. Executive Summary**
- 2. Survey Details**
- 3. Management Issues**
- 4. People at risk**
- 5. Risk of ignition**
- 6. Safeguards in place**
- 7. Action Plan**
- 8. Follow-up Procedure**

1 Executive Summary

- 1.1 A fire risk assessment and inspection of Pitstone Sports Pavilion, Marsworth Road, Pitstone, Leighton Buzzard, Bedfordshire, LU7 9AP, was carried out on the 23rd October 2020, as required under the terms of the Regulatory Reform (Fire Safety) Order 2005.
- 1.2 The inspection was carried out by Adrian Ramsey on behalf of Combat Fire Ltd. This report contains the findings of that assessment, including recommendations designed to ensure compliance with the standards required for the safety of people working at or visiting the premises.
- 1.3 The report is therefore concerned primarily with the safe evacuation of people from the premises in the event of fire, including many aspects of fire safety required to safeguard occupants of the building and prevent or limit any outbreak of fire. It does not seek to apply higher standards aimed solely at the prevention of damage to the premises or their contents.
- 1.4 Pitstone Sports Pavilion is a detached building, built in 2020
It is traditionally built of brick, concrete and steel with a pitched roof, it has ground floor only.
It has front and rear access fire exit doors from the building.
Access is via the main front door. The building was not in normal use at the time of the survey in the areas that were open.
It is recommended that this fire risk assessment be reviewed in one year, by which time hazards and management issues identified should have been addressed; or in response to significant changes to the property, staffing or procedures or statutory or regulatory requirements.
- 1.5 Overall, the premises surveyed are considered **Medium risk**, subject to addressing the issues identified in this report. This reflects the high standard of fire precautions installed (particularly automatic fire detection and emergency lighting), a high standard of housekeeping and the relatively short travel distance forming the escape route.
- 1.6 The areas of concern are mainly of a management nature, and include:
 - A Fire Log Book containing comprehensive records of all fire related issues.

2 Survey Details

Date of inspection:	23 rd October 2020
Date of report:	2 nd November 2020
Completed by:	Adrian Ramsey Fire Risk Assessor
Site address:	Pitstone Sports Pavilion, Pitstone, LU7 9AP
Client:	Pitstone Sports & Social Club.
Contact:	Laurie Eagling - 01296 767261
Premises used as:	Sports & Social Club
Constructed of:	Brick, block, concrete, wood and steel.
Roof:	Pitched slate.
Number of floors:	Ground only.
Stairways:	None.
Lifts:	None.
Fire alarm:	Fire alarm system throughout building. Break-glass call points and automatic fire detection in place.
Number of occupiers:	Client company only.
External areas:	At the time of inspection, car park, road, to the front and sides.
Area surveyed:	Whole of business premises.
Staff employed on premises:	1 member of staff at the time of inspection.

3. Management Issues.

Ref.	Subject	Grade	Comment	Actions
A1	Fire Safety Policy and Procedures	2	A fire emergency evacuation procedures document, was not available to view at the time of the survey. The fire strategy for the building is based upon a full evacuation on activation of the fire alarm with fire wardens sweeping the floors and reporting to the external assembly point controller. The evacuation procedure is supplemented by fire action notices displayed throughout most of the premises.	1
A2	Fire Drills and Staff Training	2	No current fire drill undertaken, the last recorded fire drill was unknown. Staff should have initial fire safety training. This should include the Fire/Emergency Evacuation procedure. There was evidence to confirm that the management have effectively communicated this to all their staff. There were no records available at the time of the inspection.	2
A3	Responsible Person Identified	2	For the purpose of the Regulatory Reform (Fire Safety) order 2005, Owner/ Director is identified as the responsible person. Local responsibility for this building rests with the onsite manager or his/her deputy.	1
A4	Fire Wardens/Marshals Appointed	2	The Fire Wardens are responsible for safe evacuation of their occupied areas. Information was not available at the time of the inspection if staff have been designated, trained and who understand the fire evacuation procedures. There need to be Fire Wardens on site and arrangements in place to coordinate incident liaison with the fire service.	1
A5	Previous Fire Risk Assessment	2	The new document meets legal requirements and should be kept readily available for inspection. No previous fire risk assessment was available.	1
A6	Fire Safety Log Book	2	At the time of the assessment, a fire safety log book was not being maintained. A dedicated fire safety log book would provide a convenient fire safety recording facility specific to this building. It would also be a focal point for relevant staff/contractors with readily accessible information as required by relevant persons including enforcing officers.	1
A7	Checking of Exit Routes	1	The exit routes are checked on a daily basis.	0
A8	Testing of Fire Alarms	2	The fire alarm system is tested weekly by the staff. The automatic fire detection and alarm system will be subject to weekly, six monthly and annual servicing and the results recorded in the fire log book.	1
A9	Testing of Emergency Lighting	2	Emergency lighting system is installed. The system will be tested monthly and annually. This information must be recorded in the fire logbook.	1
A10	Testing of Fire-Fighting		Portable firefighting equipment is serviced	

	Equipment	2	annually under contract. This information must be recorded in the fire logbook.	1
A11	Testing of Suppression Systems	1	Not applicable.	0
A12	Testing of other Fire Safety Systems	1	Not applicable.	0
A13	Electrical Installations/ Appliances	2	Electrical installations appeared to be in good order and reportedly subject to five yearly testing in accordance with BS 7671. Testing undertaken by an onsite qualified electrician, but related records were not available at the time of the inspection, including PAT testing. All records to be recorded in the fire logbook.	1
A14	Waste Disposal Arrangements	1	Waste is removed daily by the staff to external bins. Site waste is collected weekly. Waste management appeared to be generally satisfactory.	0
A15	Site Security Procedures	1	Access through the building is by the main front door. The Fire alarm is not linked to any external monitoring facility.	0

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

4. People at Risk.

Ref.	Subject	Grade	Comment	Actions
B1	Staff	1	The risk to staff is considered to be acceptable given that the automatic fire detection system is in place, good general compartmentation and protected means of escape. As long as the protection provided is maintained the risk is considered to be acceptable.	0
B2	Public	1	It was not possible to accurately assess the number of members of the public/visitors who may be on site at any one time. It is understood that customers will be hosted by a relevant member of staff. As long as the protection provided is maintained the risk is considered to be acceptable.	0
B3	Disabled Staff	1	There are no mobility impaired staff currently on site.	0
B4	Disabled Visitors	2	Mobility impaired persons may attend this building. Wheelchair access is available to the ground floor level. They would escape via the front or rear door with the assistance of fire wardens.	1
B5	Contractors	1	Only approved contractors who are familiar with the property and the fire safety procedures that are used. Appropriate control (including permit to work where appropriate) is administered by the managers.	0

B6	Young People	1	There are currently no young people employed in the building. Should young people become employed in any capacity e.g. work experience, it may be necessary to undertake a specific fire related risk assessment and as appropriate provide information to parents/guardians and ensure suitable and sufficient supervision arrangements.	0
B7	Sleeping Occupants	NA	There is no sleeping accommodation in this building.	0
B8	Lone Workers	1	Discussion indicated that no lone working in individual areas may occur.	0
B9	Fire-fighters	2	Vehicle access for the fire service is available in the main road and at the front of the building. A fire alarm panel is located in the main entrance area with a fire zone plan displayed, it may need updating. Floor plans and fire alarm zone plans, recommended in BS5839-1, are particularly helpful to fire service personnel at the entry point of buildings. When on site someone should meet fire service upon arrival and provide them with information as to where gas/electricity cut off points are, any gas cylinders and any high risks areas that should allow them to undertake a dynamic risk assessment prior to committing crews into the building. The risk to fire fighters was medium to high.	2

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

5. Risk of Ignition.

Ref.	Subject	Grade	Comment	Actions
C1	Arson / Firesetting	2	There was no information of deliberate fire setting or previous fires at the premises. Security measures on site are deemed sufficient to reduce the risk of arson. Ensure rear external areas are free of combustible materials.	1
C2	Electrical Installations/Appliances	1	In general, electrical intakes and portable appliances noted in use around the premises appeared to be in a good condition.	0
C3	Hazardous Materials	1	Hazardous substances are in quantities within the external storage areas, accessed from outside the building, Other hazardous materials are kept in fire secure locked cupboards. The general standard of housekeeping is good and with automatic fire detection provided in most common areas, the current arrangements are considered to be satisfactory.	0
C4	Work Processes	1	The building is used for sport and social purposes. There were no hazardous work processes noted. With automatic fire detection provided in most common areas, the current arrangements are considered to be satisfactory.	0

C5	Cooking / Kitchens	1	The kitchen included electrical appliances typical of a small kitchen. Heat detectors installed and CO2 extinguishers and fire blankets provided.	0
C6	Building and Maintenance Work	1	Building or maintenance works were being carried out at the time of the visit.	0
C7	Smoking	1	A strict no smoking policy is in place and there was no evidence of smoking seen.	0
C8	Furniture / Furnishings	1	All furniture and furnishings reportedly complies with the Furniture and Furnishings Regulations 1988 (Amended 2010). Furniture and furnishings seen were generally modern and in good condition.	0
C9	Sleeping Occupants	NA	There are no sleeping occupants in the building.	0
C10	Plant Rooms	2	Plant rooms/areas seen were generally tidy. All equipment is reportedly serviced within required intervals but related records were not readily available at the time of the inspection. See C2	1
C11	Fuel Storage	1	There is no storage of fuel at this property.	0
C12	Vehicles / Parking	1	There are parking facilities at this property at the front and side.	0
C13	External Risks	1	This is a detached property adequately separated from other premises in the locality.	0
C14	Other Risk Areas	1	There were no other risk areas noted at this property.	0

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

6. Safeguards in Place

Ref.	Subject	Grade	Comment	Actions
D1	Fire Alarm and Detection	2	A single stage automatic fire detection and alarm system is installed along with manual call points by exits. Weekly tests carried out but no records to view. No record of six monthly and annual test to view.	1
D2	Emergency Lighting	2	Emergency lighting is provided throughout the building. No record of annual full discharge test.	1
D3	Compartmentation Walls / Ceilings / Fire Doors	1	Generally the structural compartmentation in the areas viewed appeared to be satisfactory. Fire resisting self-closing doors form an integral part of the means of escape in case of fire and it is essential that fire doors that open to the escape corridors and lobbies remain closed at all material times or held open by appropriate means.	0
D4	Fire-Fighting Equipment	2	Portable firefighting equipment including extinguishers and fire blankets is strategically located throughout the premises in accordance with BS5306. No records to view.	1
D5	Suppression Systems	NA	Not applicable	0

D6	Other Fire Safety Systems	NA	Not applicable	0
D7	Fire Safety Signs and Notices	2	Fire signage was generally satisfactory but some hazards were noted relating to fire action notices and fire door signage.	1
D8	Travel Distances	1	Travel distances are generally within recommended limits.	0
D9	Alternative Escape Routes	1	Alternative escape routes are available from most areas or are within recommended travel distances.	0
D10	Height Above Ground Level	1	The height of the building does not pose a significant risk to fire safety.	0
D11	Provision for Disabled Evacuation	2	Wheelchair access is available to the ground floor from where access/egress to/from the building is available.	1
D12	Fire Safety Awareness	2	Fire safety awareness and evacuation training have to be given to staff.	1
D13	Housekeeping / Management / Storage	1	Housekeeping was generally very good.	0
D14	Visual Access	1	Visual access is acceptable throughout the premises.	0

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

7 Action Plan

Ref.	Action Required	Priority Level	Target Date	Date Completed	Initials
A1	Confirm that all staff have received a copy of the Fire/Emergency Evacuation Procedure and it has been effectively communicated to the staff and that related up to date records are available.	Medium	3 Months		
A2	Confirm that the staff receive regular fire safety drills at least annually and that up to date records are available.	Medium	3 Months		
A3	Confirm the responsible person for the building.	Medium	3 Months		
A4	Confirm that all staff are aware of the fire evacuation procedures for the building and that they have sufficient designated staff trained as fire wardens and suitable arrangements for the safe evacuation of their areas. Fire warden training is refreshed at least every three years and maintain up to date records.	Medium	3 Months		
A5	Review this fire risk assessment on a regular basis or in response to significant changes to the property/staffing, procedures, statutory or regulatory requirements. If a recommendation is not actioned an explanation should be annotated accordingly for the benefit of the enforcing authority. The actions from any previous fire risk assessment, if not completed should be undertaken immediately.	Medium	3 Months		
A6	A specific and dedicated fire safety log book containing comprehensive records of all fire related issues should be provided and maintained. The following are examples of what records should be kept: Copy of the fire risk assessment Record of fires, false alarms and any fire service attendance. Fire door installation certificates and records of inspections and servicing (6 monthly) Lightning protection certification (11 monthly) Fire alarm installation certificates, actuations, servicing				

	<p>and tests (weekly & 6-monthly, annually)</p> <p>Emergency light installation certificates, tests, servicing and checks (monthly & annually)</p> <p>Fire extinguisher & fire blanket checks (monthly checks & annually examined)</p> <p>Staff fire training</p> <p>Fire evacuation drills</p> <p>Means of escape checks including tests of electronic door security systems (monthly records & daily opening up checks)</p> <p>Checks on all fire doors (monthly)</p> <p>Mains gas boilers and appliances certification (annually)</p> <p>Portable electrical appliance tests</p> <p>Electrical mains circuit tests (five yearly)</p> <p>Record of all tests and services on heating systems.</p> <p>Application of fire retardant coatings to furnishings/displays/textiles.</p>	Medium	3 Months
A8	The Fire alarm system needs to be tested and maintained in accordance with BS5839 and the results recorded on the fire logbook.	Medium	3 Months
A9	Confirm that the emergency escape lighting system is tested monthly and annually in accordance with BS5266 and maintain up to date records in the fire log book when installed.	Medium	3 Months
A10	Confirm that the portable firefighting equipment is inspected monthly and annually by a contractor. This should include checking of location, locking pins, security tags and pressure gauges (as appropriate) and maintain up to date records in the fire log book.	Medium	3 Months
A13	Electrical installations appeared to be in good order and reportedly subject to five yearly testing in accordance with BS7671 but related records, were not available at the time of the visit.	Medium	3 Months
B4	Implement an evacuation strategy for any movement impaired persons who could be in the building. This includes any equipment that is required and training provided.	Medium	3 Months
B9	Fire alarm zone/floor plan needs to be provided by the fire alarm panel in compliance with recommendations in BS5839-1. These would aid fire fighters in event of a fire where access points, layout and services isolation points, compartment and fire rated walls or partitions can be indicated. Locations of hazardous substances, any cylinders and highly flammable materials can also be indicated on these plans.	Medium	3 Months
C1	Ensure external areas are free of combustible materials.	Medium	3 Months
C10	Any plant room, housing the boilers and electrical intakes needs to be cleared and cleaned.	Medium	3 Months
D1	Fire Alarm system to be tested and maintained to BS 5839 the results of the weekly, six monthly and annual tests of the alarm and detection system and record the results in the fire log book.	Medium	3 Months
D2	Emergency lighting must be provided to BS 5266, tested monthly and an annual full discharge test carried out. Record all tests and maintenance in the Fire Log Book.	Medium	3 Months
D4	Firefighting equipment is provided within the common areas and is tested and maintained by an outside contractor. Record all testing and maintenance of the units and record in the fire log book.	Medium	3 Months
D7	Display copies of current fire action notices adjacent to each fire alarm call point. Review fire door signage internally and externally once the fire doors have been refurbished and/or maintained.	Medium	3 Months

D11	Undertake a review of their responsibilities and arrangements for the safe evacuation of disabled persons from the building.	Medium	3 Months
D12	Fire safety awareness and evacuation training must be given to the staff.	Medium	3 Months

8 Follow-Up Procedure

- 8.1 The target dates proposed on the Action Plan have been arrived at by taking into consideration the seriousness of the problems to be addressed and the degree of difficulty and/or expense involved in resolving these issues.
- 8.2 Where a problem identified poses a serious risk to safety, or can be dealt with very easily, then immediate action may be called for.
- 8.3 In a case where substantial works are needed to rectify a problem posing an immediate and unacceptable risk, suitable interim measures may be suggested which would be acceptable on a short-term basis.
- 8.4 Only when all the actions listed have been fully implemented will the Fire Risk Assessment process be complete. It cannot be stressed enough that the very act of identifying the problems commits the responsible person to remedying them, within a reasonable timescale. A risk assessment report filed away and not acted upon could amount to damning evidence in the event of subsequent prosecution by the Fire Authority or claims of negligence by an employee.
- 8.5 Whenever one of the measures listed on the Action Plan has been carried out in full, this should be shown by filling in the 'date completed' where shown. It is important to enter a signature (that of the person taking responsibility for the work) alongside this, to certify that the problem has been properly addressed.
- 8.6 However, even this is not the end of the matter, because the Fire Risk Assessment must be reviewed on a regular basis (e.g. annually) and whenever changes occur which could alter the risk from fire in the workplace. When carrying out the review, any action points that have been fully addressed should be crossed off and the risk ratings amended. Any additional risks that are found to have arisen should be included in the new assessment.