

# Plaistow and Ifold Parish Council Cricket Pavilion Fire Risk Assessment

2024-2025

## Completed in Compliance with the Regulatory Reform (Fire Safety) Order 2005

<b>Responsible Person</b> <i>(Employer or other person having control of the relevant premises)</i>	Jane Bromley Clerk and RFO Plaistow and Ifold Parish Council
<b>Address of Premises</b>	The Plaistow Playing Fields, Plaistow.
<b>Postcode</b>	RH14 0PX
<b>Assessor:</b>	Jane Bromley
<b>Date of Fire Risk Assessment</b>	29 <sup>th</sup> February 2024
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>	
<b>Subsequent Review Dates- Annual Risk assessing in March and monthly security checks to be added to Playground checks.</b>	

## General Information

<b>The Premises</b>	
<b>Number of floors in building:</b> <i>(To include basements)</i>	Ground floor only
<b>Approximate floor area: (m<sup>2</sup>)</b> <i>(To include all floors of responsibility)</i>	24m <sup>2</sup> (6x4m) split into room 4 x 4m and separate outside cupboard area 2 x 4m
<b>Brief details of construction:</b> <i>(Date of construction, brick, timber, purpose built or converted)</i>	Timber walls and brick foundations
<b>Primary usage: (e.g. Hotel, Shop)</b>	Storage.
<b>Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)</b>	Supply of electricity for events on the green.
<b>Occupancy Profile-</b>	No occupants.

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## SUMMARY OF FINDINGS

Priority	Meaning
<b>High</b>	Immediate priority to be actioned within 24 hours to 8 weeks. <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
<b>Medium</b>	Medium priority to be actioned within 2-6 months. <i>Breaches in legislation that may require medium/long term action to resolve</i>
<b>Low</b>	Low priority to be actioned within 6 months-1year. Items of non urgent priority or for future consideration

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Arson risk is considered low but consider arrangements in the event of Arson or mistakenly causing the Pavilion to ignite (e.g. smoking) Include as item on Parish Council agenda for discussion.	Low	May 2024	Clerk and RFO	The PC keep the building smart/well looked after to reduce the risk of arson where it is thought the building is derelict.
2	Building has no lightning protection consider installing. Include as an item on Parish Council agenda for discussion	Low	May 2024	Clerk and RFO	Surrounding trees are much higher than the Pavilion thereby protecting it from lightning.
3	Combustible materials stored make effects of ignition of Pavilion worse. Include as an item on Parish Council agenda for discussion.	Low	May 2024	Clerk and RFO	Combustible material stored kept to a minimum and no flammable liquids on site.
4	Contractors working on site cause ignition from equipment or other fire source. Users notice re electrical appliances is issued by Contractors to be alerted to Fire Risk	Low	Ongoing	Clerk and RFO or other over seer of work.	Ongoing to alert contractors to electric users safety document and to ensure

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<b>Significant Findings – Remedy Action Plan</b>					
<b>No</b>	<b>Action to be Taken</b>	<b>Priority</b>	<b>Target Completion Date</b>	<b>Action by</b>	<b>Date Action Completed</b>
	Assessment when working on premises				they have correct insurance.
6.	No action plan for alerting fire service to fire. Include as an item on Parish Council agenda for discussion	<b>Low</b>	May 2024	Clerk and RFO	Reasonably expected that most observers would take the action of alerting the fire service.

## Identified Fire Hazards And Primary Control Measures

<b>Hazard</b>	<b>Page</b>
<b>Sources of Ignition</b>	<b>4.</b>
<b>Electrical Sources of Ignition</b>	<b>4.</b>
<b>Arson/Deliberate Ignition</b>	<b>4.</b>
<b>Portable Heaters</b>	<b>4.</b>
<b>Fixed Heating Installation</b>	<b>4.</b>
<b>Cooking</b>	<b>5.</b>
<b>Dangerous Substances</b>	<b>5.</b>
<b>Lightning</b>	<b>5.</b>
<b>House Keeping</b>	<b>6.</b>
<b>Hazards Introduced by Contractors and outside sources</b>	<b>6.</b>
<b>Provision of elements of fire safety as a secondary measure</b>	<b>7.</b>
<b>Means of Escape</b>	<b>7.</b>
<b>Measures to Limit Fire Spread</b>	<b>7.</b>
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**Means of Giving Warning** 8.

**Manual Fire Extinguishing Appliances** 8.

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<b>Electrical Sources Of Ignition</b>	
Measures taken to prevent fires of electrical origin.	
Fixed installation periodically inspected and tested? (e.g. every 5 years)	<b>Fridge and Kettle tested annually by Chubbs. PAT testing.</b>
Portable appliance testing carried out on a risk assessed basis?	<b>Yes annually.</b>
Suitable policy in place regarding the use of personal electrical appliances?	<b>Yes users note given explaining PAT testing requirement.</b>
Suitable limitation and management of trailing leads and adaptors?	<b>No trailing leads or adaptors</b>

<b>Arson/Deliberate Ignition</b>		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	<b>YES</b>	
Level of risk	<b>Low</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Passer by commits arson	The Pavilion is kept neat and tidy to prevent visitors thinking it is unmonitored and derelict.	There is a fire extinguisher inside the building it is not dated and may need testing/replacement. It is of limited use being inside the building for arson. Chubbs to test this year.

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<b>Portable Heaters</b>	
Portable heaters are used within the premises.	<b>NO</b>
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	<b>None present</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	<b>None present</b>
<b>Fixed Heating Installations</b>	
Fixed heating installations such as boilers are used within the premises.	<b>NO</b>
Are fixed heating installations subject to regular maintenance?	<b>N/A</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	<b>N/A</b>
<b>Cooking</b>	
Measures taken to prevent fires as a result of cooking. Not carried out on premises	
Filters cleaned or changed and ductwork cleaned regularly?	<b>N/A</b>
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	<b>N/A</b>
Suitable Shut Down Procedures in place?	<b>N/A</b>
<b>Dangerous Substances</b>	
Dangerous substances are, or could be used or stored, within the premises?  <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	<b>N/A</b>
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<b>N/A</b>
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	<b>N/A</b>

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<b>Lightning</b>		
The building has a lightning protection system.	<b>NO</b>	
Is the lightning protection system subject to a suitable maintenance regime?	<b>N/A</b>	
<b>Level of risk</b>	<b>Low</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
No lightning protection present but the building is lower than surrounding trees.	Low risk mediation not necessary	

<b>Housekeeping</b>		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?	<b>No ignition sources</b>	
Appropriate storage of hazardous materials?	<b>N/A</b>	
Escape routes kept clear of any combustibles? (Storage /furniture)	<b>YES</b>	
Appropriate measures for the safe storage and disposal of waste?	<b>N/A</b>	
<b>Level of risk</b>	<b>Low</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Combustible materials in pavilion make the effects of arson worse.	Reduce combustible material storage as far as possible.	The pavilion room contains stored marquees and some cricket equipment all used currently occasionally. Improvements re reducing materials inside the Pavilion not possible.

<b>Hazards Introduced By Contractors And Building Works</b>		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	<b>No very infrequent use of contractors on this site and no significant works anticipated.</b>	
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	<b>No. Hot works not carried out on site.</b>	
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work	<b>N/A</b>	

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permits, where appropriate?		
Level of risk		<b>Low</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Contractors employed to work in the field area may introduce a fire source near the pavilion.	Those employing contractors to keep this hazard in mind and alert contractor to the hazard. Last contractor to visit was an electrician in July 2023 who inspected electrics.	
<b>Other Significant Fire Hazards That Warrant Consideration</b>		
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process)</i>		<b>NO</b>

## Provision of Elements of Fire Safety as Secondary Control Measures

<b>Means Of Escape</b>	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	<b>YES</b>
Adequate design of escape routes?	<b>YES</b>
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel.	<b>3 m</b>
Where there are alternative means of escape? State the distance of maximum travel.	<b>N/A</b>
Suitable protection of escape routes? (Fire resisting construction)	<b>No special measures but route to exit is less than 3m</b>
Adequate provision of exits? State the capacity of each exit.	<b>Yes one exit to room and one exit to external cupboard</b>
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	<b>Yes if visitor is inside the Pavilion the door will be open</b>
Escape routes unobstructed?	<b>YES</b>
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	<b>Not used by disabled as storage facility only.</b>
Does the evacuation plan fit with the floor space factors?	<b>YES</b>

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Identify dead end corridors. Are the appropriately covered?	N/A
Identify inner rooms. Are the appropriately covered?	N/A
Level of risk	<b>LOW</b>
<b>Measures To Limit Fire Spread And Development</b>	
It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	N/A
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	N/A
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A

### Arrangements for Evacuation

<b>Evacuation Strategy</b>	
<b>Single Stage Evacuation</b> It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	<b>Yes, occupancy is only occasional and for a short time to obtain access to electric supply or stored equipment not to occupy the building as a venue.</b>

<b>Emergency Escape Lighting</b>	
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	<b>No not used during dark hours.</b>

<b>Fire Safety Signs And Notices</b>	
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	<b>None. Present risk too low to consider.</b>

<b>Means Of Giving Warning In Case Of Fire</b>	
Reasonable manually operated fire warning system provided?	<b>N/A as located in a field. A member of the public with a mobile phone would dial 999.</b>
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)	

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Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) .....	<b>N/A</b>
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## Manual Fire Extinguishing Appliances

Reasonable provision of portable fire extinguishers?	<b>One water extinguisher present.</b>	
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	<b>N/A</b>	
Is suitable wall signage provided relevant to extinguisher?	<b>N/A</b>	
Are hose reels provided?	<b>N/A</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Fire inside when someone present inside	One fire extinguisher present	Extinguisher to be tested by Chubb annually.

## Management of Fire Safety

### Procedures And Arrangements

Fire safety is managed by:	Jane Bromley Clerk and RFO Plaistow and Ifold Parish Council
Deputy or assistant:	Not necessary
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	<b>YES – Clerk and RFO Plaistow and Ifold Parish Council</b>
Is there a suitable record of the fire safety arrangements?	<b>YES via the risk assessing process</b>
Appropriate fire procedures in place?	<b>YES via the risk assessing process</b>
Are procedures in the event of a fire appropriate and properly documented?	<b>YES via the risk assessing process</b>
Are there suitable arrangements for summoning the Fire and Rescue Service?	<b>This would rely on nearby person dialling 999</b>
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	<b>Person alerting fire service would be assumed to meet them.</b>
Is there a plan of the building available indicating basic layout and any areas of significant risk?	<b>Not required as building too small</b>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<b>Building not occupied.</b>
Is there a suitable fire assembly point(s)?	<b>Building not occupied</b>
Are there adequate procedures for evacuation of any disabled	<b>Building not occupied</b>

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people who are likely to be present?		
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?		<b>Building not occupied</b>
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		<b>Building not occupied risk too low</b>
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		<b>YES via risk assessing process</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
No reliable method of alerting fire service of fire or person responsible to meet fire service.	Current risk considered too low to set up a system for this	

<b>Training And Drills</b>	
Fire safety training is managed by:	<b>N/A as building too small and risk too low.</b>
Deputy or assistant:	<b>N/A</b>
Are all staff given adequate fire safety instruction and training on induction?	<b>N/A</b>
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	<b>N/A</b>
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	<b>N/A</b>
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):	
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	<b>N/A</b>
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	<b>N/A</b>
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	<b>Risk assessing carried out annually or more frequent if required</b>
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	<b>N/A</b>
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	<b>N/A</b>

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<b>Recording</b>	
Appropriate records held for:	
Fire drills?	N/A
Fire training?	N/A
Fire alarm tests?	N/A
Emergency escape lighting tests?	N/A
Maintenance and testing of other fire precaution systems?	N/A
Location of Records: (Available for inspection by Fire Authority if required) Give Details:	<b>Risk assessment available from the Parish Council.</b>

<b>Testing And Maintenance</b>	
Testing and Maintenance is managed by:	<b>Annual risk assessing carried out by Clerk and RFO maintenance carried out as required. Chubb security arranged by Winterton Hall test portable equipment and fire extinguisher annually. PC pays for this.</b>
Deputy or assistant :	N/A
Adequate maintenance of workplace?	N/A
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	N/A
Monthly and annual testing routines for emergency escape lighting?	N/A
Annual maintenance of fire extinguishing appliances?	N/A
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	<b>YES to be included on Lady Hope Playground checklist for 2024/2025</b>
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests:	<b>Annual risk assessing.</b>

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## Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

### **What are the main requirements of the order?**

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.

**In carrying out a fire risk** assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence under other legislation is in force; or
- An alterations notice is in force requiring a record to be kept.

### **Where does it apply?**

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care • Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

### **What does this mean for me?**

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The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is the normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

Adopted by PIPC March 2024 and Readopted June 2024