

# FIRE RISK ASSESSMENT



29 Apr 2026

Staplefield Cricket Pavilion, Staplefield Road, Slaugham Road, Staplefield, RH17  
6EU

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## Findings Summary

	Findings	Recommendations
12 Fire Fighting Equipment, Systems & Fixed Installations	0	1

## TERMS AND CONDITIONS OF BUSINESS

**Staplefield Cricket Pavilion, Staplefield Road, Slaugham Road, Staplefield, RH17 6EU**

This fire risk assessment is in accordance with the full Terms and Conditions provided with our quotation that should be read in full. This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority. Fire assessment and evaluation of risk is a dynamic and evolving process. The Assessment that we have prepared is based on the appearance of the premises/building, number of employees, internal layout and information provided on **Wednesday, 29 April 2026**

If there is a change in the structure of the premises/building, number of employees, layout or any other aspect that could impact upon fire safety we should be notified to ensure that no revision to the Assessment is required.

We have assessed the risk of fire to ensure legislative compliance and safety of relevant persons and have provided you with our Assessment. Ownership and implementation of the assessment is vital. We accept no responsibility for loss, damage or other liability arising from a fire, loss or injury due to the failure to observe the safety observance and practises identified in our Assessment. The RESPONSIBLE PERSON will always remain responsible for the outcome of the Fire Risk Assessment or its review.

We highlight that we recommend a twelve-monthly fire risk assessment review regardless of any changes in the structure, nature of business and employees. The Assessment should also be reviewed under the following circumstances:

- Significant changes in members or levels of staff
- Material alteration to the premise or change in use
- Following a fire, fire alarm actuation or "near miss" incident a full review is recommended
- After any change in working practices

The internal layout, manufacturing processes and nature of the client's business will remain confidential and will not be disclosed to third parties without the express permission of the client.

We limit our liability for any loss, damage or injury (or any consequential or indirect loss) arising from the performance of or failure by this Company to perform any of its duties (whether or not such loss damage or injury or consequential or indirect loss be due to the negligence of this Company, its servants or agents or to any other cause whatsoever) to that determined by our Professional Indemnity Insurance Policy.

## 1.0 Fire Risk Assessment Details

**The following fire risk assessment has been conducted on behalf of:**

Ansty and Staplefield Parish Council  
Staplefield Cricket club, Staplefield Road, Slaugham Road, Staplefield, RH17 6EU

**and relates only to the premises of:**

Staplefield Cricket Pavilion, Staplefield Road, Slaugham Road, Staplefield, RH17 6EU

**Responsible person(s):**

Ansty and Staplefield Parish Council

**Person(s) consulted and landline contact number:**

Sarah Abellan

**Fire Risk Assessor:**

Anthony Birch C.M.I.O.S.H. Chartered Health & Safety Practitioner

**Audited by:**

Anthony Birch C.M.I.O.S.H. Chartered Health & Safety Practitioner

**Date fire risk assessment was conducted:**

Wednesday, 29 April 2026

**Time:**

11:30am

**Date of last FRA or FRA Review (if known)**

Not known.

**Suggested date for next review:**

April 2029

**Fire risk assessment limitations:**

All services or penetrations traversing fire resisting compartments were not confirmed as being sufficiently fire stopped with fire resisting material. Any locations that have been identified are highlighted in section 9. Where fire compartments/fire dampers/ceiling voids were considered inaccessible for safety reasons and could not be physically accessed or were outside the visual range of the assessor, technical comment on these areas cannot be provided.

**Relevant guidance document(s):**

HM Government Document: Fire Safety Risk Assessment Guide to Small & Medium Places of Assembly

HM Government Document: Fire Safety Risk Assessment Guide to Means of Escape for Disabled

**Note**

The following assessment has been conducted to assist the responsible person in compliance with the Regulatory Reform (Fire Safety) Order 2005. Although reference is made to relevant British Standards, Codes of Practice and Guides the Assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the Assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be clearly identified in the fire risk assessment.

## 2.0 General Premises Details

### 2.1 Number of floors:

1 Floor: Ground Only

### 2.2 Approximate building footprint:

Ground: 90m<sup>2</sup>

### 2.3 Details of Construction and Premises:

This purpose-built cricket pavilion is primarily made of a timber frame construction with a concrete base and part pitched tile part flat roof.

The premises consists of a small kitchenette, two changing rooms with showers and an attached toilet block that is accessed internally. A small garage is also attached to the premises.

### 2.4 Occupancy/Purpose Groups

The premises are classed as Purpose Group 5 Assembly and Recreation as defined by Building Regulations Approved Document B 2019 (amended 2020 and 2022)

### 2.5 Approximate maximum number of persons:

31

### 2.6 Approximate maximum number of employees at any one time:

1

### 2.7 Maximum number of members of the public:

30

**2.8 Occupants at Special Risk:**

<b><i>Sleeping occupants</i></b>	
Persons familiar with the premises	N/A
Persons unfamiliar with the premises	N/A
<b><i>Occupants with disabilities</i></b>	
Mobility-impaired	Yes
Hearing-impaired	Yes
Learning difficulties	Yes
Occupants in remote areas	No
Others	No
<b>Comments</b>	
It is accepted that there could be persons present with disabilities. However, due to the simple layout of the building it is not foreseen that this creates any greater additional risks.	

**2.9 Fire Loss Experience**

N/A

**2.10 Any other relevant building details: i.e. Does the building have any ancillary uses, such as commercial or community activities? If yes provide details**

N/A

### 3.0 Overall Risk Rating

Based on the findings within the fire risk assessment the overall risk ratings have been quantified as:

**Risk to Life: Tolerable.**

The risk to life is tolerable due to the minimal fire hazards and short and clear escape routes.

The risk rating has been determined after considering the fire risk rating matrix in section 17.0. In these premises it is considered that the risk of a fire occurring is unlikely and the likely consequences of harm from fire (should one occur) are slight harm.

**Risk to Property: Moderate**

The risk to property is moderate due the timber frame construction.

**Risk to Business Continuity:**

Business Continuity was not discussed as part of the assessment.

## 4.0 Dangerous, Flammable, Combustible Materials & Substances

### AUDIT: IDENTIFYING THE FIRE HAZARDS

4.1	Is the Standard of Housekeeping adequate?	Yes
4.2	Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? (Article 12)?	Yes
4.3	Are there suitable additional emergency measures provided to safeguard all relevant persons from emergencies related to dangerous substances in or on the premises? (Article 16) ?	Yes
4.4	Have combustible or flammable materials used or stored in the premises been identified?	Yes
4.5	Are all combustible or flammable materials stored or stacked safely?	Yes
4.6	Has consideration been given to reduce the quantity held or has the use of non-combustible materials been considered?	Not Known
4.7	Where flammable stores are provided, are they adequately ventilated and correctly marked?	N/A
4.8	Is all combustible waste removed on a regular basis?	Yes

### Dangerous, Flammable, Combustible Materials & Substances: Finding(s)

#### Findings

None.

#### Recommendations

None.

#### Commentary

**4.5**  
No flammable substances are being stored within the garage.

**4.8**  
The Bins are kept externally and collected by the local authority on a regular basis.



## 5.0 Interior Furnishings

5.1	Are all interior furnishings made from fire resisting materials? (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	N/A
5.2	Where appropriate are they retreated with flame retardant chemicals (theatre curtain etc.) or made from inherently flame retardant materials?	N/A
5.3	Are all items located away from ignition sources?	N/A

### Interior Furnishings: Finding(s)

#### Findings

None.

#### Recommendations

None.

#### Commentary

None.

## 6.0 Heating, Electrical Appliances and Cooking

6.1	Are portable or fixed heaters used, sited correctly (away from combustibles) and free from naked flames?	Yes
6.2	Is the Inspection and Testing of Electrical Equipment carried out?	Yes
6.3	Are fixed installations periodically inspected and tested?	Yes
6.4	Is there a procedure to prevent the use of unauthorised portable appliances?	Not Known
6.5	Are all appliances free from visible signs of overheating?	Yes
6.6	Are all appliances turned off when the area is unoccupied?	Yes
6.7	Is the ventilation of all appliances adequate?	Yes
6.8	Are multi-point adapters and extension leads kept to a minimum and free from damage?	Yes
6.9	Are walkways or escape routes free from trailed cables?	Yes
6.10	Do signs indicate all electrical hazards?	No
6.11	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
6.12	Are filters changed and ductwork cleaned regularly?	N/A
6.13	Are suitable extinguishing appliances available in cooking areas?	N/A
6.14	Is a Wet Chemical extinguisher available if any deep-frying takes place?	N/A
6.15	If there is Gas present, has the system been serviced and tested annually by a Gas Safe Registered Engineer?	No
6.16	If Gas is present, are Carbon Monoxide Detectors fitted?	N/A
6.17	Are legal or other requirements for testing, maintenance & record keeping complied with for equipment such as lifts, hoists, escalators, air handling systems, heating boilers, pressure vessels etc.?	N/A
6.18	Do the premises have a lightning protection system? (where required)	N/A
6.19	Are there any Electric Vehicle (EV) charging points or electric vehicles in close proximity to a relevant building?	N/A
6.20	Does the premises have a solar panel installation provided and is the system installed correctly and maintained?	N/A
6.21	Have other potential sources of heat not listed above been considered?	N/A

### Heating, Electrical Appliances and Cooking: Finding(s)

Findings

None.

Recommendations

None.

Commentary

**6.2**  
Inspection and Testing of Electrical Equipment has been undertaken which is next due in July 2026.



**6.3**  
The latest EIC (Electrical Installation Certificate) was issued in April 2026 after the two circuits previously present within the premises were merged into one.



**6.3**  
The Electrics are being kept in suitable cupboard.



## 7.0 Persons at Risk

7.1	Does the actual occupancy of the premises/building conform with the occupancy figures contained in the relevant guide for the type of premises/purpose group?	Yes
7.2	Are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? i.e. function rooms, bars, conference facilities	Yes
7.3	Have the requirements of the Equality Act 2010 (permanent or temporary disabilities) for ALL persons been assessed and complied with where reasonable?	Yes
7.4	Have all disabled staff members been consulted and where agreed PEEPs. been prepared?	N/A
7.5	Have standard PEEPs. been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises?	N/A
7.6	Are disabled refuges provided?	N/A
7.7	Are members of staff trained in the evacuation of disabled or mobility impaired persons?	No
7.8	Are fire evacuation drills conducted at least annually, taking into account all relevant persons and the results recorded?	No
7.9	Is the access of relevant persons controlled at all times? I.e. are public, visitors & contractors required to sign in?	Yes
7.10	Are relevant persons made aware of the fire and health and safety procedures on arrival? (I.e. fire procedure/building plan adjacent to signing in book etc.)	No
7.11	Are notices in place to inform of restricted access areas?	N/A
7.12	Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency?	N/A
7.13	Is sleeping accommodation provided for the staff, public, temporary residents etc.? (Hotels, boarding houses, probation hostels etc.).	N/A

## Persons at Risk : Finding(s)

### Findings

None.

### Recommendations

None.

### Commentary

#### 7.8

A coded deadlock controls the access to the building. It is noted that the code changes weekly and is given to relevant persons prior to hire.



## 8.0 Means of Escape

8.1	Do travel distances meet the criteria given in the relevant HM Government guide and recognised industry norms and guidelines?	Yes
8.2	If provided Is the smoke ventilation provision suitable for the escape travel distances and protection of escape staircases? OV, AOV, PV or mechanical systems? Are the systems subject to regular servicing and testing?	N/A
8.3	Are there a sufficient number of exits of suitable width from each area/room for the persons present?	Yes
8.4	Can you ordinarily expect the Fire Service to arrive in the event of a fire whilst the fire is in the room of origin?	No
8.5	Can you expect the premises to be evacuated within the standard times for the type of construction?	Yes
8.6	Are all escape routes available and accessible at all times?	Yes
8.7	Are all escape routes and stairways free from undesirable items? (E.g. portable heaters, cooking appliances, furniture, coat racks, vending/gaming machines, photocopiers, mirrors.	Yes
8.8	Do any inner rooms exist?	No
8.9	Where inner rooms exist are vision panels provided or detection located in the access room?	N/A
8.10	Are all emergency exits doors unlocked and available at all times when the premises are occupied?	Yes
8.11	Are all final exit doors checked (opened) on a regular basis? Are the outcomes recorded?	Yes
8.12	Is the door furniture provided appropriate for the purpose group of the premises i.e. public buildings, licensed premises etc.?	Yes
8.13	Are floor and stairway surfaces in good condition and free from slip and trip hazards?	Yes
8.14	Do all final exits lead to a place of safety?	Yes
8.15	Are external escape paths clear of obstructions?	Yes
<b>Electronic Door Release Devices</b>		
8.16	Are all escape doors free from electro-mechanical door locks devices?	No
8.17	Are all escape doors free from electro-magnetic door locks devices?	Yes
8.18	Where electronic/electrical door control devices are fitted do they meet the installation criteria given in BS 7273 Pt. 4 2015	Yes
8.19	Do entry control devices conform to the category of actuation for the purpose group that the particular premises/building currently operates within?	Yes
8.20	Is the emergency operation of the door lock stated by appropriate signage?	Yes
8.21	Have all persons in the assessment area received instructions on how the devices operate in the event of an emergency?	Yes

## Means of Escape: Finding(s)

### Findings

None.

### Recommendations

None.

### Commentary

#### **8.6, 8.10**

The rear exit from the building can be opened from the inside without the need for a key by unbolting the top and bottom bolts.



#### **8.6, 8.10**

The front exit can be opened without the need for a key using the exit switch.



## 9.0 The Confinement of Fire

9.1	Are all escape routes and compartments protected by fire resistant walls and doors where required?	N/A
9.2	Are all fire doors self-closing, fitted with smoke seals and intumescent strips where required, kept locked shut where appropriate and in good condition?	N/A
9.3	Is there a procedure in place to regularly check the condition of fire resisting doors and doorsets?	N/A
9.4	Do wall & ceiling linings meet the required surface spread of flame?	Yes
9.5	Have any breaches in the fire resistance (walls, floors and doors) been fire stopped with appropriate fire resisting materials?	N/A
9.6	Have there been any structural alterations within the past 12 months?	No
9.7	Were the requirements of the Building Regulations followed and a completion certificate issued?	N/A
9.8	Are all ducts fitted with effective fire dampers where required?	N/A
9.9	Are all fire exits or glazing underneath and within 1.8m horizontal or 9m vertically of any external escape stair, fire resisting, self-closing, or kept shut where appropriate?	N/A
9.10	Is there a procedure for all premises/areas to be checked at the end of a working period for potential fire hazards?	Not Known
9.11	Are there any other premises features or hazards that could affect fire development or spread?	No
9.12	Are the premises secure from any potential fire hazards outside susceptible to arson attack that could affect the building?	Yes
<b>Automatic Hold Open Devices</b>		
9.13	Are any fire doors fitted with automatic door release devices and is smoke detection provided within the area located near to the door release device? (Consider to L3 standard?)	N/A
9.14	Are all non-self-contained devices linked to the fire alarm system and released on actuation?	N/A
9.15	Are any self-contained, acoustically actuated door hold open devices fitted?	N/A
9.16	Are all devices tested regularly and the results recorded?	N/A
9.17	Are all doors released at night or when the area is unoccupied?	N/A
9.18	Has the risk of external fire spread been considered? Consider external cladding, wall systems, external render and balconies.	N/A
9.19	Are disabled refuges suitably protected?	N/A

## The Confinement of Fire: Finding(s)

### Findings

None.

### Recommendations

None.

### Commentary

None.

## 10.0 Fire Alarm System

### FIRE SAFETY PROVISIONS

10.1	Is the premises provided with a fire alarm system and is the fire alarm or category suitable for the risk and premises type?	Yes
10.2	Is it possible to define the alarm system category? (L1- L5 etc.)	Yes
10.3	Are sufficient fire alarm call points and detectors provided, visible and free from obstruction?	Yes
10.4	Can the alarm be raised without placing anyone at risk?	No
10.5	Are all fire alarm sounders of the same type, giving the same alarm signal? The signal should be distinct from all other alarms or signals in the workplace to avoid confusion.	Yes
10.6	Where required does the system have a voice alarm? i.e. large places of assembly	N/A
10.7	Can the alarm be heard throughout all areas of the premises?	Not Known
10.8	Has a suitable fire zone plan been provided adjacent to the fire panel where necessary? i.e. complex premises or care homes	N/A
10.9	Is the alarm system under a regular maintenance programme by a qualified fire alarm engineer?	Not Known
10.10	Are there systems in place to ensure the system is tested weekly from a different call point?	Not Known
10.11	Are all fire alarm tests, faults and maintenance schedules recorded?	Not Known

## Fire Alarm System: Finding(s)

### Findings

None.

### Recommendations

None.

### Commentary

#### **10.1, 10.3**

A single smoke detector is located at the centre of the pavilion. It is felt that this is suitable for the risks present.



## 11.0 Emergency Escape Lighting

11.1	Has the provision of emergency lighting been considered? Working hours, windowless areas, open access areas>60m2, toilets>8m2.	N/A
11.2	Is emergency lighting provided in accordance with guidance relevant to the purpose group for the premises? (BS5266, ADB)	N/A
11.3	Does it illuminate escape routes, exits, corridors, hazards or obstructions, changes in floor level, signs, fire alarm call points and firefighting equipment?	N/A
11.4	Is the emergency lighting beyond the final exit adequate so that persons can reach a place of safety?	N/A
11.5	Are routine checks carried out in accordance with the appropriate standard to which the system conforms – i.e. daily, monthly, 6 monthly and annual checks?	N/A
11.6	Are records of maintenance kept?	N/A

### Emergency Escape Lighting: Finding(s)

#### Findings

None.

#### Recommendations

None.

#### Commentary

**11.1**  
No Emergency Escape Lighting is present within the building. It is felt that this is not required.

## 12.0 Fire Fighting Equipment, Systems & Fixed Installations

12.1	Where appropriate are adequate numbers of fire extinguishers provided? Consider floor area, special risks?	Yes
12.2	Are the correct types of extinguishers provided for the risks and installed and sited in accordance with current guidance?	Yes
12.3	Are appropriate checks carried out on a monthly basis?	Yes
12.4	Are all extinguishers serviced by a qualified engineer every 12 months?	Yes
<b>Fixed Installations</b>		
12.5	Are any fixed firefighting installations provided? (Sprinkler systems, local gas flooding etc.)	No
12.6	Are all systems fully operational and under a maintenance programme?	N/A
12.7	Are all security devices functional? (Sprinkler valves, wet & dry rising mains padlocked etc.)	N/A
12.8	Where sprinklers are fitted are all heads clear of obstructions (500mm clear of stock) and functional?	N/A
12.9	Are firefighting shafts with dry or wet mains provided?	No

## Fire Fighting Equipment, Systems & Fixed Installations: Finding(s)

### Findings

None.

### Recommendations

#### 12.1 Finding

The Fire Extinguisher within the garage was found to be hard to access.



#### Action Required

It is recommended that the Fire Extinguisher within garage is moved to the door to become more accessible.

### Commentary

#### 12.1, 12.4

Two Fire Extinguishers are suitably located by the main entrance. The extinguishers were last serviced in November 2025.



## 13.0 Fire Safety Signs and Notices

13.1	Do signs indicate all final exits?	N/A
13.2	Are all signs in the correct position, suitably fixed, in good condition and directional arrows correct? (Can the way out be found just by using signs alone?)	N/A
13.3	In places of public assembly are all escape signs illuminated on maintained luminaires?	N/A
13.4	Are fire action notices displayed prominently, of a similar type and completed fully throughout the premises?	Yes
13.5	Does the content of the fire action notices reflect the actual procedure?	Yes
13.6	Where firefighting equipment or fire alarm call points are not clearly visible is their location highlighted by supporting signage?	N/A
13.7	Are all fire doors signed appropriate to their use i.e. Fire Door Keep Locked Shut, Fire Exit Keep Clear etc.?	N/A
13.8	Where required, are external fire assembly points signs prominently displayed?	N/A
13.9	Are "No Smoking" signs and procedures in place to ensure there is no smoking in work or public places? (The Smoke Free (Premises and Enforcement) Regulations 2006)	Yes
13.10	Do all signs comply with the EN 7010:2011 where necessary?	N/A

## Fire Safety Signs and Notices: Finding(s)

### Findings

None.

### Recommendations

None.

### Commentary

#### 13.1-13.2

It is felt that fire exit signage is not required as the escape route is clear and obvious.

#### 13.4

A Fire Action Notice is suitably positioned on the Noticeboard.



## 14.0 General Fire Safety Procedures

14.1	Has the premises been free from reports of any fire related incidents within the past 12 months?	Yes
14.2	Has action been taken to avoid reoccurrence?	N/A
14.3	Has the premises been free of any fire alarm actuations within the past 12 months?	Yes
14.4	Where necessary has any action been taken to prevent reoccurrence?	N/A
14.5	Have there been any incidents of deliberate ignition by employees or arson attacks?	No
14.6	Does basic security against arson by outsiders appear reasonable?	Yes
14.7	Is CCTV present?	No
14.8	Do all staff understand the need to report any potential fire hazards?	Yes
14.9	Has a person(s) been given the overall responsibility for fire safety related matters and management?	Yes
14.10	Have the fire service inspected the premises within the last 12 months?	No
14.11	Were any recommendations, enforcement or prohibition notices served?	N/A
14.12	Have all recommendations and notices been complied with?	N/A
14.13	Are all important documents that may affect business continuity stored in fire resisting containers?	N/A
14.14	Is adequate access provided for fire service vehicles in the event of an emergency?	Yes
14.15	Are there any particular work processes undertaken that may increase the risk of fire? If so, are suitable control measures in place?	N/A

### General Fire Safety Procedures: Finding(s)

#### Findings

None.

#### Recommendations

None.

#### Commentary

None.

## 15.0 Fire Safety Management

15.1	Are there an adequate number of competent persons and arrangements (under Article 18 of the RRFSO) in place to assist the responsible person in the management and implementation of the preventative and protective measures? (safety assistance)	Yes
15.2	Have all staff been trained in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness?	N/A
15.3	Do all new employees receive basic fire procedure and induction training on the date of appointment?	N/A
15.4	Are records of fire safety training kept?	N/A
15.5	Are systems and procedures in place to control any new work, alterations or repairs to the premises, so that no fire hazards are introduced?	Not Known
15.6	Is a "permit" to work procedure in place for contractors etc.?	Not Known
15.7	Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made?	Not Known
<b>Fire Marshals &amp; Fire Plans</b>		
15.8	Are fire marshals required to take charge of a fire incident and liaise with the Fire Service where required?	No
15.9	Is there a list of fire marshals displayed in all locations where required?	N/A
15.10	Are systems in place to provide identification for fire marshals during an emergency where required?	N/A
15.11	Has a suitable fire assembly point been designated? (i.e. free from traffic hazards, radiated heat and free movement away from the premises)	Yes
15.12	Do the premises require a fire plan in order to evacuate?	No
15.13	Are there clearly defined written procedures to be followed in the event of a fire in the form of an emergency plan?	Yes
15.14	Is a fire plan displayed throughout the premises where required?	N/A
15.15	Are there procedures for calling out key staff during fire related emergencies outside of normal working hours?	Not Known
15.16	Is there a suitable record of fire safety arrangements?	No

## Fire Safety Management: Finding(s)

### Findings

None.

### Recommendations

None.

### Commentary

None.

## 16.0 Fire Emergency Plan

16.1	Do the premises have a fire procedure/emergency plan and is it suitable for the numbers of staff and the processes carried on within the premises?	Yes
16.2	If the premises operates a "stay put" policy, is this suitable?	N/A
16.3	In multi-occupied buildings do all the fire /emergency plans complement each other?	N/A

### Fire Emergency Plan: Finding(s)

#### Findings

None.

#### Recommendations

None.

#### Commentary

None.

## 17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings

Each action required has been given a priority rating of between 1 and 3 based upon the following:

Priority 1 (P1)	A serious breach of the Fire Safety Order which if not actioned would significantly increase the risk of fire or injury. Failure to reduce the risk could result in substantial injury to relevant persons. Actions or omissions of this nature would normally constitute an offence liable to enforcement or prosecution actions by the Fire Authority. The time scales given are normally short.
Examples include:	Blocked or locked fire exits, serious breaches of required fire resistance, ineffective fire doors, insufficient or complete failure of emergency lighting or fire alarm systems.
Priority 2 (P2)	A lesser breach of the Fire Safety Order which if not resolved would present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales.
Examples include:	Firefighting equipment missing or defective, minor defects to the fire alarm or emergency lighting systems.
Priority 3 (P3)	Poor practices or features that whilst not presenting a serious risk would detract from the overall impact on the fire safety provisions within the premises. Also includes provision or practices and features that are preferable over and above the minimum standards required under the Fire Safety Order. Time scales are variable. The acts or omissions would normally be tolerable but actions should still be implemented to reduce the risk level to a negligible level - time scales are variable.
Examples include:	Logbooks not completed or up to date, fire extinguishers not wall mounted.

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable. Each finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the findings have been identified the premises is given an overall risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

Definitions:	
<b>Hazard:</b>	An article, substance, machine, installation or situation with potential to cause harm, loss or both. A fire hazard is a hazard that has the potential to cause a fire or promote fire development and/or spread.
<b>Risk:</b>	A measure of the probability that the potential for harm or loss posed by the hazard will materialise, combined with the potential extent and severity of the harm and/or damage that may result.
<b>Harm:</b>	Physical injury, death, ill health, property and equipment damage and any form of associated loss, which could cause harm.
<p>To determine the risk rating two main areas are considered, the likelihood of an outbreak of fire and the potential for that outbreak to cause harm to persons, property and business continuity.</p> <p>The likelihood of fire outbreak is given a rating of highly unlikely, unlikely and likely, this is then multiplied by the harm potential rating of slight, moderate and serious harm.</p> <p>The level of fire risk is then quantified as <b>negligible, tolerable, moderate, substantial</b> or <b>intolerable</b>. The subjective risk rating is calculated and the risk level determined within the following parameters:</p>	
<b>Negligible Risk</b>	Where the combination of severity of harm and likelihood is very low and there is minimal risk to people's lives. The risk of a fire occurring is rare and the potential for fire spread is negligible, also where the overall fire safety management is of a high standard. No further action is normally required unless circumstances change. A reassessment should take place on the review date.
<b>Tolerable Risk</b>	Where the present systems, facilities or management procedures are reasonably satisfactory at the time of the assessment. Escape should be carried out unaided with effective fire safety management procedures in place. Possible minor actions may be required, with a reassessment being conducted at the review stage.
<b>Moderate Risk</b>	The present systems, facilities or management is unsatisfactory in some areas. Where a fire could occur and the available time needed to evacuate may be reduced by the speed of the development of fire, also where the reaction time of occupants may be slower because of the type of persons present e.g. sleeping, elderly or infirm or where there are large numbers of persons or complex escape routes. Remedial actions will be required with some control measures being implemented. A reassessment should be made once the control measures have been put in place.
<b>Substantial Risk</b>	Where the combination of severity and probability is high and urgent action must be taken to reduce the risk. Where a fire is likely or highly likely to occur and the spread of fire development would be such that the available escape time would be substantially reduced. Premises identified with substantial risk areas will normally require the provision of considerable resources in the form of equipment, training, information and management to mitigate the risks.
<b>Intolerable Risk</b>	Where the combination of severity and probability is such that extreme harm or death will occur and there is a real threat of an outbreak of fire. Action must be taken to immediately reduce the risk, ideally to a tolerable level. If this cannot be achieved, then consideration must be given to prohibiting or limiting the use of all or part of the premises until such risks can be reduced. Reassessment is required following implementation of the immediate or interim control measures.

The Probability of Fire depends on the number and nature of ignition sources, the extent of and any fire prevention measures and the nature and actions of the occupants. The Probability and Extent of Harm should a fire occur depends on the quality of the means of escape, number of storeys, complexity of the premises and mobility of the occupants.

Based upon the findings identified above, application of current fire safety codes and practice, experience and knowledge the following risk areas have been quantified.

### FIRE RISK RATING MATRIX

LIKELIHOOD OF FIRE OUTBREAK	LIKELY CONSEQUENCES OF FIRE			
	Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
	Highly Unlikely	Negligible Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

## 18.0 Summary of Findings

Ref	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Contractor Completed
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THERE WERE NO FINDINGS OTHER THAN THE INFORMATION IN THE COMMENTARY SECTIONS AND RECOMMENDATIONS BELOW

## 19.0 Recommendations

Ref	Observation	Recommended Action	Risk Rating	Contractor Completed
12.1	The Fire Extinguisher within the garage was found to be hard to access.	It is recommended that the Fire Extinguisher within garage is moved to the door to become more accessible.	Tolerable	

## 20.0 Commentaries

Ref	Observation	Recommended Action	Risk Rating	Contractor Completed
10.1, 10.3	A single smoke detector is located at the centre of the pavilion. It is felt that this is suitable for the risks present.	Checks should be made to ensure that the smoke detector is being tested weekly with records of testing kept.	Tolerable	
13.4	A Fire Action Notice is suitably positioned on the Noticeboard.	It is recommended that the Assembly Point information is written on the Fire Action Notice.	Tolerable	