

# Fire Risk Assessment

A Safety guide for all users of

## **BRISTON PAVILION**

Assessment by The Management Committee January 2019

### **Briston Pavilion Management Committee contacts**

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Secretary	<b>Noeleen Woodhouse</b>	07795 564 453
Management	<b>Booking Line</b>	07759 121 099

## Description of the Premises

Briston Pavilion is brick built community building situated on the recreational ground on Stone Beck Lane.

The building comprises of one main entrance with lobby and fully opening double doors for entry to Lofty's Bar. Two additional entrance doors are situated either side of the main doors for entry to The Hall and The Nursery room. Two push bar fire exits are located to the rear of the building. The building contains two separate blocks of male/female toilets, One main kitchen, Two bar areas and Eight storage cupboards/Area's (for furniture and other equipment).

Exit doors open outwards. All cooking and water heating is by electricity (solar panels are located on the roof).

The building can be partitioned off to provide:

- (1) The Nursery room 9m x 4.6m (holding approximately 45 people)
- (2) Lofty's Bar 10.5m x 6.3m (holding approximately 80 people)
- (3) The Hall 15.6m x 10.25m (holding approximately 200 people)

All parts of the building are available to hire for both private and public events.

The car park has space for approximately 40 vehicles.

**Two emergency exits** lead directly out of the building - from The Hall's back corridor and Lofty's bar's back corridor. They are clearly lit with **Emergency lighting**. The tennis courts located on the recreational ground are our designated **Fire Assembly Point**.

Briston Pavilion is a **NO SMOKING** area.

**Smoke Detectors** located in various places trigger an alarm in the event of a fire.

**FIRE Extinguishers** are situated in the kitchen, nursery room, Lofty's, Hall and bar area. They are routinely inspected. Last Inspection November 2018.

**Fire Hazzard is LOW, and therefore risk is LOW.**

## Principle Users of Briston Pavilion

The building is hired by a range of organisations and private individuals for a wide variety of activities, some of which are licensable. A written agreement between The Management Committee and the hirer forms the basis of the hiring arrangement. The booking form rules of the hire draw the hirer's attention to the health and safety and licensing obligations that the booking places upon them.

The Building hold a licence for the sale of alcohol. Private hirers are responsible for meeting the obligations of the licence and must seek permission from The Management Committee to serve or sell alcohol.

The Management Committee encourage all users of the building to carry out their own fire risk assessment, highlighting the areas that pertain to their own group of users and their activities.

Any Hirers bringing external electrical Equipment such as bouncy castles, DJ Equipment, Cooking equipment should ensure all items have a valid PAT test.

Hirers intending to light candles, incense, indoor fire works or any other potential fire hazards should ensure due care and attention is taken at all times, the Fire risk responsibility and safety execution is the liability of the hirer.

This Fire Risk Assessment has been done by the Management Committee to cover all aspects of the building, but in particular for those Hirers who are not familiar with the layout and equipment.

**THE HIRER IS DEEMED THE "RESPONSIBLE PERSON " AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE BUILDING DURING THE HIRE PERIOD. IT IS ADVISABLE TO TAKE NOTE OF EVERYONE ATTENDING YOUR EVENT.**

The Management Committee encourage all hirers to make themselves aware of the [Exit Routes](#), The [Fire fighting equipment](#) and the plan of the building detailing the location of the equipment, the [Escape routes](#). The plan is available to all Briston Pavilion users and is displayed by the doors in The Hall, Lofty's Bar and The Nursery room. Hirers should also identify the [Fire Assembly Point](#).

The Pavilion is only staffed by a member of the Management Committee during a booked event when it is agreed necessary.

It is the responsibility of the Hirer to ensure the building is securely locked after use, The building should never be left open or unoccupied. The access to keys are controlled by The Management Committee, zoned areas have certain locks and certain keys, Hirers will only be given relevant keys to their hire.

### People at Risk

Those at Risk in the event of a fire:

- **Staff:** The Management Committee employs a part time cleaner who has keys to the building and is generally alone when working.
- **Trades People:** The Management Committee employ local trades people on both an ad-hoc and scheduled basis for the purpose of repairs, safety checks and building maintenance. Local trades people who are familiar with the building may gain access by borrowing a key, others are always escorted by a member of The Management Committee.
- **Hall users:** These will generally be familiar with the building, those that aren't will find the simple layout easy to navigate and assimilate. Emergency lighting is installed over fire doors and around the building, The lighting is tested regularly. The Fire doors lead directly outside and are fitted with a push bar release.
- **Disabled persons:** At a typical function there may be a limited number of disabled persons. IT IS the responsibility of the hirer to ensure disabled persons are given adequate assistance in the event of an evacuation.

- **Children:** It is the responsibility of the hirer to ensure all children within the building are supervised and that they are given adequate assistance in the event of an evacuation.
- **Other members of the public (who are not using the building):** Members of the public may walk past the building on their way to the park or playing field.

### Possible Causes of Fire

- (1) Main power supply fault
- (2) Electrical appliances fault
- (3) Kitchen equipment fault (other than electrical appliances)
- (4) Cooking accidents
- (5) Waste (accidental Ignition)
- (6) Disco/Spot lighting fault
- (7) Soft furnishings (accidental Ignition)
- (8) Deliberate Ignition

### Control Measures

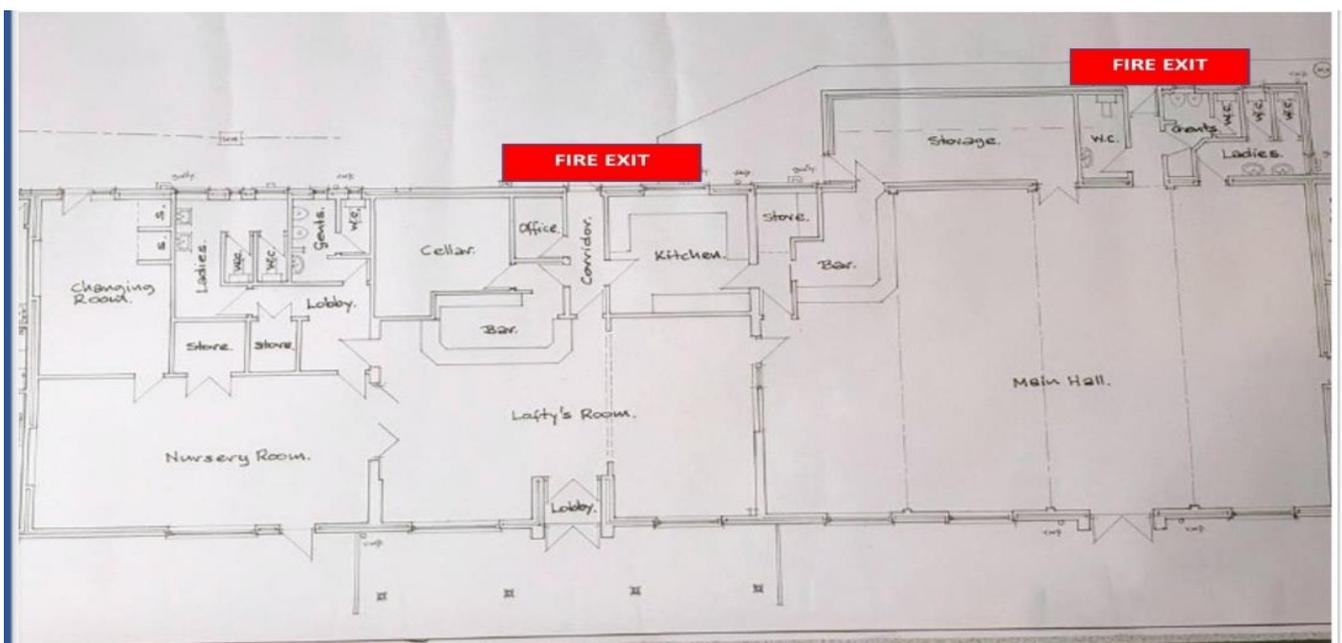
The primary and general control measures taken by The Management Committee are to ensure that:

- **Sufficient and correct fire fighting equipment is available** and that a qualified practitioner inspects at least once a year. A certificate of maintenance will be obtained for each Inspection. The equipment currently (January 2019) consists of the following: Fire extinguishers CO2 and Water, Fire Blanket, Smoke alarms fitted in the kitchen and around the building.
- **The location of the Fire fighting equipment**, emergency lighting and escape routes are clearly marked on a plan that is displayed by each entrance/Exit and are available to all building users.
- **All Fire Exit doors are checked for illumination**, Ease of opening and that all the Emergency Exit Routes are clear on a weekly basis. A test of continuous Illumination in the event of power failure will be done ½ yearly. A test of Smoke alarms will be done ½ yearly.

- **The Management Committee Test** the ease of access to and through the Escape routes and to the assembly point at least once per year and log the results.
- **Any furnishings** belonging to the building that are less than one metre from the floor are made of a non-combustible material or a material that has been fire proofed to the standard applicable at the time of purchase. This applies to all curtailing throughout the building irrespective of distance from the floor level.
- **Security lighting** is provided and maintained in the main foyer and outside the main entrance as well as at both elevations of the building overlooking the carpark in order to discourage potential intruders.
- **A record of key holders** is kept, also a record, by date and session time of those hirers ( regular users ) that have been given a permanent access key.
- **The Waste bins are checked** each time the kitchen is cleaned for any fire hazards ( at loose flammable materials such as paper ). Where any flammable material is found it will be placed in the exterior bins or removed from site.
- **All Pavilion users will be made aware of** their responsibilities under the Premises licence via the booking form.
- **All Regular user groups will be advised** that they should carry out their own Fire Risk Assessment, Whilst The Management Committee will advise and encourage They cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

### Diagram of Briston Pavilion showing Fire Exits

Note that the **Assembly Point** is **The Tennis court** on **The Recreational Ground**



# FIRE !

In the event of a Fire

## DIAL 999

- (1) The responsible persons will instruct all persons to leave the building using the nearest available Emergency Exit and to gather together as soon as possible at the FIRE ASSEMBLY POINT **THE TENNIS COURT**
- (2) **A ROLL CALL SHOULD BE TAKEN**
- (3) **No matter how small the Fire, call the Fire Brigade.** There is no public telephone in Briston Pavilion. If you have a mobile **DIAL 999** and give the address  
**BRISTON PAVILION, THE RECREATIONAL GROUND,  
STONE BECK LANE, BRISTON, NORFOLK, NR24-2PS**
- (4) The **Responsible Person** should ensure that once the pavilion has been evacuated members of the public are not to re-enter the building to collect personal belongings etc under any circumstances.
- (5) On arrival of the Fire Brigade, the **Responsible Person** should report to officer in charge that a roll call has taken and all persons are safe or should inform him of anyone missing and their last known location within the building.
- (6) Attempts to extinguish the outbreak of Fire using the Fire extinguishers should only be carried out if it is considered safe to do so. **If in doubt get out of the building.**
- (7) After you have carried out all of the above and circumstances allow it, **Please call a member of The Management Committee.**

**NOTE: ALL INCIDENTS NO MATTER HOW SMALL MUST BE REPORTED TO MANAGEMENT.**