

Fire Safety Risk Assessment

In compliance with the Regulatory Reform (Fire Safety) Order 2005

Client: Oakington & Westwick Sports Pavilion

Premises: Queens Way
Oakington
Cambridge
CB24 3AW

Assessment and Report: Dave Robertson

Role: Fire Safety Risk Assessor

Accepted on behalf of the client: Laura Lawrence

Role: Clerk to the Parish Council

Document issued to client: 18 February, 2024



INTRODUCTION TO FIRE SAFETY RISK ASSESSMENT

Description of the premises: SPORTS PAVILION

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| Address of the premises: | Oakington & Westwick Sports Pavilion Queens Way Oakington Cambridge CB24 3AW |
| Date of Fire Safety Risk Assessment: | 12 February, 2024 |
| Responsible Person(s): | The Independent Pavilion Management Committee are the overall 'Responsible Persons'. Laura Lawrence, is the Clerk to the Parish Council. They are responsible for the site. The Caretaker Tony Leadley is responsible for the day-to-day management of fire and health and safety in the building. |
| General description: | <p>A two storey detached multi-purpose Sports Pavilion. The building has a Main Hall for hire for a range of activities including sport and public entertainment. There is a Caretakers office, Meeting room, Changing rooms, various Store rooms with a small Kitchen, Toilets and adjoining externally accessed plant and equipment storage rooms.</p> <p>The first floor mezzanine is accessed via a secure door to a single concrete stair from the side corridor which leads up to an open plan storage area and rooms used by the Parish Council and Scouts. The first floor is used for storage and retrieval only.</p> <p>Heating is provided by an under floor system powered by two gas fired boilers. The main electrical intake is in the left side internal plant room off the Main Hall.</p> <p>The building is traditional construction with a combination of brick walls, block, and with concrete screed flooring, sheet glass panel, wooden internal doors and windows. A pitched timber felt tiled roof spans the building. There is no external cladding. The main access and egress point is via double glazed doors at the front side of the property with wheel chair access provided. There is another set of double exit doors in the Main Hall and a fire escape door from the corridor leading to the Changing rooms to the back of the building. All of doors open outwards.</p> <p>The building is fully protected by Automatic Fire Detection system, Visual Alarm Devices (VAD), linked smoke/heat detectors, emergency lighting and portable firefighting equipment.</p> <p>No hazardous work is undertaken in any of the occupied parts of the building. There are some small quantities of hazardous and flammable substances stored in the external Store cupboards used for maintenance. There are cleaning products kept inside. All the substances require COSHH safety datasheets. These must be kept with the products and on computer for staff information and safe use and handling plus information of any Personal Protective clothing that may be required.</p> |
| Number of floors: | 2 |
| Floor area: | Ground floor approximate total area is approximately 510 square metres. First floor mezzanine approximate total area is approximately 120 square metres. |
| Occupancy type: | SMALL, MEDIUM PLACE OF ASSEMBLY & SPORTS CHANGING FACILITY |

INTRODUCTION TO FIRE SAFETY RISK ASSESSMENT

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| <p>WHO IS AT RISK? Maximum number of occupants at any one time:</p> | <p>Relevant Persons: A maximum occupancy: 200 standing and 100 seated in the Main Hall 20 seated in the Committee Room.</p> |
| <p>Occupants at special risk:</p> | <p>There are only two people employed by the Council, one of whom is the Caretaker of the building. Neither of these people have any form of disability or mobility issues. A Personal Emergency Evacuation Plan (PEEP) should be written for any person who is employed who will use the building in the future who has any form of disability or mobility issues which will prevent them responding in an emergency.</p> <p>A 'generic' Fire Emergency Evacuation Plan (FEED) must be provided for the building that will be adequate for most people but separate risk assessment must be considered for each individual 'User/Hirer Group' to meet their personal circumstances and physical conditions of the people in the building. In such cases, the 'Temporary Responsible Person' who is the leader of the 'User/Hirer Group' in the facility, should make a Personal Emergency Evacuation Plan (PEEP). They must take into consideration for each person's individual needs if they are not covered by the 'generic' plan and make suitable arrangements for their safety. The results of these risk assessments must be documented for each person and ensure they are escorted out of the building to a place of final safety and lead to the Fire Assembly Point in the grassed playground area near to the bench.</p> |
| <p>Fire Safety Plans and Drawings:</p> | <p>The plan drawing has been provided to show the basic layout of the building. A copy must be marked to indicate the location of the Fire Extinguishers, Fire Alarm Panel, Fire Alarm Zones, gas and electrical intake location, the escape routes and the location of the Fire Assembly Point on the grassed playground area near to the bench. This is to be used to train staff and all 'User/Hirer Groups'. A copy should be kept in the Fire Safety Log Book.</p> |
| <p>Any other relevant information:</p> | <p>There are fire hydrants on Water Lane that could be used by Firefighters.</p> |

Fire Safety Risk Assessment Purpose:

The purpose of this risk assessment is to:

- Identify the fire hazards in the premises;
- Identify who might be at risk from those hazards;
- Evaluate the risks arising from the hazards and assess whether the existing fire protection and prevention measures are adequate, or whether additional measures are necessary;
- Record the significant findings of the risk assessment;
- Provide a prioritised action plan where additional measures are deemed necessary.

Fire Safety Risk Assessment Scope:

This fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the client's instructions.

It has been prepared for, is addressed to and is for the sole use of the client. No person other than the client may copy this document (in whole or part), use or rely on the contents without the prior written permission of D J ROBERTSON FIRE SAFETY CONSULTANCY.

D J ROBERTSON FIRE SAFETY CONSULTANCY accepts no liability for any use of this risk assessment other than for the purposes stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan relate only to life safety.

INTRODUCTION TO FIRE SAFETY RISK ASSESSMENT

This risk assessment is not intended to address property protection issues or business continuity, and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole. The contents of this document are not to be construed as providing legal, business or tax advice or opinion.

Fire Safety Risk Assessment Risk Levels:

Taking into account protective and preventative measures observed at the time of the risk assessment, it is considered that the possibility of a fire starting in this premise is **NORMAL RISK**

Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of a fire would be **SLIGHT HARM**

Accordingly, it is considered that the risk to life from fire at this building is **TOLERABLE**

Fire Safety Risk Assessment Review:

This risk assessment should be reviewed regularly to keep it up to date and in particular:

Where there have been building alterations or it is intended to alter the layout or occupancy of the premises;
Where there have been changes to work processes or it is intended to make changes to work processes;
At intervals not longer than every **YEAR** from the date of issue.

Based on the residual life risk level, the next review date for this risk assessment should be during **FEBRUARY 2025**

INTRODUCTION TO FIRE SAFETY RISK ASSESSMENT

Definitions – Likelihood of Fire:

| | |
|---------------|--|
| Low Risk | The likelihood of a fire occurring is unlikely. |
| Normal Risk | The likelihood of a fire occurring is possible due to the nature of the building, processes being carried out or due to type of occupants. Most properties fall into this category. |
| High Risk | The likelihood of a fire occurring is probable due to the nature of the building, hazardous processes being carried out, more than 50 litres of flammable liquids are used, kept or stored; or due to type of occupants or sleeping accommodation is provided. |
| Slight Harm | Outbreak of fire is unlikely to result in serious injury or death of any occupant, other than the death of an occupant in a room in which a fire occurs. |
| Moderate Harm | Outbreak of fire could result in injury of one or more occupants but is unlikely to involve multiple fatalities, other than the death of an occupant in a room in which a fire occurs. |
| Extreme Harm | Serious potential for the serious injury or death of one or more occupants. |
| Trivial | No action is required. |
| Tolerable | No major additional measures are required. However there may be a need for minor improvements. |
| Moderate | It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a limited time period. |
| Substantial | Major work is required to reduce the risk. Consideration should be given to restricting the use of the building. |
| Intolerable | The building should not be occupied until the risk is reduced. |

Standards – Relevant Fire Safety Legislation and Regulations:

The following standards may be referred to in this document: -

Regulatory Reform (Fire Safety) Order 2005; The Fire Safety (England) Regulations 2022; The Fire Services Act 2004; The Fire Safety Act 2021; British Standard 5839: Part 1, 2017 (Fire Detection & Alarm Systems for Buildings); British Standard 5266: Part 1 2011(Emergency Lighting Equipment); British Standard 5499: Part 1 1996, Part 4 2013 & Part 10 2014 (Fire Safety Signs & Notices); British Standard 5306: 2009 Part 3 & Part 9 2015 (Fire Extinguisher Installations); British Standard 476, Part 22 (Fire Resisting Doors); British Standard 7273, Part 4 2007 (Actuation of Release Mechanisms of Doors); British Standard 5588 (Fire Precautions in the Design and Construction of Buildings); British Standard EN1154, 1997 (Self-Closing Devices); British Standard EN 179 (Emergency Exit Devices) 2008; British Standard 5306: Part 2 1990, (Sprinkler Systems); British Standard EN 12845: 2004 – Fixed Fire Fighting Systems, Automatic Sprinkler Systems, Design, Installation and Maintenance; British Standard 9251 Fire Sprinkler Safety Standard 2005; Building Regulations Approved Document B; The Health & Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999; Electricity at Work Regulations 1989; Electrical Equipment (Safety) Regulations 1994; British Standard 7671 (Requirements for Electrical Installations IET Wiring) Regulations 2018; The Furniture and Furnishings (Fire Safety) Regulations 1988,1993 & 2010; British Standard 7176, Ignition of Furniture & Furnishings for non-domestic property 2007 & A1 2011; The General Product Safety Regulations 2005; The Smoke and Carbon Monoxide Regulations 2022; Section 7 of the HSE Guidance for Fire Safety Risk Assessment, Small and Medium Places of Public Assembly.

SIGNIFICANT FINDINGS & PRIORITY ACTIONS

Significant Findings and Priority Actions:

The following Priority Action Plan is a summary of the failings found at the time of the Fire Safety Risk Assessment and are the actions required to remedy those failings.

It should be noted that it is an offence to fail to comply with any requirement imposed by articles 8 to 22 of the Regulatory Reform (Fire Safety) Order 2005 and any Alterations Notice or Enforcement Notice issued to the building.

Any deficiencies relating to the above articles are recorded in this Action Plan and detailed in the appropriate Sections.

The 'responsible person' should enter the person/contractor responsible for the rectification of the deficiency in the '**Control Measure/Nominated Person**' column and the date it will be completed.

As an item of work is completed and has been checked as satisfactory by the 'responsible person' they should sign the record and the date it was completed.

High Priority Items

High priority items are those items which either on their own, or when combined, would be required to reduce the risk in the building.

These items should receive immediate attention:

| Action Item: | Control Measure/ Nominated person | Date completed | Signature |
|--|--------------------------------------|-------------------|-----------|
| 1. The fixed electrical circuits and wiring installation must conform to British Standard 7671 (Requirements for Electrical Installations) IET Wiring Regulations 2018. The last EICR condition test took place in September 2012. The EICR condition tests are required every 5 years and are well overdue for re-test. An up-to-date Certificate of Compliance to the standards must be provided by the electrical engineers and must be kept on computer and in the Fire Safety Log Book. | | | |

SIGNIFICANT FINDINGS & PRIORITY ACTIONS

Medium Priority Items

Medium priority items are those items which either on their own, or when combined, would be necessary to reduce the risk in the building.

These items should be completed within 3 months:

| Action Item: | Control Measure/ Nominated person | Date completed | Signature |
|---|--------------------------------------|-------------------|-----------|
| 1. The Fire Emergency Evacuation Plan (FEEP) must be produced and includes the location of Emergency Fire Assembly Point in the grassed area near to the playground. | | | |
| 2. At least one member of each of the 'User Groups/ Hirers' who are the 'Temporary Responsible Persons' in the building must be trained to a competent standard with regards to the Fire Safety Regulations and the Evacuation Procedures. They must be provided with written information and confirm they have read and understand their responsibilities with regards to what they must do in the event of a fire. | | | |
| 3. All training and instruction provided must be recorded and kept within the premises file Fire Safety Log Book. All training and information must be provided by a competent person and the names of the 'Temporary Responsible Persons' recorded in a premises Fire Safety Log Book. They must signed against their names on the booking agreement sheet to confirm that they have received the training and fully understand what they should do. | | | |
| 4. The above training must be repeated annually for all existing 'Temporary Responsible Persons' and immediately for any new 'User Groups/ Hirers' are to occupy the premises as outlined in Section 7 of the HSE Guidance for Fire Safety Risk Assessment, Small and Medium Places of Public Assembly who will ensure the legal duties and the Fire Emergency Evacuation Plan is complied with. | | | |
| 5. The 'Temporary Responsible Persons' should be provided with a hi-visibility Fire Warden vest so that they can be easily identified in an emergency. | | | |
| 6. The Main Hall, escape routes, toilets, changing rooms, kitchen and store rooms are provided with emergency lighting that conforms to British Standard 5266 Part 1. An annual 'drop test' is required for the Units and a Certificate of Compliance must be obtained from the engineers and a copy kept on computer records and with the Fire Safety Log Book. | | | |
| 7. The Emergency Lighting must be 'flick' and visually tested monthly by the Caretaker to ensure they are working and the green LED function lights are operating. Records of the tests must be kept within the Fire Safety Log Book. | | | |

SIGNIFICANT FINDINGS & PRIORITY ACTIONS

Medium Priority Items

Medium priority items are those items which either on their own, or when combined, would be necessary to reduce the risk in the building.

These items should be completed within 3 months:

| | | | |
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| <p>8. The first floor mezzanine is cluttered with flammable storage. In particular the Scouts area. The storage must be kept tidy, excessive flammable materials and cardboard boxes removed and the walkways kept clear at all times.</p> | | | |
| <p>9. The Fire Assembly Point is located on the grassed area near the bench of the playground. The sign to mark the spot is very difficult to see and should be replaced with a larger sign or moved closer to the building so that it can be easily seen when leaving the Pavilion.</p> | | | |
| <p>10. Fire Action Notices are sited at the Manual Call Points. These must have the location of the Fire Assembly Point re-written on them in black permanent marker pen.</p> | | | |
| <p>11. The chain across the double escape doors of the Main Hall leading out must not be across the doors when the Hall is in use.</p> | | | |
| <p>12. The final fire exit door leading from the corridor of the Changing rooms to the car park must be fitted with a 'Fire Exit, Keep Clear' sign on both sides of the door and a 'Turn to Open' sign next to the twist lock on the door.</p> | | | |
| <p>13. The mains electrical cupboard in the Hall must be fitted with a Carbon Dioxide Fire Extinguisher inside the room. It must be wall mounted and have the contents/instruction notice above the carry handle.</p> | | | |
| <p>14. The door to the above cupboard must be marked with a yellow electrical hazard warning sign on the outside of the door and the worn out 'Fire Door, Keep Locked' shut sign replaced.</p> | | | |
| <p>15. The fire door to the Meeting room from the Lobby does not close fully and latch shut. This must be repaired and the door fully close onto the door jambs and stops.</p> | | | |

SIGNIFICANT FINDINGS & PRIORITY ACTIONS

Low Priority Items

Low priority items are those items, which serve to reduce risk to a trivial level.

These items should be completed within 12 months:

| Action Item: | Control Measure/ Nominated person | Date completed | Signature |
|---|--------------------------------------|-------------------|-----------|
| 1. It is recommended that Parish Council Staff, particularly the Caretaker, should be trained in the use of the fire extinguishers. | | | |
| 2. Outside contractors and sub-contractors are used to carry out work and all the general maintenance and repairs. They must be given advice and any specific written information with regards health and safety, means of escape, fire safety, location of the emergency Fire Assembly Point and the arrangements for isolating the water, gas and electrical power for the building prior to commencing any work. 'Permits to Work' must be issued to any contractor undertaking 'hot works' on the site and they must provide the Parish Council with a written method statement and risk assessment prior to commencing any work. This is included in the Fire Safety Policy documents. | | | |
| 3. No hazardous work is undertaken in any of the occupied parts of the building. There are some small quantities of hazardous and flammable substances stored in the external Store cupboards used for maintenance. There are cleaning products kept inside. All the substances require COSHH safety datasheets. These must be kept with the products and computer for staff information and safe use and handling plus any Personal Protective that may be required. | | | |
| 4. The Portable Electrical Appliance provided in the building were last PAT tested by L.C. Electrical Contractors Ltd on the 19 th December 2022 and are overdue for re-test. | | | |

FIRE SAFETY MANAGEMENT

This section of the fire risk assessment identifies the fire safety management processes and controls that are in place.

| Procedures & Arrangements: | Assessment |
|--|------------------------------|
| Does the Parish Council have a statement of fire safety policy, a Fire Emergency Evacuation Plan or a health and safety policy that includes fire safety matters for the Pavilion? In particular: | No - See Notes Below |
| Does the policy include a review date? | N/A |
| Are people nominated to undertake specific tasks in relation to the planning, organising, monitoring and reviewing of the fire safety arrangements | Yes - See Notes Below |
| Is there a Fire Safety Log book | Yes - See Notes Below |

| Record, Plan, Inform, Instruct and Train: | Assessment |
|---|-----------------------------|
| Are Parish Council Staff and the 'User Groups/ Hirers' in the Pavilion provided with sufficient training and instruction? In particular: - | |
| Are all Staff and 'User Groups/ Hirers' given training on what to do in case of fire? | No - See Notes Below |
| Does periodic refresher training take place? | N/A |
| Have Fire Wardens received specialised training in relation to evacuation and firefighting? | No - See Notes Below |
| Are fire drills carried out at periodic intervals? | No - See Notes Below |
| Have Parish Council Staff and 'User Groups/ Hirers' been provided with comprehensible and relevant information? about: - | |
| The risks identified by the risk assessment; | No - See Notes Below |
| The protective and preventative measures; | No - See Notes Below |
| The fire action and emergency procedures in the event of an emergency; | No - See Notes Below |
| The identities of the persons nominated to undertake firefighting measures and evacuation procedures; | N/A |
| The risks notified by other occupiers duty of care; | N/A |
| The name of any dangerous substance and risk that it presents, access to any relevant COSHH safety data sheet and any legislative provisions that relate to the substance, and the findings of the risk assessment. | No - See Notes Below |
| Are employers and self employed persons for outside contractors given information? about: - | No - See Notes Below |
| The risks to those employees and the fire safety prevention and protective measures in the building; | No - See Notes Below |
| The identity of persons nominated to undertake firefighting and evacuation duties | N/A |

Written Assessment:

1. A Fire Safety Log Book has been provided for the building. All records and maintenance of fire safety equipment, fire extinguishers, emergency lighting, electrical wiring (EICR) and electrical portable appliance testing (PAT) must be recorded in the Log Book or held on computer files.
2. The Fire Emergency Evacuation Plan (FEPP) must be produced and includes the location of Emergency Fire Assembly Point in the grassed area near to the playground.
3. At least one member of each of the 'User Groups/ Hirers' who are the 'Temporary Responsible Persons' in the building must be trained to a competent standard with regards to the Fire Safety Regulations and the Evacuation Procedures. They must be provided with written information and confirm they have read and understand their responsibilities with regards to what they must do in the event of a fire.
4. All training and instruction provided must be recorded and kept within the premises file Fire Safety Log Book. All training and information must be provided by a competent person and the names of the 'Temporary Responsible Persons' recorded in a premises Fire Safety Log Book. They must sign against their names on the booking agreement sheet to confirm that they have received the training and fully understand what they should do.
5. The above training must be repeated annually for all existing 'Temporary Responsible Persons' and immediately for any new 'User Groups/ Hirers' are to occupy the premises as outlined in Section 7 of the HSE Guidance for Fire Safety Risk Assessment, Small and Medium Places of Public Assembly who will ensure the legal duties and the Fire Emergency Evacuation Plan is complied with.
6. It is recommended that Parish Council Staff, particularly the Caretaker, should be trained in the use of the fire extinguishers.
7. The 'Temporary Responsible Persons' should be provided with a hi-visibility Fire Warden vest so that they can be easily identified in an emergency.
8. It has been identified by this Fire Safety Risk Assessment that Laura Lawrence, is the Clerk to the Parish Council has been nominated to undertake specific tasks in relation to the planning, organising, monitoring and reviewing of the fire safety arrangements. The Caretaker, Tony Leadley is responsible for the day-to-day management of fire safety in the building.
9. Outside contractors and sub-contractors are used to carry out work and all the general maintenance and repairs. They must be given advice and any specific written information with regards health and safety, means of escape, fire safety, location of the emergency Fire Assembly Point and the arrangements for isolating the water, gas and electrical power for the building prior to commencing any work. 'Permits to Work' must be issued to any contractor undertaking 'hot works' on the site and they must provide the Parish Council with a written method statement and risk assessment prior to commencing any work. This is included in the Fire Safety Policy documents.
10. Emergency Evacuation drills should not be carried out as this is not practical for every 'User Groups/ Hirers' who attends the building. The Fire Emergency Evacuation Plan must be included in the training information for the 'Temporary Responsible Person' so they know what to do as stated above.
11. No hazardous work is undertaken in any of the occupied parts of the building. There are some small quantities of hazardous and flammable substances stored in the external Store cupboards used for maintenance. There are cleaning products kept inside. All the substances require COSHH safety datasheets. These must be kept with the products for staff information and safe use and handling plus any Personal Protective that may be required.

FIRE SAFETY MANAGEMENT

| Testing and Inspection: | Assessment |
|--|-----------------------|
| Fire warning system: | |
| Are arrangements in place to test the fire alarm system on a weekly/monthly basis? | Yes - See Notes Below |
| Are arrangements in place to subject the fire alarm system to a 6 monthly and annual test by a competent person? | Yes - See Notes Below |
| Emergency lighting system: | |
| Are arrangements in place to test the emergency lighting system on a monthly basis? | Yes - See Notes Below |
| Are arrangements in place to subject the emergency lighting system to an annual or 3 yearly battery 'drop' test by a competent person? | No - See Notes Below |
| Firefighting equipment: | |
| Are arrangements in place to subject the portable fire extinguishers to an annual test by a competent person? | Yes - See Notes Below |
| Sprinkler System: | |
| Are arrangements in place to subject the sprinkler system to a weekly/monthly/ 6 monthly and annual test by a competent person? | N/A |

| Records: | Assessment |
|--|-----------------------|
| Is a Fire Safety Log Book kept that records the following equipment: | |
| Fire Warning System | Yes - See Notes Below |
| Emergency lighting system | Yes - See Notes Below |
| Firefighting equipment | Yes - See Notes Below |
| Sprinkler System | N/A |
| Fire exits, escape routes and fire doors | Yes - See Notes Below |
| Staff training & fire drills | No - See Notes Below |

Written Assessment:

1. A Fire Safety Log Book has been provided to record all testing and maintenance information and all matters relating to the fire protection.
2. An Automatic Fire Detection System is installed in the building which conforms to British Standard 5839: Part 1 (Fire Detection & Alarm Systems for Buildings). It is a Grade A - L2/M system. The Fire Alarm Panel is located in the entrance lobby. It is maintained under contract according to the schedule by Business Watch and last tested on 15th January 2024. A Certificate of Compliance has been provided and a copy is kept on computer records and with the Fire Safety Log Book.
3. The Fire Alarm System is tested weekly by the Caretaker with records kept in the Fire Safety Log Book.
4. The Main Hall, escape routes, toilets, changing rooms, kitchen and store rooms are provided with emergency lighting that conforms to British Standard 5266 Part 1. An annual 'drop test' is required for the Units and a Certificate of Compliance must be obtained from the engineers and a copy kept on computer records and with the Fire Safety Log Book.
5. The Emergency Lighting must be 'flick' and visually tested monthly by the Caretaker to ensure they are working and the green LED function lights are operating. Records of the tests must be kept within the Fire Safety Log Book.

FIRE SAFETY MANAGEMENT

6. The firefighting equipment is installed in compliance to British Standard 5306: Part 3 (Fire Extinguisher Installations). The equipment has been serviced annually by Prestige Fire Safety Ltd on the 29th January 2024. The Certificates of Compliance have been provided and kept on computer.
7. The firefighting equipment is checked each week by the Caretaker and records are kept in the Fire Safety Log Book.
8. The escape routes, doors and stairs are checked each week by the Caretaker and records are kept in the Fire Safety Log Book.
9. Staff and 'User Group/Hirers' training and instruction must be carried out and recorded as already stated in this Risk Assessment. If necessary, the Fire Emergency Evacuation Plan and training will be amended to address any issues that arise.

IDENTIFY THE FIRE HAZARDS

This section of the fire risk assessment seeks to identify potential fuel and ignition sources.

| Housekeeping: | Assessment |
|--|-----------------------|
| Is the general standard of housekeeping adequate? | Yes - See Notes Below |
| In particular: | |
| Are combustible materials separated from ignition sources? | Yes - See Notes Below |
| Are accumulations of combustible waste avoided? | No - See Notes Below |
| Are boiler rooms and electrical intake rooms kept free of storage? | Yes - See Notes Below |
| Are combustible materials stored appropriately? | Yes - See Notes Below |
| Are there any other areas where housekeeping could be improved? | Yes - See Notes Below |

Written Assessment:

1. A general very good standard of housekeeping throughout the ground floor of the building, external walkways, escape routes and most store rooms.
2. The first floor mezzanine is cluttered with flammable storage. In particular the Scouts area. The storage must be kept tidy, excessive flammable materials and cardboard boxes removed and the walkways kept clear at all times.
3. The electrical intake distribution cupboard is in the Main Hall and gas intake cupboard at the rear are kept secure and are clear of storage.
4. The COSHH Store in the entrance lobby is marked with a sign and the door is kept locked shut.

IDENTIFY THE FIRE HAZARDS

| Electrical Sources of Ignition: | Assessment |
|---|-----------------------|
| Are reasonable measures taken to prevent fires of electrical origin? | No - See Notes Below |
| In particular; | |
| Is the fixed electrical installation subject to a EICR periodic test? | No - See Notes Below |
| Is portable electrical equipment subject to periodic PAT test? | No - See Notes Below |
| Is the use of trailing leads and adapters kept to a minimum? | Yes - See Notes Below |

Written Assessment:

1. The fixed electrical circuits and wiring installation must conform to British Standard 7671 (Requirements for Electrical Installations) IET Wiring Regulations 2018. The last EICR condition test took place in September 2012. The EICR condition tests are required every 5 years and are well overdue for re-test. An up-to-date Certificate of Compliance to the standards must be provided by the electrical engineers and must be kept on computer and in the Fire Safety Log Book.
2. The Portable Electrical Appliance provided in the building were last PAT tested by L.C. Electrical Contractors Ltd on the 19th December 2022 and are overdue for re-test.
3. Each appliance is marked and dated and a copy of the equipment list Certificate of Compliance has been provided and kept on computer.
4. The mains electrical cupboard in the Hall must be fitted with a Carbon Dioxide Fire Extinguisher inside the room. It must be wall mounted and have the contents/instruction notice above the carry handle.
5. The door to the cupboard must be marked with a yellow electrical hazard warning sign on the outside of the door and the worn out 'Fire Door, Keep Locked' shut sign replaced.
6. There is limited use of trailing leads in the Pavilion at present.

| Arson: | Assessment |
|---|----------------------|
| Is the general defence against arson adequate? | Select your response |
| In particular: | |
| Does security against arson by outside intruders appear to be adequate? | Select your response |
| Is there any fire loading in close proximity to buildings? | Select your response |
| Is there a history of arson in the area or at the premises? | Select your response |

Written Assessment:

1. There is CCTV and intruder alarms installed in the building. These have been serviced by Business Watch on the 15th January 2024 and service documents have been provided and kept on the computer.
2. There is no history of break in for arson at these premises or in the immediate area.

IDENTIFY THE FIRE HAZARDS

| Smoking: | Assessment |
|---|------------------------------|
| Are reasonable measures taken to prevent fires as a result of smoking? | Yes - See Notes Below |
| In particular; | |
| Is smoking prohibited in buildings? | Yes - See Notes Below |
| Is smoking prohibited in appropriate areas? | Yes - See Notes Below |
| Are suitable arrangements in place for those who wish to smoke? | Yes - See Notes Below |
| Is there any evidence of breach of the smoking policy? | No - See Notes Below |

Written Assessment:

1. There is no designated smoking area is provided outside the building. Staff and 'User Groups/Hirers' are expected to leave the Pavilion if they wish to smoke.
2. No breaches of the 'No Smoking' policy could be found at the time of the Fire Safety Risk Assessment.
3. 'No smoking, no vaping' signs have been installed on the doors that lead into the Pavilion.

| Cooking: | Assessment |
|---|------------------------------|
| Are reasonable measures in place to prevent fires due to cooking activities? | Yes - See Notes Below |
| In particular: | |
| Are filters and ductwork cleaned regularly? | Yes - See Notes Below |
| Are suitable fire extinguishers provided? | Yes - See Notes Below |
| Are gas shut-off valves suitably indicated and free from obstruction? | Yes - See Notes Below |
| Are flammable materials kept away from hot surfaces and open flames? | Yes - See Notes Below |

Written Assessment:

1. There is a small kitchen with an electric hob, filter extractor, dishwasher, urn, fridge and kettle etc. These must be PAT tested as already stated.
2. There are no other hot surfaces, gas hobs, and deep fat fryers etc. that require PAT testing or maintenance.
3. There is sufficient fire extinguishers and a fire blanket cover the risk.

IDENTIFY THE FIRE HAZARDS

| Heating & Ventilation: | Assessment |
|---|-----------------------|
| Are reasonable measures taken to prevent fires due to heating appliances? | Yes - See Notes Below |
| In particular; | |
| Is the use of radiant bar fires and LPG heaters avoided? | Yes - See Notes Below |
| Are measures taken to minimise the ignition of combustibles? | Yes - See Notes Below |
| Are fixed heating installations subject to regular maintenance? | Yes - See Notes Below |

Written Assessment:

1. Heating is provided by an under floor system powered by two gas fired boilers. The boilers have been serviced by CPS Ltd on 24th March 2023. A GasSafe Certificate of Compliance has been obtained and kept on computer and should also a copy kept with the Fire Safety Log Book.
2. Automatic shut off devices are installed above the boilers.
3. There are no radiant bar fires, LPG or portable electric heaters in the building.

| Lightning: | Assessment |
|--|----------------------|
| Are reasonable measures taken to prevent fires due to lightning? | N/A |
| In particular; | |
| Does the building have a lightning protection system? | No - See Notes Below |
| Are fixed lightning protection installations subject to regular maintenance and records kept of the tests? | N/A |

Written Assessment:

1. There is not a lightning protection system installed for the building.

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

This section of the fire risk assessment seeks to identify fire safety measures with which the premises is provided.

| Means of Escape; Emergency Routes and Exits: | Assessment |
|---|------------------------------|
| Is the premises provided with adequate emergency routes and exits? In particular: | |
| Do the emergency routes lead as directly as possible to a place of safety? | Yes - See Notes Below |
| Are emergency routes and exits kept free from obstruction? | No - See Notes Below |
| Are the horizontal and vertical escape routes enclosed in suitable fire resistant construction where appropriate? | Yes - See Notes Below |
| Are the number, distribution and dimension of exits adequate? | Yes - See Notes Below |
| Do emergency doors open in the direction of escape where necessary? | Yes - See Notes Below |
| Are there any sliding or revolving doors? | No - See Notes Below |
| Are exits doors easily openable without the use of a key? | Yes - See Notes Below |
| Are signs provided to indicate the emergency route and exits, and the function of fire doors? | No - See Notes Below |
| Is emergency lighting provided where it is necessary? | Yes - See Notes Below |
| Are inner room conditions dealt with appropriately? | Yes - See Notes Below |
| Are arrangements in place to deal with the evacuation of disabled persons? | Yes - See Notes Below |
| Is there an appropriate fire assembly point? | Yes - See Notes Below |

Written Assessment:

- Emergency Lighting units are installed to illuminate the fire exits, the toilets, the store rooms. The installation conforms to British Standard 5266: Part 1 2016 (Emergency Lighting Equipment).
- The Fire Assembly Point is located on the grassed area near the bench of the playground. The sign to mark the spot is very difficult to see and should be replaced with a larger sign or moved closer to the building so that it can be easily seen when leaving the Pavilion.
- Fire Action Notices are sited at the Manual Call Points. These must have the location of the Fire Assembly Point re-written on them in black permanent marker pen.
- The 'Temporary Responsible Persons' or Parish Council Staff if present will lead those using the Pavilion to the Fire Assembly Point so that everyone can be accounted for.
- The chain across the double escape doors of the Main Hall leading out must not be across the doors when the Hall is in use.
- The final fire exit door leading from the corridor of the Changing rooms to the car park must be fitted with a 'Fire Exit, Keep Clear' sign on both sides of the door and a 'Turn to Open' sign next to the twist lock on the door.
- All of the fire safety signs must conform to British Standard 5499: Part 1, (Fire Safety Signs & Notices).
- A 'generic' Fire Emergency Evacuation Plan (FEPP) would be adequate for most people but separate risk assessment must be considered for each individual 'User Group/Hirer' to meet their personal circumstances and physical conditions if required

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

| Fire Fighting Measures: | Assessment |
|--|------------------------------|
| Are the premises provided with adequate fire fighting measures? | |
| In particular: | |
| Is at least one extinguisher provided for every 200m ² of floor space? | Yes - See Notes Below |
| Are there at least two 13A rated extinguishers on each floor? | Yes - See Notes Below |
| Is it possible to reach a fire extinguisher within 30m travel? | Yes - See Notes Below |
| Are special extinguishers provided to cover additional risks such as electrical equipment and flammable liquid or metal fires? | No - See Notes Below |
| Are extinguishers mounted on suitable brackets and indicated by identification signs? | Yes - See Notes Below |
| Are extinguishers, hose reels and fire blankets readily accessible, unobstructed, and ready for use? | Yes - See Notes Below |
| Is a fire sprinkler system or other fire suppression system installed in the premises or parts of it? | N/A |
| Are there a suitable number of persons nominated to assist in implementing the firefighting measures? | No - See Notes Below |

Written Assessment:

1. Fire Extinguishers are installed in the building these are maintained by Prestige Fire Safety Ltd. A printed copy of the firefighting equipment Certificate of Compliance to the standards has been provided and kept with the Fire Safety Log Book.
2. The mains electrical cupboard in the Hall must be fitted with a Carbon Dioxide Fire Extinguisher inside the room. It must be wall mounted and have the contents/instruction notice above the carry handle.
3. It is recommended that Parish Council Staff, particularly the Caretaker, should be trained in the use of the fire extinguishers.

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

| Fire Detection and Alarms: | Assessment |
|--|-----------------------|
| <p>Is the premises provided with adequate fire detection and warning measures?</p> <p>In particular:</p> | |
| Does the building have an effective means of raising the alarm? | Yes - See Notes Below |
| Is there a fire alarm zone plan next to the Fire Alarm Panel | Yes - See Notes Below |
| Is a fire alarm call point sited at each exit from the building? | Yes - See Notes Below |
| Is it possible to reach a fire alarm call point within 45m travel? | Yes - See Notes Below |
| Are automatic fire detectors provided in unoccupied and public areas? | Yes - See Notes Below |
| Is the alarm audible throughout the building, and differentiated from other sounds? | Yes - See Notes Below |
| Are fire alarm call points accompanied by a fire action notice? | Yes - See Notes Below |
| Are arrangements made for people with hearing disabilities? | Yes - See Notes Below |
| Are arrangements made for people with sight disabilities? | Yes - See Notes Below |

Written Assessment:

1. An Automatic Fire Detection System is installed in the building which conforms to British Standard 5839: Part 1 (Fire Detection & Alarm Systems for Buildings). It is a Grade A - L2/M system. The Fire Alarm Panel is located in the entrance lobby. It is maintained under contract according to the schedule by Business Watch and last tested on 15th January 2024. A Certificate of Compliance has been provided and a copy is kept on computer records and with the Fire Safety Log Book.
2. There are Visual Alarm Devices installed to indicate the alarm is sounding and also an external sounder provided.
3. A basic plan drawing building layout and Fire Alarm Zone plan is installed next to the Fire Alarm Panel.
4. Fire Action Notices are at the Manual Call Points. These must have the location of the Fire Assembly Point included on them as already stated.
5. There are no people employed with hearing or sight difficulties. However, if any such visitors are in the Pavilion, Parish Council Staff or 'Temporary Responsible People' must be trained and responsible for them to safely evacuate to the Fire Assembly Point.

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

| Maintenance of Fire Prevention and Protection Measures: | Assessment |
|---|-------------------------------------|
| <p>Are the fire prevention and protection measures within the premises provided maintained in accordance with the building regulations?</p> <p>In particular:</p> | |
| <p>Are all fire resisting elements of structure maintained in good repair?</p> | <p>Yes - See Notes Below</p> |
| <p>Is there any risk from other tenants, neighbours or adjoining property?</p> | <p>N/A</p> |
| <p>Are all fire resisting doors (including their closing mechanisms) maintained in good repair?</p> | <p>No - See Notes Below</p> |
| <p>Are all signs maintained in a legible condition?</p> | <p>No - See Notes Below</p> |
| <p>Are the floor surfaces of emergency routes and exits maintained free from trip hazards?</p> | <p>Yes - See Notes Below</p> |
| <p>Are operating mechanisms for exits doors in good working order?</p> | <p>Yes - See Notes Below</p> |
| <p>Does the fire alarm system appear to be in good working order?</p> | <p>Yes - See Notes Below</p> |
| <p>Is there evidence that the fire alarm system is subject to a regime of testing and servicing?</p> | <p>Yes - See Notes Below</p> |
| <p>Does the emergency lighting appear to be in good working order?</p> | <p>Yes - See Notes Below</p> |
| <p>Is there evidence that the emergency lighting system is subject to a regime of testing and servicing?</p> | <p>No - See Notes Below</p> |
| <p>Does the firefighting equipment appear to be in good working order?</p> | <p>Yes - See Notes Below</p> |
| <p>Is there evidence that the firefighting equipment is subject to a regime of testing and servicing?</p> | <p>Yes - See Notes Below</p> |

Written Assessment:

1. The fire door to the Meeting room from the Lobby does not close fully and latch shut. This must be repaired and the door fully close onto the door jambs and stops.
2. The Fire Alarm System is serviced, tested and maintained as already stated.
3. The emergency lighting must be tested monthly and maintained annually as already mentioned in this report.
4. The firefighting equipment is maintained annually as already mentioned in this report.

Oakington & Westwick Parish Council

Payments & Income Schedule – March 2025

| Invoices | Details | Net | VAT | Total |
|---------------------------|--|---------|--------|----------------|
| SSE Electric | Street lighting energy 1.12.24-31.12.24 | 27.09 | 1.35 | 28.44 |
| EE | Mobile | 20.50 | 4.10 | 24.60 |
| Replay Maintenance Ltd | Drag brush visit 8 | 150.00 | 30.00 | 180.00 |
| Replay Maintenance Ltd | Drag brush visit 9 | 150.00 | 30.00 | 180.00 |
| Oakington Garden Centre | Containers planting 24-25 | 475.00 | 95.00 | 570.00 |
| Kettering Playsafe Ltd | Zipline works | 295.00 | 59.00 | 354.00 |
| Marks Electrical Serv Ltd | Pavilion emergency lighting works | 1200.00 | 240.00 | 1440.00 |
| OW Sports Pavilion Comm. | Caretaker duties for PC work 2024-25 | 363.00 | | 363.00 |
| Connections Bus Project | 6 van visits Jan-Feb 25 | 1392.00 | | 1392.00 |
| D Reeves | Refund mortar for pavilion entrance bricks | 15.76 | | 15.76 |
| Unity Trust Bank | Service charge | 7.65 | | 7.65 |
| Value Products Ltd | Posts for orchard signs | 123.60 | 24.72 | 148.32 |
| Value Products Ltd | 2 signs, orchard | 117.82 | 23.56 | 141.38 |
| | | | | |
| | | | | |
| Salaries | Salaries (net) | 1076.22 | | 1076.22 |
| | Expenses | 15.00 | | 15.00 |
| HMRC | PAYE/NI | 77.35 | | 77.35 |
| NEST | Pensions | 150.17 | | 150.17 |
| | | | | |
| Charge Card | | | | |
| Lloyds Bank | Monthly charge card fee | 3.00 | | 3.00 |
| Screwfix Direct Ltd | Postcrete, orchard signs | 17.47 | 3.50 | 20.97 |
| | | | | |
| Payments Total | | 5676.63 | 511.23 | 6187.86 |
| | | | | |
| | | | | |
| Income | | | | |
| O&W Tennis Club | Tennis courts rental 2024-25 | 200.00 | | 200.00 |
| Resident | Grave space | 300.00 | | 300.00 |
| HMRC | VAT reclaim 1.1.25-28.2.25 | 1257.01 | | 1257.01 |
| Income Total | | | | 1757.01 |

Dear Council Chair and Councillors,

Thank you for being members of CAPALC. I would like to invite you to renew for 2025-2026. Please find enclosed a membership renewal invitation. The board agreed not to increase fees this year as we have built up sufficient reserves to allow us to do this whilst remaining financially sound. We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC website on 1 July 2025. We will advise members of the new passwords on renewal, prior to 1 July. To access the NALC website councils must register their account via nalc.gov.uk.

Possibly the most significant opportunity/challenge facing town and parish councils this year will be the Devolution White Paper, which aims to create more unitary authorities. Whilst this mainly affects county and district authorities, NALC & CAPALC will be ensuring that the contribution of local councils is recognised and appreciated.

NALC works closely with government ministers and civil servants to help shape upcoming legislation, such as the Devolution White Paper, for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will continue to be in membership of CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities, raise problems with us and be kept up to date with developments by email. If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,



Henry Clark, Chair

CAPALC: The Norwood Building, Parkhall Road, Somersham, Cambridgeshire PE28 3HE
Tel: 07507 520849 www.capalc.org.uk office@capalc.org.uk
Affiliated to the National Association of Local Councils

AFFILIATION FEE INVOICE

1st April 2025 to 31st March 2026

| | |
|----------|--------------------|
| District | South Cambs |
|----------|--------------------|

| | |
|--|---------------------------------|
| Council | Oakington & Westwick |
| Electorates @ 1 st January 2025 | 1168 |
| CAPALC Membership | £ 419.03 |
| NALC Membership | £ 93.83 |
| *DPO Membership | £ 50.00 |

Your annual membership fee is:

£ 562.86

***DATA PROTECTION OFFICER MEMBERSHIP SCHEME**

This is an optional fee to join the DPO scheme, if you decide not to take this offer, then the membership is:

£ 512.86

Please make your cheque payable to **CAPALC Ltd** or
by **BACs** Payment details below

Sort Code: 60-83-01 Account No: 20449285

Please check the above bank details before making your payment.



Member Benefits 2025/2026

Legal, HR and Finance – *included in annual affiliation fee*

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

HR Consultants – WorkNest Advisory Service

Finance Consultants – Parkinson Partnerships

Data Protection Officer Scheme – *Opt-in*

Opt-in Member Benefits DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. For all the additional benefits detailed above, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

Ends.