

## GOSFIELD PARISH COUNCIL – MANAGEMENT OF HEALTH & SAFETY

### FIRE RISK ASSESSMENT FOR PAVILION & PUBLIC TOILETS

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Personal Injury	Parish Councillors Volunteers Members of the public Employees of the Parish Council	<p><b>Fire Hazard Identification</b></p> <ul style="list-style-type: none"> <li>Regular checks must be made ensuring that the following hazards have been checked for:- exposed/faulty/damaged wiring or cables, water near any electrical sockets or cabling, unacceptable level of combustible materials e.g. litter, paper, cardboard etc. near possible ignition sources</li> <li>Ensure that any heat producing appliances have plenty of ventilation.</li> <li>Ensure that any chemicals are stored correctly.</li> <li>All users must be reminded by signage that they must ensure that any heaters are switched off after use.</li> <li>The Pavilion &amp; Public Toilets are strictly a 'No-Smoking' area – ensure by signage that all users are aware.</li> </ul> <p><b>Fire Doors &amp; Evacuation</b></p> <ul style="list-style-type: none"> <li>Ensure that all fire doors &amp; closes are intact &amp; in working condition.</li> <li>Ensure that emergency lighting provision is regularly checked</li> <li>Make sure that all evacuation signage (Green sign with white pictograms) is in place</li> </ul>	<p>Any fire hazard must be reported to the Parish Council &amp; Management Committee</p> <p>All regular H&amp;S checks, certification etc. must be recorded and held by the Management Committee with copies available for the Parish Council.</p> <p>Any problems identified with regards to Fire Doors or evacuation must be reported to the Parish Council &amp; Management Committee.</p>			

		<ul style="list-style-type: none"> <li>• Ensure that all action on discovering fire notices is present &amp; clear</li> <li>• Ensure that all fire exits are in working order</li> <li>• Make sure that all users are informed that they are responsible for the evacuation arrangements for any of their users with special needs.</li> </ul> <p><b>Fire Alarm Testing</b></p> <ul style="list-style-type: none"> <li>• The Fire alarm must be tested on a quarterly basis &amp; recorded as such.</li> </ul> <p><b>Fire Fighting Equipment</b></p> <ul style="list-style-type: none"> <li>• All fire extinguishers &amp; fire fighting equipment must be checked annually.</li> <li>• All fire extinguishers &amp; fire fighting equipment must be in the correct location &amp; available for use in an emergency.</li> </ul> <p><b>Fire Occurrences</b></p> <ul style="list-style-type: none"> <li>• Any &amp; all occurrences of a fire within the Pavilion or Public Toilets must be reported to the Parish Council &amp; the Management Committee</li> </ul>	<p>Any problems with the fire alarm system must be reported to the Parish Council &amp; the Management Committee immediately. The Pavilion &amp; Public Toilets will not be available for use until the fire alarm is operating properly.</p> <p>Any fire equipment that has been used/or damaged must be reported to the Parish Council &amp; the Management Committee</p> <p>Should any fire occur, the Parish Council &amp; the Management Committee must carry out a review of what happened &amp; ensure that any hazard is mitigated for the future. They must also ensure that any equipment used/damaged is replaced &amp; reinstated before the Pavilion or Public Toilets are available for use.</p>			
--	--	---	--	--	--	--

**Re-Adopted**

Date 15<sup>th</sup> May 2023

Minute reference 23/084 Item Z

Signed .....Chairman

Review Date: 2024