

# Chiddingly Camp Site, Latchetts Cottage, Chiddingly, BN8 6HE

## FIRE RISK ASSESSMENT

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# 1. INTRODUCTION

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006, and relates to all premises, with very few exceptions. It places responsibility on those who are best placed to address fire safety and ensure that risks which necessarily change over time are kept under review. Under the Fire Safety Order, a 'responsible person' (usually the owner, landlord, employer, or occupier of a business or industrial premises) must carry out a fire risk assessment. Responsible persons under the Order are required, following a risk assessment to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

From the date these Regulations came into force, it became a requirement for all responsible persons to:

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and all other people who may be affected by a fire in the workplace and to make adequate provision for any disabled people with special needs who use, or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, it is a requirement that these significant findings are recorded (however it is recommended that a written record is produced on all occasions to assist with the process of ongoing reviews).
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace

## REVIEW AND REVISION

The assessment should be reviewed or revised following any of the following:

- Any changes to legislation
- Any significant change of work practices
- Any significant change in staff levels
- Staff changes or a new group of relevant persons
- Any structural or material alteration to the premises
- Any near miss or fire
- It is recommended that the assessment be reviewed at least annually

## 2. PREMISES DETAILS

<p><b>Premises:</b> Name: Chiddingly Camp Site Address: Latchetts Cottage, Chiddingly Postcode: BN8 6HE</p>	<p><b>Use of Premises:</b> Campsite for touring caravans, mobile homes &amp; tents Name of responsible person: Andrew Cherry Position or status: Managing Director</p>
<p>Date of Assessment: 1<sup>st</sup> May 2021 Name of Lead Risk Assessor: Andrew Cherry Position: Managing Director</p>	<p>Date of Review: 1<sup>st</sup> May 2022 Risk Assessment Reviewed By: Position:</p>

## 3. GENERAL STATEMENT OF POLICY

It is the policy of Chiddingly Camp Site to protect all persons including employees, customers, contractors, and members of the public from potential injury and damage to their health.

The company will provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, customers, contractors and members of the public and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

## 4. MANAGEMENT SYSTEMS

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five-step approach detailed in the HM Government fire safety risk assessment guide. The significant findings are recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

The Managing Director is responsible for:

- Deciding the fire safety protective and preventative measures
- Ensuring they are implemented and communicated to other employees, contractors, members of the public and customers
- Routine periodic checks of all systems.

There are no other occupiers to inform of fire safety issues or to co-operate and co-ordinate with, however, there are guests all year round, and they will be informed in advance of their stay of all fire safety matters. This will be carried out when confirmation of booking is completed.

The competent person, Andrew Cherry, is responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

- Health & Safety Function: A. Cherry.
- Fire Drills are carried out every six months.
- There is a maintenance schedule showing when all equipment checks/tests are carried out.
- All fire training, routine checks & engineers' tests of fire safety equipment are recorded in the Fire Logbook.

## 5. GENERAL DESCRIPTION OF THE PREMISES

The property is open fields and small hard standing area – Nothing enclosed

Operational functions: Camping site for touring caravans, mobile homes and tents.

The premises are of low risk considering the likelihood of fire and the likely consequences. In the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place and the means of exit from the premises.

Occupancy – 15 pitches

The premises are in use 24 hours/day 365 days/year.

Total number of employees at any one time: 3

Total number of persons who may resort to the premises at any one time: 60

Total: 63

Number of floors: N/A

Number of stairs: N/A

Total External Escape Doors: N/A

## 6. FIRE SAFETY SYSTEMS

Fire warning system: Hand operated fire bells

Other systems: Portable Fire-Fighting Equipment

Classification of Fire: Class A – Fire involved solids (wood, paper, plastics, usually of an organic nature).

Water Extinguishers are positioned at dedicated fire points within 30M of users pitch sites.

The type of portable fire-fighting equipment has been selected due to the activities of the business.

Water Extinguishers should only be used on Class A fires- those that involves solids like paper and wood.

Maintenance: BS5306, part 3, 2003: Fire extinguisher installations and equipment on premises details the inspection, maintenance and testing of portable fire extinguishers.

A: Monthly Inspections – are in place to ensure that extinguishers are in their proper place and have not been discharged, lost pressure or suffered obvious damage.

B: Annual Inspections – A thorough inspection of extinguishers is conducted by external contractor each year.

C: Test by Discharge – Extinguishers should be tested by discharge at certain intervals (Water – every 5 years). This is captured by annual inspections carried out by external contractor.

Training Requirements: Though the RRFSO 2005 does not specify training requirements for the use of fire extinguishers it does require "suitable and sufficient instructions and training on the appropriate precautions and actions to be taken by employees", this may be interpreted to include use of fire extinguishers. Any staff that may be called upon to use fire-fighting equipment should be trained in its application and use.

## 7. IDENTIFYING THE HAZARDS

ELECTRICAL / HOOK UP POINTS	
Is there evidence of Portable Appliance Testing (PAT) and inspected periodically by a competent person?	N/A
Is there a policy with regard personal portable equipment?	N/A
Is the use of extension leads and multi-point adapters kept to a minimum?	Yes
Are all flexes run in safe places where they will not be damaged?	Yes
Are all reasonable measures taken to prevent fires of electrical origin?	Yes
Is the general appearance of electrical wiring satisfactory and inspected periodically by a competent person?	Yes

ARSON	
Have suitable measures been taken to protect against arson?	Yes
Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes
Is the storage of combustibles limited to avoid ignition?	Yes

COOKING	
Is cooking allowed on site?	Yes
Are all reasonable measures taken to prevent a fire due to cooking?	Yes

SMOKING	
Is smoking prohibited on site?	Yes
Are there satisfactory arrangements for those wishing to smoke?	Yes
Does the designated smoking area have adequate ashtrays?	N/A



## 7. IDENTIFYING THE HAZARDS cont...

HOUSEKEEPING	
Is the overall standard considered satisfactory?	Yes
Are combustible materials kept away from ignition sources?	Yes
Is the site free of rubbish and combustible waste?	Yes
Is the storage of waste or recycling materials satisfactory?	Yes

LIGHTING	
Is the emergency lighting tested annually?	N/A

OTHER HAZARDS BY AN OUTSIDE INFLUENCE	
Is a policy available to control outside contractors and their work?	Yes
Are fire safety conditions imposed on outside contractors and checked regularly?	Yes

GENERAL	
Are the premises free from any other obvious fire hazards including chemicals LPG or petroleum-based mixtures?	No
Do procedures and practices avoid the use of combustible materials or processes that use or generate heat?	Yes
Have suitable measures been taken to prevent fire spread and separation from one area to another	Yes

## 7A. IDENTIFY THE HAZARDS – COMMENTS & HAZARDS OBSERVED

Housekeeping: In place to prevent build-up of rubbish and to ensure all walkways, pathways and traffic routes are clear at all times.

Smoking: External site and smoking is allowed – Users are expected to use common sense. Metal bins are provided for cigarette ends.

Heating: No onsite heating.

Electrical: Electrical installation checks to be conducted (every 5 years) in line with Electricity at Work Regulations, 4 (EWR 1989). The EWR 1989, Regulation 4(2) requires that: "All systems are maintained, so far as is reasonably practicable, to prevent danger".

Cooking: Campfires & BBQ's are permitted in external areas away from pitches under controlled conditions.

Arson: External measures; locked perimeter gates control access to site when premises are unmanned. Safety of keys – key holders only. CCTV, good housekeeping and clear access routes. Inspections and audits carried out weekly.

Sources of fuel: Bins are emptied regularly, and the waste is stored outside, away from the site in metal bins. Housekeeping practices in place. Touring caravans and mobile homes are self-sufficient and assumed to carry normal facilities.

Source of Oxygen: External site – no internal measures appropriate.

Work processes: General day to day campsite.

Structural features that could promote the spread of fire:  
Touring caravans & Mobile homes – all on hard standing with 6m clearance.

## 8. EVALUATE AND AVOIDING THE RISK OF PEOPLE

GENERAL	
Are escape routes within a reasonable distance of travel in a single direction in the event of a fire?	Yes
Are alternative means of escape within a reasonable distance of travel in the event of a fire?	Yes
Are the escape routes free of any electrical appliances or obstructions?	Yes

EXTERNAL ESCAPE ROUTES	
Adequately designed? – Pathways, footpaths and roadways on site are well maintained.	Yes
Suitably Signed? – Site is all open fields.	Yes
Adequately illuminated? Site is well lit during the daytime, but site users are expected to have at their disposal battery operated torchlight so as to navigate the site at night time.	N/A
Lead to a place of safety? Yes, site is open fields.	Yes
Are external escape routes free from obstructions, tripping and slipping hazards? – Site is advertised as rural so ground under foot may be wet, slippery or uneven.	Yes
Is a periodic inspection carried out on external escape routes by a competent person? – Yes, regular visual audits are carried out to ensure all walkways and traffic routes on site are well maintained.	Yes

DISABLED PERSONS	
Have plans been made to assist any visitors, disabled or elderly staff from the premises in the event of a fire?	Yes
Are the means of escape for disabled person adequate?	Yes

## 9. MEANS OF ESCAPE – SINGLE STAGE EVACUATION (TOTAL)

### Travel Distance

- There are sufficient fire exits within acceptable travel distances. These will allow all persons on the site to evacuate safely in the event of fire. There are no 'dead-end' conditions.
- It is anticipated that a fire on the site would be a slow growth. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the open nature of the site.

### Guest / Contractor Assistance

- All guests, contractors and third parties are shown site plans and made aware of all access/egress points.

## 10. EXISTING FIRE SAFETY MEASURE

ESCAPE LIGHTING	
Where escape lighting is installed does it appear to be in good working order?	N/A
- Reasonable standard of coverage	N/A
- Maintained regularly and logged?	N/A

FIRE ALARM	
Where a fire alarm is installed does it appear in good working order?	Yes
Reasonable standard and coverage?	Yes
Logged, tested weekly & periodic servicing?	Yes
Can the fire alarm be raised without placing anyone in danger?	Yes
Are the fire bells easily recognisable and easy to use?	Yes

FIRE FIGHTING EQUIPMENT	
Is the firefighting equipment suitable in type and adequate in number?	Yes
Is the firefighting equipment suitably positioned or hung on brackets?	Yes
Has an annual test been completed on all firefighting equipment?	Yes

FIRE SAFETY SIGNS AND NOTICES	
Is there a reasonable standard of fire safety signs and notices?	Yes
All firefighting equipment indicated by signage?	Yes

## 11. ACTIONS IN THE EVENT OF A FIRE

Are fire action notices displayed prominently throughout the site?	Yes
Has a procedure been put in place to review your emergency, evacuation plans and fire safety policy periodically?	Yes
Have all new members of staff had induction training when starting?	Yes
Been trained periodically in: <ul style="list-style-type: none"> <li>- The location and use of fire extinguishers?</li> <li>- Basic fire prevention?</li> <li>- Evacuation fire drills action in the event of a fire?</li> <li>- New equipment or systems of work?</li> </ul>	Yes
Has a plan been implemented to call the Fire Service and meet them upon arrival?	Yes
Has a suitable assembly point been designated and a means to ensure all persons have been evacuated including disabled?	Yes
Has your insurance company made any comments regarding fire safety?	No
Have you informed all employees or their representatives of these findings?	Yes

## 12. FIRE SAFETY SIGNS AND NOTICES

Commentary: Adequate throughout the entire site and all access / egress points.

## 13. RECORDS

Fire Drills	Yes	Frequency of testing: 6 Monthly
Employee Fire Training	Yes	Frequency of testing: Induction / As required
Fire Alarm Testing	Yes	Frequency of testing: Weekly
Portable Fire Appliance / Extinguishers	Yes	Frequency of testing: Weekly / Monthly / Annually
Fire Hose	N/A	

## 14. MANAGEMENT AND MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises? Commentary: Yes – refer to fire logbook for all inspections & testing	Yes
Are regular checks of escape routes carried out? Commentary: Weekly H&S inspection	Yes
Are regular checks of fire safety signs carried out? Commentary: Weekly H&S Inspections.	Yes
Is there a maintenance regime for the fire warning system? Commentary: Weekly check carried out by A. Cherry.	Yes
Is there maintenance of the firefighting equipment (by competent person?): Commentary: Weekly H&S Inspection. Annual inspection carried out by contractors.	Yes
Are records kept and their location identified? Commentary: The Fire Logbook for all aspects relating to maintenance issues is kept on site in secure location. All engineers' testing paperwork is kept at the rear of the Fire Logbook. Full Copies of Contractors test certs kept in fire logbook	Yes

## 15. ACTIONS IN THE EVENT OF A FIRE

Are fire action notices displayed prominently throughout the premises?	Yes
Has a procedure been put in place to review your emergency, evacuation plans and fire safety policy periodically?	Yes
Have all new members of staff had induction training when starting?	Yes
Been trained periodically in the location and use of fire extinguishers, basic fire prevention, evacuation fire drills action in the event of a fire and new equipment or systems of work?	Yes
Has a plan been implemented to call the Fire Service and meet them upon arrival?	Yes
Has a suitable assembly point been designated and a means to ensure all persons have been evacuated including disabled?	Yes
Has your insurance company made any comments regarding fire safety?	No
Have you informed all employees or their representatives of these findings?	Yes

## 16. STAFF TRAINING

Commentary: An annual training meeting is held and at that time staff are reminded of all emergency procedures including fire.

Also included:

- How to call the Fire Service
- How to operate the fire alarm system
- Fire evacuation drills carried out six-monthly

All personnel including the Managing Director take part in this Training.

1 member of staff has been nominated as 'Fire Warden'.

All formal training to be carried out by A. Cherry.

## 17. FIRE RISK ASSESSMENT

The following simple risk level estimator is based on more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire → Fire ↓	Slight Harm	Moderate Harm	Extreme Harm
Low	Low Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this site is LOW.

### IN THIS CONTEXT, A DEFINITION OF THE ABOVE TERMS IS AS FOLLOWS:

- Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium: Normal fire hazards (e.g. potential ignition sources) for this type of site, with fire hazards generally subject to appropriate controls.
- High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be: Low Risk

### IN THIS CONTEXT, A DEFINITION OF THE ABOVE TERMS IS AS FOLLOWS:

- Low Risk: Outbreak of fire unlikely to result in serious injury or death of any person.
- Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) Of one or more persons, but it is unlikely to involve multiple fatalities.
- Extreme Harm: Significant potential for serious injury or death of one or more persons.

Accordingly, it is considered that the risk to life from fire at this site is: LOW



A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

RISK LEVEL	ACTION AND TIMESCALE
Low	No action is required, and no detailed records need be kept
Moderate	Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the site is unoccupied, it should not be occupied until the risk has been reduced. If the site is occupied, urgent action should be taken.
Intolerable	Site (or relevant area) should not be occupied until the risk is reduced.

(Please note that although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations. The risk assessment should be repeated annually. If there are any structural changes or change of use, then the risk assessment must be readdressed).

## 18. FIRE SAFETY MANAGEMENT PLAN

<p>FIRE SAFETY PLAN Person with overall responsibility for fire safety</p>	<p>RESPONSIBLE PERSON: A. Cherry POSITION: Owner ROLE: Fire safety</p>
<p>FIRE RISK ASSESSMENT Persons responsible for carrying out and review</p>	<p>PERSON RESPONSIBLE: A. Cherry POSITION: Owner Role: H&amp;S</p>
<p>MAINTENANCE PROGRAMME</p> <ul style="list-style-type: none"> <li>• Maintenance of fire safety provisions</li> <li>• Fire alarm</li> <li>• Firefighting equipment</li> <li>• Escape routes</li> <li>• Fire safety signs/notices</li> </ul>	<p>PERSON RESPONSIBLE: A. Cherry POSITION: Owner Role: H&amp;S</p>
<p>EMERGENCY ACTION PLAN Person responsible for production and review</p>	<p>PERSON RESPONSIBLE: A. Cherry POSITION: Owner Role: H&amp;S</p>
<p>STAFF TRAINING</p> <ul style="list-style-type: none"> <li>• Person responsible for fire safety training of all staff</li> <li>• Person responsible for implementing fire drills</li> </ul>	<p>PERSON RESPONSIBLE: A. Cherry POSITION: Owner Role: H&amp;S</p>
<p>DAY-TO-DAY MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Person responsible for day-to-day fire safety</li> <li>• Person responsible for checking areas for fire danger</li> </ul>	<p>PERSON RESPONSIBLE: A. Cherry POSITION: Owner Role: H&amp;S</p>

## 19. EMERGENCY ACTION PLAN – FIRE

### ASSEMBLY POINT

- Front car park

### ACTION ON DISCOVERY OF FIRE

- Sound the alarm using the nearest fire bell
- Report to the assembly point
- Call the fire brigade by mobile phone
- Liaise with the fire brigade on their arrival
- Only attempt to tackle small fires if confident
- Do not put yourself at risk

### ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS BELL

- Report to the assembly point
- Responsible person will call the fire brigade
- Liaise with the fire brigade on their arrival
- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary
- If you have a disability please make it known on arrival