

In accordance with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)** the John Woolley Pavilion, the Rex Rhodes Building and the Gotherington Village Hall all require a written risk assessment for fire. The purpose of this is to identify any fire hazards and the people at risk.

The Fire Safety Order 2005 requires the risk assessment to be "suitable and sufficient." While the law doesn't provide a single dictionary definition, it has been established through case law and government guidance to mean that the assessment must be proportionate to the risk and thorough enough to protect life.

A template has been used that guides the assessor through the process. Key to this is the action plan on the final page that outlines the measures to be taken to mitigate any risk(s) found.

These three reports are legal documents and can be requested by the Fire Authority at any time. They have the authority to challenge the content but the onus of responsibility is on the responsible person. For Parish Council Premises this is deemed to be the Clerk as the only Proper Officer. For the Gotherington Village Hall this is the Chair of the Trustees. They must be reviewed every year and the action plan must be updated as necessary and resolved within a reasonable timeframe.

Documentation must also be held with regards to the following: -

- Electrical Installation Condition Report (EICR) - conducted 5 yearly.
- Means of Raising Alarm - conducted weekly
- Emergency Lighting - maintained annually and tested monthly by what is commonly know as a 'flick test'.
- Fire Extinguisher(s) - monthly visual inspection to ensure they are present and available. Checked by a competent person annually. Discharged and refilled every 5 years (10 years for Carbon Dioxide). The label on the body of the extinguisher must be completed giving the date of the last inspection.
- Heating appliances (gas boilers) - must be serviced and checked annually by a Gas Safe engineer.
- Training - all staff must be trained in the action to take in the event of fire.
- Fire action notices - must be positioned to ensure all users of the premises' know what to do in the event of fire.

Clive Webber MBA MIFireE MIFSM