


RISK ASSESSMENT

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Dinton Pastures Country Park, Dinton Activity Centre		
SERVICE/TEAM:	Countryside Service		
NAME OF ASSESSOR(s):	Mike Bennett		
DATE OF ASSESSMENT:	01 December 2024		
DATE FOR REVIEW:	Dec 2025		
APPROVED BY:	Signature:		Date: 01/03/2025
	Name: Richard Ashwell		

SUMMARY (* delete as appropriate)	
Risk level without additional controls:	HIGH / MEDIUM / LOW *
Additional control measures required:	YES / NO *
Risk level with additional controls:	HIGH / MEDIUM / LOW *

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What is being done to control the risks?	Amendment notes
Fire undetected	<p>The main activity centre building and the smaller buildings i.e. boats sheds etc. are all at risk of catching fire. The powerboats are also at risk of this due to the petrol tanks. Wildfires of parkland present a risk during periods of exceptionally warm weather and drought. This presents a risk to everyone.</p> <p>Risk of alarms not sounding.</p> <p>Risk of someone not being on site to raise the alarm.</p>	<p>The activity centre building has a 5839-1 Category L3 fire alarm and detection system, designed, and installed in accordance with BS 5839-1 (2).</p> <p>Manual call points are located around in and around the main building if a fire is detected, any person can raise the alarm.</p> <p>The fire control panel will visually display which area the fire is in. This control panel can be silenced or re-set as necessary.</p> <p>The fire control system is monitored remotely 24/7 by Trinity.</p>	<p>Fire panels should only be silenced and reset by Fire Wardens or the Duty Manager.</p> <p>Unless under weekly test conditions.</p>

<p>Faulty Fire Detection and Suppression Equipment</p>	<p>Fire detection system could be faulty, and the alarm would not be raised in the event of a fire.</p> <p>Fire suppression system could be faulty and the rate of a fire spreading could be increased.</p> <p>Emergency lighting might fail and persons evacuating in the dark might become entrapped.</p> <p>High risk areas with additional suppression systems might not work.</p>	<p>Fire alarm system tested weekly (by DAC staff) and serviced annually (by Trinity).</p> <p>Fire sprinkler system tested weekly (by DAC staff) and serviced annually (by Trinity)</p> <p>One Manual Call Point tested weekly, and each MCP tested twice annually.</p> <p>All checks documented with date, time and initials of the person doing the checks.</p> <p>Emergency lighting full discharge test completed annually by contractors. One zone of emergency lighting to be tested weekly (by DAC staff), each zone to be tested twice a year.</p> <p>Kitchen servery shutter closes automatically upon the fire detection or fire alarm checks. Serviced annually with the fire system.</p>	
<p>Entrapment in a burning building</p>	<p>Person can't find the escape door.</p> <p>Person can't find the escape route.</p> <p>Person can't see the escape route.</p>	<p>All Fire Exits clearly marked with signs in accordance with BS ISO 3864-1 and BS 5499-4 (4). Intelligent signage is installed on each floor level to direct occupants to their nearest available escape route.</p> <p>Fire Safety Notices and Evacuation Route Maps displayed in key locations across the ground and first floors.</p> <p>Emergency Escape Lighting is installed in all common areas in the building to enable the safe movement of persons along common internal and external escape routes. This was installed in</p>	

	<p>Person can't escape through the door due to opening mechanism, obstruction or there aren't enough doors to exit through.</p> <p>Staff and public are not reminded of the exit routes and procedure and forget or panic in the event of a fire.</p>	<p>accordance with BS 5266-1 and BS EN 1838 (3).</p> <p>Doors on escape routes open in the direction of escape where the maximum occupancy is >60 persons.</p> <p>11 designated fire escapes on the ground floor (all individual door entry/exit rooms other than that Hall which has two escapes due to its capacity being greater than 60 people). 2 designated escapes on the first floor, with two additional signed routes, totalling 4 if the additional two (large group room and office) are unlocked. These should be unlocked if those rooms are in use.</p> <p>All doors have manual locks. When working inside an area of the building one door as minimum must be unlocked.</p> <p>All fire exits to be kept clear of obstructions.</p> <p>Several doors are on access control, with emergency door release presses on the inside of every door. A re-set key is in the main office key safe. In the event of the fire detection system activating or a power failure, these doors will automatically release. The doors will not be openable if the external deadlocks are locked (e.g., at night when the building is locked up).</p> <p>Staff briefed on fire exits at annual staff induction and upon first shifts.</p> <p>Notification of the fire exits and assembly points to be included in</p>	
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	<p>Fire is the 'door' side of the room preventing escape.</p> <p>Vertical escape is prohibited from the first floor.</p>	<p>activity participant's safety brief upon arrival for their session.</p> <p>Fire extinguishers are located around the building by manual call points. These are to be used to aid escape if required. People are encouraged to exit the building rather than fighting the fire.</p> <p>The first floor has two external escape stairs. Discounting one set (in case it is on fire), the maximum stair capacity is 340 people, and the maximum occupancy of the first floor is 136 persons (including occupants on the terrace).</p>	
<p>Inability to Egress</p>	<p>Entrapment on the first floor for Persons of Reduced Mobility (PRMs).</p>	<p>Persons of Reduced Mobility (PRMs) who may be situated on First Floor can escape directly to outside onto the terrace which is considered a place of relative safety. Upon reaching the terrace, PRMs can take refuge and wait for further assistance to evacuate to a place of safety at Ground level using the external stairs.</p> <p>EVAC chair is available and found on the first-floor corridor – next to kitchen. Staff to request bystander to bring personal mobility equipment with them.</p> <p>Permanent / office / primary cafe staff trained in the use of the EVAC chair.</p> <p>Extra PRM's. Re-use EVAC chair if possible. If not possible Staff should make a best attempt to assist PRMs down the stairs where reasonably possible, otherwise they should be reassured that the fire service are on their way and the rescue left to the professionals.</p>	

		<p>The lift programmed to descend to the ground floor if in use when fire alarm is activated.</p> <p>Any staff member who is a PRMs should be buddied with another team member who can act as their evacuation support buddy to assist with the vertical escape. A plan should be devised upon the buddy pairing.</p>	
Smoke	Physical burn injury and smoke inhalation.	<p>Staff to take a first aid kit with them upon evacuating, for use at the assembly point.</p> <p>In the event of a fire, the fire marshal will call an ambulance to help treat any injured and evacuated people.</p>	
Missing persons, lost in a fire evacuation and unaccounted for	<p>During the evacuation of the building someone could be left behind or unaccounted for.</p> <p>People could enter unknowing there is a fire, or re-enter in a panic to retrieve a personal item or loved one.</p> <p>Unknown occupancy and unknow missing people.</p>	<p>Fire evacuation muster point is clearly signed, with direction signage from fire escapes to help people locate it.(large outdoor climbing wall)</p> <p>The fire marshal will do a roll call of staff and any candidates signed into the care of the staff on that day.</p> <p>Building to be cleared by a fire marshal in the event of a fire, where possible and appropriate to do so. Two staff members should remain a safe distance from the building, but outside the main atrium entrance (car park side and lake side) to prevent anyone from entering once the building is clear.</p> <p>Office staff to bring activity participant registers and staff registers to the fire assembly point to take attendance rollcall. If staff are unable to obtain this, a member of staff can go to the ranger office to download a new copy from the online bookings system.</p>	

		<p>Fire marshal to inform the fire crew of any know missing people and their last known location.</p> <p>Fire crew to carry out a full sweep of the building for any unaccounted for or unknown persons.</p>	
<p>Emergency vehicles unable to access site, find the location or have sufficient equipment to effectively fight the fire.</p>	<p>If the gate is closed a fire engine may not be able to gain access to the centre.</p> <p>Emergency services directed to the wrong location.</p> <p>Emergency services access onsite restricted to main car park.</p> <p>Emergency services hose provision insufficient.</p> <p>Hydrant provision too far away from the building and pump appliance.</p>	<p>1606 code will open the main gate. The fire service will force entry if this cannot be opened.</p> <p>The emergency services should be directed to Sandford Lane – RG10 0SU (and not the main entrance of the country park!). What3Words locations printed on staff site maps.</p> <p>A member of staff should take the access keys (for park side use, in case needed) and head to the carpark entrance to meet the fire brigade and open any access required. These keys are found in reception attached to the main orange first aid kit.</p> <p>Vehicle access for a pump appliance is within 45m of every point of the building. The maximum hose length required is 23.1m.</p> <p>Hydrant location is within 100m of the firefighting access points to the building.</p>	
<p>Items in the building catching fire</p>	<p>Any flammable items could ignite and start a fire.</p> <p>Paper in office areas could catch fire.</p> <p>Electrical goods fail</p>	<p>All flammable items should be stored safely away from any sources of heat.</p> <p>Windows given reflective tint to reduce heat input into the building.</p> <p>Paper waste bins emptied daily and recycling when full.</p>	

	<p>Joints between elements serve as a barrier to the passage of fire.</p> <p>Mechanical, electrical, and cooking appliances could cause a fire in higher risk areas of the building.</p> <p>Neighbouring buildings could catch on fire.</p>	<p>All electrical goods PAT tested annually.</p> <p>Ducts, conduits, cables, and other penetrations in fire resisting walls kept to a minimum.</p> <p>High risk areas such as the kitchen and plant rooms have 60-minute minimum fire resistance built into the walls. All doors and shutters are 30 minutes.</p> <p>The boundary distances between any other building or facility is sufficient not to require any fire resistance in external walls. (Min 7.6m from lake footpath and 44.1m to Sandford Lane highway or 24.1m to neighbours boundary fence.</p>	
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REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Manager	Date of next review
March 2021	Sophie Wooldridge	Yes	N/A	Jack Walling	Feb 2022
October 2022	Tanya Lee		Adjustments made for the occupancy of the new DAC building.	Tanya Lee	Feb 2022
Feb 2023	Isabel R.S.	Yes	Updated – Emergency Vehicle Access - What3Words locations printed on staff site maps.	Richard Ashwell	March 2024
March 2024	Richard Ashwell		Updated PRM evacuation with EVAC chair options.	Richard Ashwell	March 2025
Dec 2024	Mike Bennett	Yes	No Significant Changes	Mike Bennett	Dec 2025