

# Risk Assessment

## FIRE SAFETY

<u>Company Name &amp; Details</u>	<u>Reason for Assessment</u>
Sedgeford Historical and Archaeological Research Project. SHARP	Annual Assessment

<u>Date of initial Assessment</u>	<u>Date of Review</u>
02nd June 2019	23/03/26

Estimated number of people expected to be in the facility during normal hours/late shifts (includes visitors, cleaners etc.)	Variable due to the nature of the site.
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<u>Individuals conducting Assessment</u>	<u>Signatures</u>
Steve Horn (13/07/23)	
Steve Horn (24/06/24)	
Steve Horn 27/05/25)	
Steve Horn (23/03/26)	

<u>Operations/ Tasks to be Assessed</u>
Camp site
Kitchen / marquee
Shower/Toilet Area
Cabins

### The Risk Assessment Process

The starting point of risk assessment is the identification of hazards within your business. Simply begin by walking around your workplace, taking a close look at your facility and your work processes.

Then ask yourself; 'Where would a fire most likely start in my business?'

You probably already know the answer to this question and by doing so, identified your biggest risk.

#### **Section 1** This section focuses on hazard identification.

**Part A Identify potential hazards** by focusing on any combustible materials and sources of heat within the workplace as well as any unsafe acts (people smoking near combustible materials) and any unsafe conditions that may assist a fire to spread more quickly. Identify the persons most at risk with these hazards, paying special attention to those with any disabilities or those working in isolated areas.

Determine if existing controls in place are adequate or if more must be done to either reduce or eliminate the risks. Here you will need to focus on such matters as:

- Means of detecting and giving warning in case of fire
- Means of escape
- Signage
- Firefighting equipment

**Part B** An extensive questionnaire focuses on more specific aspects of fire safety.

As in Part A, indicate whether existing controls are adequate or if more must be done.

**Section 2** If any existing controls have been deemed inadequate from the hazard Identification exercise in Section 1 (Parts A&B), record the Action Plan to reduce these risks to a minimum or acceptable level here.

**Section 3** Provides an area to sketch out any problem areas within the business or to develop possible alternatives to help reduce the risk of fire within different locations.

Remember!

- Don't over complicate the process, use common sense.
- If you are unsure about a potential hazard, seek help from a competent source.
- Review assessments whenever changes have been made to your workplace regarding machinery, substances, materials and procedures.

<p><b>Section 1. Hazard Identification (Part A)</b></p> <p>Remember ... 3 things are needed to start a fire:</p> <ol style="list-style-type: none"> <li>1. Fuel (anything that burns) Examples; Paper, textiles, rubbish, flammable liquids &amp; solvents, plastics, furniture, packaging material</li> <li>2. A Source of Ignition (heat) Examples; Naked flame, cigarettes, heaters, sparks, hot processes, cooking, faulty electrical equipment</li> <li>3. Oxygen</li> </ol> <p>Indicate below where in your business all three could potentially come together to start a fire.</p>	<p><b>Risk Evaluation:</b></p> <p>When recording potential hazards, attempt to classify the risks as either <b>LOW</b> (minimal risk of fire), <b>NORMAL</b> (outbreak of fire likely to remain confined with warning system allowing persons to escape safely) or <b>HIGH</b> (where flammable or explosive materials are stored / used or where reaction times of individuals may be an issue).</p>
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Potential Hazard	Person at Risk	Existing Controls*	Additional Controls
<p><b>Domestic Trailer</b> Domestic appliances</p> <p>Hazardous materials, paint, oil, grease etc not stored in appropriate container or locked away</p> <p>Petrol stored underneath trailer <b>NORMAL RISK</b></p>	<p>SHARP members working in Domestic Trailer.</p>	<p><b>Adequate</b> - Access to store limited to persons operating washer/dryer or collecting archive material/stores</p> <p>Petrol and diesel stored underneath trailer in approved containers.</p> <p>Fire extinguisher provided and tested annually.</p> <p>Electrical Equipment subject to PAT testing regime.</p>	<p><b>Lockable Flam store to be provided.</b></p>
<p><b>HR Archive ISO</b>  <b>LOW RISK</b></p>	<p>SHARP members working in archive.</p>	<p><b>Adequate</b> – clear of electrical fittings &amp; fire extinguisher provided close by and tested annually.</p>	
<p><b>Finds Archive ISO</b>  <b>LOW RISK</b></p>	<p>SHARP members working in archive</p>	<p><b>Adequate</b> – clear of electrical fittings &amp; fire extinguisher provided close by and tested annually.</p>	
<p><b>Tents / Marquee</b>  <b>LOW RISK</b></p>	<p>SHARP members.</p>	<p><b>Adequate</b> – no naked flames (including smoking) policy on campsite. Fire extinguishers provided and maintained. Water fire buckets placed in tent lines.</p>	

		Electrical Equipment subject to PAT testing regime.	
<b>Kitchen</b> Electrical Appliances Gas Cooker Gas Water Heater  <b>NORMAL RISK</b>	Catering staff	<b>Adequate</b> - 1 X 2kg Co2, 1 X 6L wet chemical extinguisher, 1 x fire blanket provided and maintained.  Electrical Equipment subject to PAT testing regime.  LPG Gas supply to cookers and water boiler turned off when not in use.  Gas appliances serviced annually  Smoke detector and CO2 detector fitted and tested at start of season.  Grease filters subject to cleaning regime.  Both doors open when kitchen in use (cooking)	<b>Fixed wire safety check required</b>
<b>Information Hut</b> Small Electrical Appliances  <b>LOW RISK</b>	SHARP members and members of the public	<b>Adequate</b> - Fire extinguisher provided and tested annually.  Electrical Equipment subject to PAT testing regime.	<b>Fixed wire safety check required</b>
<b>Finds Hut</b> Small Electrical Appliances  <b>LOW RISK</b>	SHARP members	<b>Adequate</b> - Fire extinguisher provided close by and tested annually.  Electrical Equipment subject to PAT testing regime.	
<b>Archive and Site Office</b> Small Electrical Appliances	SHARP Members	<b>Adequate</b> - Fire extinguisher provided close by and tested annually.	<b>Fixed wire safety check required</b>

<b>LOW RISK</b>		Electrical Equipment subject to PAT testing regime.	
<b>Enviro Hut, Solar Unit and Generator</b>	SHARP Members and Public	<b>Adequate</b> - Fire extinguisher provided close by and annually tested.  Electrical Equipment subject to PAT testing regime.	<b>Fixed wire safety check required</b>
<b>Shower Trailer</b> Gas water heater Electric Pump  <b>LOW RISK</b>	SHARP Members	<b>Adequate</b> - No fire extinguisher provided with trailer.  Shower Unit provided and maintained by third party.	<b>Fire Extinguisher to be positioned by Shower Trailer whilst on site.</b>
<b>Composting Toilet Block</b>	SHARP Members and Public	<b>Adequate</b> - Electrical Equipment subject to PAT testing regime.	<b>Fixed wire safety check required</b>
<b>Tool Shed</b> Fuel in strimmer and water pump 5 gallon Diesel container Diesel Generator Petrol Generator  <b>LOW RISK</b>	SHARP Members	<b>Adequate</b> - No electrical supply Diesel container stored outside during season. Petrol Generator kept outside during season Diesel Generator only to be run in container in extreme circumstances (see generator risk below). Fire extinguisher provided nearby and tested annually.	<b>Diesel container has faulty lid – requires replacement.</b>
<b>Generators</b> Diesel and Petrol Generators stored in Tool Shed  <b>LOW RISK</b>	SHARP Members	<b>Adequate</b> - Petrol Generator stored in Tool Shed but only used outside. Diesel generator to be used inside Tool Shed in extremis. (see General Risk Assessment).	

		Fire extinguisher provided close by and tested annually.  Generators attended to by trained and authorised persons only	
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\* Note: If existing controls are determined "Not Adequate", develop a plan to reduce these risks to a minimum or acceptable level in Section 2

## Section 1. Hazard Identification (Part B)

The following checklist has been designed to help you identify many of the key issues that need to be considered during the risk assessment process.

NA = Not applicable

\*Note: if existing controls are determined 'Not Adequate', develop a plan of action to reduce these risks to a minimum or acceptable level in Section 2.

Fire Safety Checklist		Existing Controls*
<b>Housekeeping and Storage</b>	Y/N	
Is the workplace free from rubbish and combustible waste materials?	Yes	Adequate – Rubbish collected daily and stored in skip away from field.
Are storage areas checked regularly?	Yes	Adequate – All units checked daily during the season
<b>Training &amp; Testing</b>	Y/N	<b>Adequate?</b>
Do all volunteers and team members know what to do if fire breaks out?	Yes	Adequate - All volunteers and team members given fire safety briefing during Saturday evening/Sunday morning induction
Are team members aware of the evacuation procedures, locations and assembly points?	Yes	Adequate - Fire safety briefing as above. In depth briefing to appointed fire wardens
Have team members been trained in the use of fire extinguishers, hose reels and basic fire protection?	No	<b>Not Adequate - Fire Wardens discharged extinguishers in 2025. Annual arrangements to be put in place for change of personnel</b>
Is a fire drill conducted at least once per year?	Yes	Adequate - Fire drill conducted early in season.
Is the fire alarm tested weekly?	Yes	Adequate – Fire alarm (horn) tested on installation at beginning of season and demonstrated at Sunday morning briefings.
Are there tested plans in place to assist disabled staff and visitors to evacuate the premises in the event of an emergency?	No	<b>Not Adequate – Plans need to be put in place, including identification of team, volunteers with disability.</b>
<b>Means of Escape</b>	Y/N	<b>Adequate?</b>
Are all escape routes and exit doors free from clutter and obstruction, and slipping/tripping hazards?	YES	Adequate – tripping and slipping hazards exist on field outside of cabins/tents. Volunteers and team briefed on hazard at induction.
Where appropriate, have escape routes been mapped out and communicated to staff?	Yes	Adequate. Team and volunteers briefed on muster point, muster point marked

Are there enough exits allowing staff to exit the building quickly? Are they lit? Is emergency lighting available.	YES	Adequate – All cabins are small single access units, doors are generally kept open when persons are inside. Cabins not normally used in hours of darkness. Emergency lighting in composting toilet container, not considered necessary in other units.
<b>Flammable Liquids</b>	<b>Y/N</b>	<b>Adequate?</b>
Are all flammable liquids properly stored?	No	Not Adequate – Metal flam store required for flammable products stored in Tool Shed and Domestic Trailer.

Fire Safety Checklist Contd.		Existing Controls*
<b>Electricity &amp; Heating</b>	<b>Y/N</b>	<b>Adequate?</b>
Is all portable electrical equipment inspected annually and labelled accordingly?  Has all fixed wiring been inspected?	No	Not Adequate - Fixed wiring inspections out of date.  PAT testing undertaken bi-annually.
Are main switches kept off when equipment is not in use?	YES	Adequate
Are any cables/plugs damaged?	NO	Adequate – Plugs and cables subjected to annual PAT testing and visual inspection by user.
<b>Fire Extinguishers &amp; Other Systems</b>	<b>Y/N</b>	<b>Adequate?</b>
Do you have the correct type and size of fire extinguisher(s) within the workplace	YES	Adequate
Are there sufficient fire extinguishers located throughout the workplace?	YES	Adequate
Are all fire extinguishers properly placed in position with secure mountings?	YES	Adequate
Have all fire extinguishers been inspected/serviced within the last 12 and ready for use?	YES	Adequate
Is fire-fighting equipment indicated by signage?	YES	Adequate
Are fire action notices displayed prominently throughout the workplace?	YES	Adequate
<b>Maintenance &amp; General Policy</b>	<b>Y/N</b>	<b>Adequate?</b>

Is equipment properly maintained and inspected as per manufacturer specifications?	No	Not Adequate – No maintenance regime for strimmers, generators in place. Visual inspection by user only.  PAT testing and LPG Water heater and cookers tested annually.
Is equipment regularly cleaned?	YES	Adequate
Are designated smoking areas clearly indicated by signage?	YES	Adequate
Is the smoking policy strictly enforced?	YES	Adequate
Are smoking areas equipped with receptacles for safe and easy disposal of cigarette ends?	YES	Adequate
Has the maintenance of fire extinguishers and other equipment been recorded into a suitable place?	YES	Adequate
Have adequate measures been taken to protect against arson?	YES	Adequate

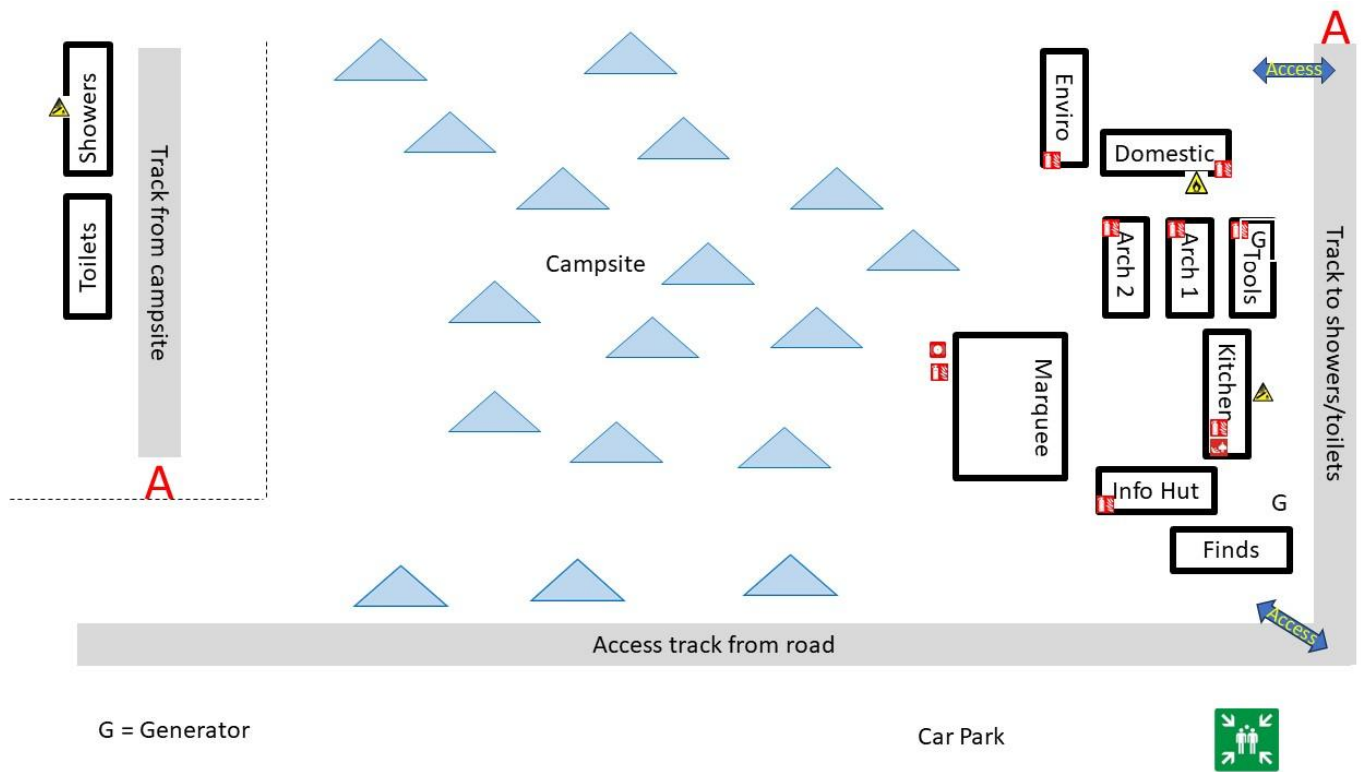
## Section 2. Risk Reduction Action Plan

Use this section to develop action plans aimed at reducing risks identified within Section 1. to minimum or acceptable levels

Hazard Identified From Section 1. Where existing controls deemed "Not Adequate"	Persons at Risk / Location	Action Plan	Date Action Plan Complete
Hazardous materials, paint, oil, grease etc not stored in appropriate container or locked away  Petrol stored underneath trailer	Domestic Trailer  SHARP Members	All petrol disposed of at end of season. Only 10ltres max on-site during season, in approved containers under Domestic Trailer.  Flam store to be provided	
5 gallon Diesel container has faulty lid	SHARP Members	Container to be replaced	
CO2 detector to be provided. Smoke detector and CO2 detector to be tested at start of season	Catering Staff SHARP Members	To be addressed during set up week 2026.	
No Fire extinguisher provided with gas powered Shower trailer.	SHARP Members	Fire extinguisher to be provided	
All fixed wire inspections out of date	Boneyard Field  SHARP Members Catering Staff	Fixed wiring inspection to be undertaken	
Fire Action Plans and Muster point signage to be placed	Boneyard Field  SHARP Members and Public	During set up week	
Arrange safety check of gas cookers.	Kitchen  Catering Staff	During set up week	Completed February 2026
Fire Extinguishers to be tested/inspected annually	SHARP Members	Inspection to be arranged for Set up week	
No maintenance regime for strimmers, generators in place. Visual inspection by user only.	SHARP Members	Maintenance regime to be put in place	
No tested plans in place to assist disabled staff and visitors to evacuate the premises in the event of an emergency.	SHARP Members and Public	Plans need to be put in place, including identification of team, volunteers with disability.  Plans to be incorporated in fire plan and tested during drill, 2026 season	Completed July 2025

### Section 3. Workplace Layout Issues (to be amended prior to 2026 season).

Boneyard Campsite shown below.



Address:

**Boneyard Field  
Off Sedgeford Road  
Sedgeford  
PE36 5LN**

What Three Words

**smarting.cargo.pleasing**