**FIRE RISK ASSESSMENT 2025**

**Fire Hazards**

There are a number of potential fire hazards for those staying or working on Shottisham Campsite. Below are the situations in which such potential hazards may occur and the steps we have taken to remove or reduce the risk to people and property on the site.

* A fire occurring in a tent or caravan on the site
* A fire occurring in or around the toilet blocks as a result of electrical problems, starting in a rubbish bin, or from people smoking
* A fire occurring by or in the LPG cage
* A fire the house.
* Fire in the rubbish and recycling bins
* Fire occurring in undergrowth or vegetation
* Fire resulting from campers using gas stoves, firepits, BBQs or from their own electrical equipment
* Fire in or around the cafe

Who might be at risk?

* Campers staying on the site, in tents or caravans or using toilet block
* Those working on the site
* Those visiting or passing through the site

What do people need to know?

* Where fire extinguishers are.
* What to do in the event or a fire. Who to contact.
* The number of the fire brigade and where the nearest phone is.
* How to evacuate the property safely.

Action taken to minimise or remove the risk to people and property

* Fire notices informing people what to do in the event of a fire; providing information on who to call; information on location/type of fire extinguishers. Information is available on our website, on the campsite noticeboard and on signs around the campsite
* In order to reduce the risk of fire
  + the cafe and campsite electrics including those in the toilet block and those providing electricity to individual pitches are inspected every year for safety
  + No smoking signs are displayed near the LPG cage and toilet blocks
  + Campers are asked to raise BBQs and firepits off the ground; to monitor the use of BBQs, firepits and gas stoves carefully, and not leave them unattended at any time; they are advised to keep a bucket of water near a BBQ/firepit; to familiarise themselves with the location of fire extinguishers.
* In the event of any fire on the campsite
  + To reduce the spread of a fire there are multiple fire points with fire extinguishers which are tested every year by Firepower. Extinguishers are by the green toilet block, the cafe, the black toilet blocks by the entrance, by both water points and in the house back porch.
  + To facilitate the safe evacuation of persons on the site there are fire bells at a number of locations which can be rung as a warning.
* In the event of a fire in a caravan or tent
  + To reduce the risk of a fire spreading between tents and caravans we have ensured that there is sufficient distance between marked pitches. Campers are instruction to leave 6m between units and 3 metres between units if they form part of a group who booked together.
  + The electrical supply to pitches is regularly tested
* In the event of a fire in the cafe
  + There are fire extinguishers and fire blanket in the cafe
* In the event of a fire in the toilet blocks
  + There are fire extinguishers by every toilet block.
  + The electrics are regularly tested and bins emptied to reduce the risk of fire
* In the event of a fire in the LPG cage
  + The cage itself is located at a safe distance from caravans and tents
  + There is a fire extinguisher in the back porch and at the water point in the field behind LPG cage
  + The cage is kept locked to reduce risks
  + There is a no smoking sign on the cage
* In the event of a fire in the rubbish bins
  + There is a fire extinguisher opposite the bins by the black toilet blocks
  + The rubbish bins are on concrete and have open space around them to reduce the risk of any fire spreading.
  + There is a no smoking sign
  + There is a designated burn bin for the emptying of hot ashes at a different location (by the café)
  + The regular emptying of bins to prevent overfilling and minimise the risk of any potential fire spreading in an uncontrollable manner
* In the event of a fire in undergrowth there are fire extinguishers located at the toilet blocks and water points, at the cafe and house back porch. The site is regularly checked to ensure no dangerous build-up of undergrowth.
* The site is clearly signposted and access ensured at all times for emergency vehicles.