

## HQ Fire risk assessment: Context and emergency plan.

<b>Address of property:</b>
<p><b>5<sup>th</sup> New Forest North (Testwood) Scout Group</b>  Garland Lodge  Blackwater Drive  Calmore  Southampton  SO40 2QJ</p>
<b>Management:</b>
<p><b>Organisation</b>  The site is the HQ for the 5<sup>th</sup> New Forest North (Testwood) Scout group. While all adult members of the scout movement are responsible for ensuring activities are carried out safely, the group executive committee is responsible for the safety of the HQ premises. The responsible person is the Chairperson of the group executive committee, or if the position is vacant, the Group Scout Leader.</p> <p><b>Monitoring</b>  The group executive committee meets approximately five times a year and safety is always an item on the agenda. Their role includes monitoring, reviewing and improving the fire safety systems in place for the site. (POR 2.3d)</p> <p>In line with POR 2.3e, the responsible body for making sure the requirements of the Scouts' Safety Policy are met for this Scout premises is the executive committee who act as Managing Controller of the premises. The responsible manager, in line with POR 2.3c, is the Group Scout Leader: <b>Barry Stride</b>.</p> <p>Regular informal checks are made by the users of the HQ. Smoke alarms for the building are tested regularly and maintained as part of scheduled maintenance. The hall is equipped with a number of fire-fighting devices, listed in this context document.</p> <p>An evacuation plan is in place and must be practiced by all users of the hall at least once every year. (POR 2.3h) Younger scout sections are encouraged to practice this more frequently. It is recommended that some evacuations are practiced in unusual circumstances, such as during nights away events at the HQ so we are prepared for this. Users of the hall external to the group, including the long-running Antler Club bingo and Chinwaggers groups, are briefed on the relevant fire safety information including the need to carry out an evacuation practice.</p> <p>All evacuation practices and checks on fire extinguishers are recorded in the HQ Safety folder kept in the hall.</p>

## **Communication and review of this risk assessment**

In line with POR 2.3f, this risk assessment must be communicated in the most effective way. Written versions of this assessment are shared at the time of writing and review with the executive committee. It is posted on the website of the group at [5thtestwoodscouts.co.uk/safety](http://5thtestwoodscouts.co.uk/safety) and available in paper form in the HQ Safety folder in the kitchen.

Sharing of good practice is encouraged and enshrined in this policy (POR 2.3g). Documents from Scouts HQ, the Health and Safety Executive and other organisations are checked before writing to ensure the risk assessment follows best practice.

The fire risk assessment, context and evacuation plans are reviewed at least annually, and more frequently if required, with the date of revision included at the bottom of both documents.

## **Training:**

All leaders receive basic training on safety and their responsibilities to ensure the safety of the group they are leading. This includes their responsibilities under this fire risk assessment. They must renew this every 3 years as part of their mandatory ongoing learning.

All groups using the hall should practice a fire drill at least annually. This must be recorded in the Fire Log Book in the HQ Safety Folder.

## **General description of premises:**

The HQ consists of 4 structures:

### **Garland Lodge building**

- A large brick and steel building around 20m x 15m. Constructed c.1975 and opened 1978.
- Formed of a large communal hall with a kitchen, small store room (former boiler room), scout store room and corridor opening from it. There are 3 toilets (male, female, accessible) opening from the corridor. The main entrance opens into the corridor.
- There are two exits from this building: one in the corridor (the main entrance) and one in the hall near the kitchen (rear fire exit).
- Fitted with emergency lighting over main entrance door and main door to the hall, as well as in the corridor, hall, ladies and gents toilets.
- Fitted with mains-powered smoke detectors in the corridor and a heat sensor in the kitchen. Fitted with battery powered carbon monoxide alarms in the main hall, near the heaters, and in the cleaning cupboard near the boiler.
- The building has a mezzanine floor accessible by ladder from the main hall. This comprises a 'balcony' used for storage that opens into the main hall space and a rarely accessed self-contained cupboard used for storage.
- Building used routinely 4 evenings a week and twice during the day-time and additionally for occasional events.
- During scout section meetings, the building usually contains no more than 50 people and exceptionally no more than 100-150.
- External events generally contain no more than 100 people in the building and routinely around 30-50.

### **Explorer den**

- A small portable steel structure around 8m x 3m.
- Consists of one room only, used as the base for Cerberus Explorer Scout Unit and as a meeting space.
- This structure has one door only located in the middle of the structure.
- Located at rear of Garland Lodge.
- Cabin used routinely one evening a week. During use, cabin contains no more than 20 people.

### **Quartermaster's store**

- A prefabricated concrete structure (garage) around 10m x 3m.
- Consists of one large storeroom accessible by a metal side door and double wooden doors at the front (secured shut and not routinely used).
- Used for storage of large equipment including camping kit.
- Located in front of Garland Lodge, close to the main entrance for Garland Lodge.
- Accessed on average about once a week by trained individuals. Usually no more than 5 at any one time inside.

### **Lorry-body stores**

- A series of separately accessed wooden and metal structures that store rarely used equipment. Together they comprise a block approximately 10m x 5m.
- Located some distance from the Garland Lodge across the car park.
- Accessed rarely by trained individuals only. Usually no more than 5 at once.

### **Fire safety systems:**

#### **Fire warning systems**

Hard-wired smoke detectors are located in the corridor of the main building (Garland Lodge) and a hard-wired heat detector is located in the kitchen. These are checked by a competent person regularly.

There is a manual rotary fire bell located in the middle of the hall to aid with raising the alarm.

#### **Fire-fighting equipment**

There is a fire blanket located in the kitchen to the left of the cooker. Its condition is checked periodically and recorded in the HQ Safety folder.

The HQ is equipped by 6 fire extinguishers in three locations. These are located in the kitchen, next to the rear fire door of the main hall and in the main hall next to the central door to the corridor (next to the fire bell). At each location, there is one carbon dioxide extinguisher and one foam extinguisher – chosen to help tackle a mix of electrical fires and fires involving the flammable materials present in the HQ. They are checked regularly by a competent person and recorded on the extinguisher and in the logbook in the HQ Safety folder.

The group owns other equipment, such as fire bucket for sand/water which may be used for certain activities subject to their own risk assessments.

### **Method for calling the fire service:**

Any uncontrolled fire event requires the assistance of Hampshire Fire and Rescue Service, even if it is brought under control by a competent person. They should be called by dialling 999 and requesting the fire service from either a mobile phone or from the phone box located on the green opposite the Scout HQ.

Caller to provide the address of the HQ (found at the top of this document) and to inform them that the QM store contains Butane gas cannisters and there is flammable hand sanitiser in the hall kitchen.

### **Emergency action plan:**

A summary of these instructions is prominently displayed around the building and all users' attention is drawn to them.

#### **If you discover a fire:**

Raise the alarm by shouting 'FIRE!' or ringing the fire bell. Begin the evacuation of the HQ.

**If it is safe to do so and if the person is trained and competent, they can attempt to fight the fire using the fire appliances provided. They must not put themselves or other users of the hall at risk.** If the fire is not fully extinguished after using the equipment, abandon the attempt and leave the building immediately.

**Users must always prioritise the safe evacuation of the HQ over tackling the fire using appliances and equipment.**

#### **If you hear the alarm:**

If you hear the fire alarm, evacuate the building immediately by the nearest safe exit, closing doors behind you. Do not stop to collect belongings. Proceed to assembly point.

If there are any visitors to the building (who may not know this evacuation plan), young people or those with disabilities or additional needs (who may need assistance evacuating), please ensure they are escorted to the assembly point.

#### **Alerting the emergency services**

This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 and ask for the fire service. Use a mobile phone or the nearest phone box located on the green opposite the HQ.

Take responsibility for any young people and visitors that may be with you and ensure they know how to follow the evacuation procedure.

#### **Assembly point**

Upon evacuating the building, proceed to the green opposite the HQ, next to the phone box. Address is Mortimer Close. This is to allow access to the site of the emergency services.

#### **Traffic management**

Parking, at all times, is not permitted on the patio outside the front doors. You are asked to park sensibly and considerately as failure to do this could seriously hinder the efforts of the emergency services and endanger the lives of others.

<b>Significant hazards:</b>	
Hampshire Fire and Rescue service should be advised of these hazards present within the building which may require specialist approaches or equipment to tackling the fire.	
<b>Location</b>	<b>Hazard</b>
QM Store	Butane gas canisters.
Kitchen	Hand sanitiser (70% alcoholic)

**Context and evacuation plan written by** Steven Osborn, Beaver Scout Leader and Executive Committee member.

**Date written:** 22<sup>nd</sup> August 2020.

**Date for review:** August 2021.