

## HQ Fire risk assessment: Record of significant findings.

Location:		Assessment undertaken by:	
5 <sup>th</sup> NFN (Testwood) Scouts HQ		Steven Osborn – BSL and Exec. Committee member.	
<b>Step 1: Identify fire risks</b>			
Ignition	Fuel	Oxygen	
Electrical sockets, lighting and cabling, gas heating system, gas cooker in kitchen, gas hot water boiler, electrical heaters, campfires, arson.	Butane gas canisters, fuels for stoves, paints and spirits, cooking oils, furnishings, wood, paper, camping equipment. Hand sanitiser.	Air in room, fuelled by breeze if doors or windows are left open.	
<b>Step 2: People at risk</b>			
<p><b>Users of hall.</b> Some users may be unfamiliar with the hall and the evacuation plan, for example parents of scouts. Some users may require help evacuating for example children in scouting sections, disabled users, the elderly attending Chinwaggers, Antler Club etc. Users with acute hearing problems may struggle to hear a smoke alarm from elsewhere in the building and may require others to help alert them to a fire. Some users may be lone-working at the premises, although this is strongly discouraged.</p> <p>In event of large fire, risk to the <b>public</b> via public footpath adjacent to Garland Lodge.</p>			
<b>Step 3: Evaluate, remove, reduce and protect from the risk</b>			
Evaluate the risk of fire occurring:			
<p><b>Low</b></p> <ul style="list-style-type: none"> <li>• Strict no smoking policy in the building. Smoking area outside used by some users of the hall only. A smoking tray is provided for them and is maintained.</li> <li>• Buildings and grounds secured to reduce risk of arson. There have been some examples of security breaches to the grounds recently and vehicles are no longer stored in the car park to avoid this.</li> <li>• Significant sources of fuel kept away from sources of ignition, for example around cooker, electrical sockets in hall.</li> <li>• Extremely flammable sources of fuel, such as LPG canisters and fuels for stoves, are located in QM store which is away from all sources of ignition save electrical lighting which is inspected routinely.</li> <li>• Pipes and regulators for portable gas equipment checked for condition by QM before being issued out and signed in records. Checked again upon return and signed again in records. Any deficiencies to be reported by the user to the QM, QM to follow up on any unreported damage.</li> <li>• Health and safety inspections completed every 6 months which picks up on building defects including any potential defects in heating and electrical systems.</li> </ul>			

## Evaluate the risk to people from a fire starting in the premises

### Low

- Main sources of ignition are in highly used areas of HQ and are supplemented with smoke/heat alarms to help raise the alarm quickly in the event of a fire.
- Established and clear fire exit routes from all area of HQ. Fire exit doors open outwards to enable quick escape.
- Hall able to be evacuated through two routes, other areas of HQ have one escape route into hall or one route out (in case of Explorer den and stores) but these areas will never contain more than 50 people in them allowing a quick evacuation.
- Fire-fighting equipment provided in highly used areas of hall where main sources of ignition are located.
- Emergency lighting over main entrance and hall exit into corridor and luminous signs elsewhere in hall to guide people to an exit during darkness.
- Evacuation plan includes provisions for visitors and disabled users of the hall. Those requiring assistance are alerted through signs in the hall to make the leader aware.
- Evacuation times may be higher for those working on the balcony as they have to climb down the ladder to reach an evacuation route.
- Only rooms with limited access in Garland Lodge are off the corridor where it would highly unlikely for a fire to develop unnoticed which would block the exit.
- Hall equipped with smoke alarms in corridor and heat alarm in Kitchen.
- Kitchen equipped with fire blanket next to cooker along with Foam and CO<sub>2</sub> fire extinguishers. Hall equipped with Foam and CO<sub>2</sub> fire extinguishers located next to the rear fire door or in the middle of the hall next to door to corridor.
- No interior doors in Garland Lodge are fire doors.
- Since the last risk assessment, a large number of items have been removed from the hall following completion of the scout store. Book sales have been reduced in scale and bookshelves removed from the corridor. Improvements are being made to the storage in the hall to reduce this even more and ensure safe and quick escape routes from any area of the building.

### Remove and reduce the hazards that may cause a fire

- Portable equipment not currently PAT tested. Suggest all portable equipment is PAT tested and then review at suitable intervals – stereo does not require regular check ups whereas the vacuum cleaner is used more frequently so will require more regular checks.
- Inspections of electrical systems, heating systems and gas systems to be recorded by a competent and skilled person with date and findings to be recorded in HQ Safety Folder after each occurrence.
- Install external cage for gas cannisters at the earliest opportunity.

### Remove and reduce the risks to people from a fire

- Continue to keep the hall clear of unnecessary items.

## Step 5: Review

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

Review date: August 2021

This risk assessment was reviewed in the light of the Covid-19 pandemic and the new storage of alcoholic flammable hand sanitiser in the HQ.