

HQ Fire risk assessment

Context:

Address of property:
5th Testwood Scout Group Garland Lodge Blackwater Drive Calmore Southampton SO40 2QJ
Management:
<p>Organisation</p> <p>The site is the HQ for the 5th 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>Monitoring</p> <p>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 2.5.2.5 Responsibilities under the Safety Policy; Executive committees and Trustees)</p> <p>In line with POR 2.5.2.5, 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 2.5.2.4, is the Group Scout Leader: Steven Osborn.</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 which are serviced at least annually.</p> <p>An evacuation plan is in place and must be practiced by all users of the hall at least once every year. 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 to be recorded in the HQ Safety folder kept in the hall to allow for adequate assurance.</p>

Communication and review of this risk assessment

In line with POR 2.5.1.4.b, 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, in the Group Dropbox shared through OSM 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 2.5.2.2.c). 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 below.

Training:

All leaders receive 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:

Garland Lodge building

- A large brick and steel building around 20m x 15m. Constructed c.1975. 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 located at rear of Garland Lodge. Consists of one room only, used primarily as storage by Cerberus ESU. Contains no more than 20 people.
- This structure has one door only located in the middle of the structure.

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 and Isle of Wight 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 a mobile phone.

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 and evacuation 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.	
Alerting the emergency services	
This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 from a mobile phone and ask for the fire service. Take responsibility for any young people and visitors that may be with you and ensure they know how to follow the evacuation procedure.	
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), ensure they are escorted to the assembly point.	
Assembly point	
Upon evacuating the building, proceed to the green opposite the HQ - 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.	
Significant hazards:	
Hampshire and Isle of Wight 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.	
Location	Hazard
QM Store	Butane gas canisters.
Kitchen	Hand sanitiser (70% alcoholic)

Written by Steven Osborn, Group Scout Leader

Date written: 7th February 2023

Date for review: February 2024.

Risk Assessment Record of Significant Findings:

Location:		Assessment undertaken by:	
5 th Testwood Scouts HQ		Steven Osborn – Group Scout Leader	
Step 1: Identify fire risks			
Ignition	Fuel	Oxygen	
Electrical sockets, lighting and cabling, gas heaters in hall, 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.	
Step 2: People at risk			
<p>Users of hall. 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 (especially younger sections such as Squirrels and Beavers), mobility impaired 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 public via public footpath adjacent to Garland Lodge.</p>			
Step 3: Evaluate, remove, reduce and protect from the risk			
Evaluate the risk of fire occurring:			
<p>Low</p> <ul style="list-style-type: none"> • 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. • Buildings and grounds secured to reduce risk of arson. • Significant sources of fuel kept away from sources of ignition, for example around cooker, electrical sockets in hall. • 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. • Pipes and regulators for portable gas equipment checked for condition by QM before being issued out. Checked again upon return. Any deficiencies to be reported by the user to the QM, QM to follow up on any unreported damage. • Health and safety inspections completed every 6 months which picks up on building defects including any potential defects in heating and electrical systems. • Portable equipment is PAT tested annually in line with the danger posed by the item. 			

Evaluate the risk to people from a fire starting in the premises	
<p>Low</p> <ul style="list-style-type: none"> • 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 CO₂ fire extinguishers. Hall equipped with Foam and CO₂ 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. 	
Remove and reduce the hazards that may cause a fire	
<ul style="list-style-type: none"> • 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 before September 2023. 	
Remove and reduce the risks to people from a fire	
<ul style="list-style-type: none"> • Continue to keep the hall clear of unnecessary items. • Continue to ensure the corridor is kept entirely clear to preserve the integrity of the evacuation route. 	
Step 5: Review	
Date written: 7 th February 2023	Date for review: February 2024.