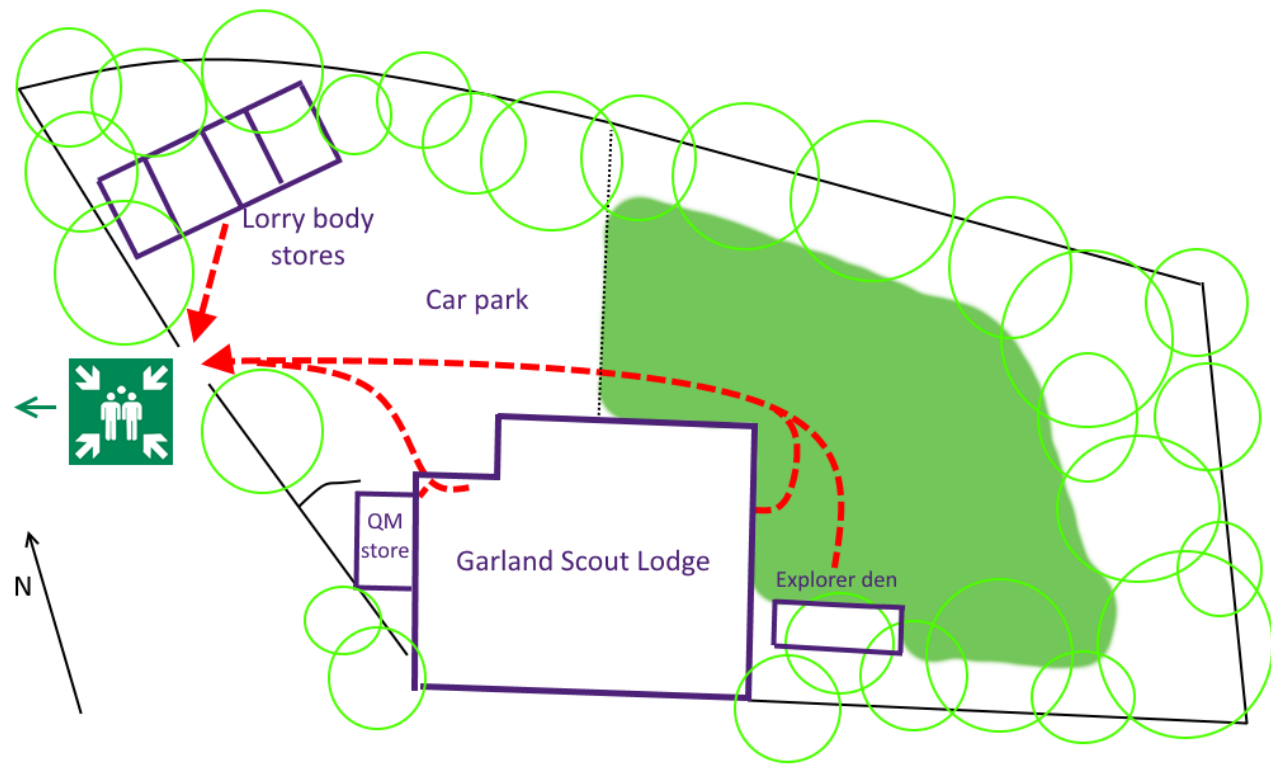


HQ Fire risk assessment

Property Context:

Address of property:
<p>5th Testwood Scout Group Garland Lodge Blackwater Drive Calmore Southampton SO40 2QJ</p>
Access to site:
 <p>The site is located within a residential area in Calmore, off Blackwater Drive. It has its own contained security compound and comprises four buildings: Garland Lodge, Quartermaster Store, Explorer Den store and Lorry Body stores. Of these, Garland Lodge is the primary building of the site.</p> <p>Fire Hydrants are located directly opposite the entrance to the site, on the pavement at the entrance to Mortimer Close. Hampshire and Isle of Wight Fire and Rescue Service can easily access the site through the local road network which can accommodate all vehicle types.</p>

Garland Lodge

- A large brick and steel building around 20m x 15m. Constructed c.1975. Formed of a large communal hall with a kitchen, cubs store 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 three times 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.
- External events generally contain no more than 100 people in the building and routinely around 30-50.



Explorer den stores
<ul style="list-style-type: none"> • 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 Explorer Scout Unit. Contains no more than 8 people. • This structure has one door only located in the middle of the structure.
Quartermaster's store
<ul style="list-style-type: none"> • 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. No more than 5 at any one time inside and usually no more than a couple when in use.
Lorry-body stores
<ul style="list-style-type: none"> • 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.
Usage:
<p>The site is currently used consistently by Scouting sections during the early evenings and evenings four nights a week, made up of young people aged 4-18 years and their volunteer leaders. They are the primary users of the hall and it is operated primarily for their benefit.</p> <p>There are also two community groups, mostly made up on elderly local residents, who meet for a morning and an afternoon once a week during the day times. Two new community groups have begun using the hall since the last review of this assessment, made up of parents and their babies and toddlers.</p>
Fire safety systems:
<p>Fire warning systems</p> <p>At the time of this review, detection systems comprise a hard-wired smoke detector, located in the corridor of the main building (Garland Lodge) and a hard-wired heat detector is located in the kitchen. These emit a noise from the unit themselves. There is a manual rotary fire bell located in the middle of the hall to aid with raising the alarm.</p> <p>Fire-fighting equipment</p> <p>There is a fire blanket located in the kitchen to the left of the cooker. Its condition is checked annually and recorded in the HQ Safety folder.</p> <p>The HQ is equipped with 6 fire extinguishers in three locations: 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. 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 monthly by a competent person and serviced annually with this recorded on the extinguisher and in the logbook in the HQ Safety folder.</p> <p>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.</p>

Management Context:

Management:

Organisation

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 Board of Trustees is responsible for the safety of the premises. The responsible person is the Chairperson of the Board of Trustees, or if the position is vacant, the Group Scout Leader.

Monitoring

The Board of Trustees 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; Trustee Boards and Trustees)

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**.

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.

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.

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.

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 Board of Trustees. 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. The person conducting the review has historically been Steven Osborn, who studies documents from the Scouts, Gov.uk and Health and Safety Executive to inform the decisions.

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.

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 canisters, there is flammable hand sanitiser in the hall kitchen and that there are cleaning chemicals in the cleaning cupboard off the 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. A copy of the display copy is located on the next page.

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)
Cleaning Cupboard	Cleaning chemicals

Written by Steven Osborn, Group Scout Leader

Date written: 17th March 2024

Date for review: March 2025.



Fire action

If you discover a fire:



1. Raise alarm by shouting FIRE and ringing the fire bell.



2. Tackle fire using equipment if safe to do so or needed for safe evacuation.

On hearing the alarm:



3. Leave building by nearest exit. Close doors behind you once everyone out. Help visitors and those less able to leave building.



4. Proceed to assembly point:
Grass opposite HQ, Mortimer Close.

5. Report to leader.

Call fire and rescue service:

6. Dial **999** from a mobile phone.

7. Inform of butane gas canisters in QM store.

DO NOT:



- Take risks.
- Stop to collect personal belongings.
- Re-enter building until told it is safe to do so.

Risk Assessment Record of Significant Findings:

Location:	Date of review:
5 th Testwood Scouts HQ	17 th March 2024
Assessment undertaken by:	Role:
Steven Osborn	Internal: Group Scout Leader

Step 1: Identify fire risks

Ignition sources	Fuel sources	Oxygen
Electrical sockets, lighting and cabling, gas heaters in hall, gas cooker in kitchen, gas hot water boiler, electrical heaters, campfires, arson, smokers.	Butane gas canisters, fuels for stoves, paints and spirits, cooking oils and fumes, furnishings, wood, paper, camping equipment, hand sanitiser, cleaning chemicals.	Air in room, ventilation from doors.

Step 2: People at risk

Users of hall. Some users may be unfamiliar with the hall and the evacuation plan, for example parents of scouts or guests.

Some users will 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. Since the last review, younger sections such as Squirrels, have begun meeting in the hall, the age of Chinwagger's attendees has increased and new baby and toddler groups have begun meeting at the hall. These groups require significantly more time and assistance in evacuating and therefore require an earlier warning.

Users with acute hearing problems may struggle to hear the current smoke alarm from elsewhere in the building and may require others to help alert them to a fire. There is increasingly more hearing problems among the elderly community groups and a number of our Scouts also have hearing difficulties.

Some users may be lone-working at the premises, although this is strongly discouraged. These require alerting a second person or checking in regularly with an external party.

In event of large fire, risk to the **public** exists via the public footpaths adjacent to Garland Lodge and to local residents living in the surrounding houses. Additionally, in the event of a devastating fire, risk of structural collapse of the building would result in a similar risk.

Step 3: Evaluate, remove, reduce and protect from the risk

Evaluate the risk of fire occurring:

Low

- 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 external 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. Hoses replaced periodically in line with manufacturers guidance.
- 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 by AH, volunteer and electrician.
- Gas appliances serviced yearly in line with manufacturer guidance.
- Good housekeeping in place around the hall and corridors kept clear to enable speedy escape.
- Kitchen cooker provided with extractor fan system. It is cleaned periodically in proportion to its usage; at present the kitchen cookers are very rarely used.

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

Medium

- 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 a combined total of more than 50 people 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.
- Recent changes to hall users have increased the number of users who require assistance to leave the hall. On some sessions, this constitutes a large section of users.
- 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. Following recent changes in legislation, some doors may need to be replaced or enhanced as fire doors.

Remove and reduce the hazards that may cause a fire

- Wiring due for a periodical inspection. To be carried out by electrician within next few months.
- Ensure all inspections of equipment, electrical and gas systems are recorded in Fire Log Book or HQ Safety Folder.
- Confirm storage location of gas cannisters and review. Ensure they are secured in a well-ventilated, locked container away from sources of ignition.
- Continue to search for the services of a cleaner to ensure good standards of housekeeping are maintained.

- Annual review of stores to ensure flammable paints and spirits are not stored long-term in inappropriate storage. Remaining small amounts should be disposed of or stored in ventilated storage.
- Ensure regular cleaning of cooking extraction systems is being followed.

Remove and reduce the risks to people from a fire

- Installation of fire detection and warning system (L3) to allow any fires, especially in side rooms, to be detected and the alarm raised much more efficiently.
- Updated system to include sounders that would cut through and over any noise of hall activity and help reach those with hearing difficulties.
- Review whether any of the doors within the hall need to be replaced or enhanced as fire doors under new legislation.
- Full audit of emergency lighting including inspection, repair or enhancement as appropriate.
- Regular testing regime of different elements of the fire detection system, emergency lighting and warning systems.
- Replacement of push bar signs on rear fire door which have become detached of late.
- Ensure all users have practiced an evacuation drill from hall and recorded outcome in Fire Log book.

Step 5: Review

Review before: March 2025.

Review after one year or if significant changes to system occur.

Action Points:

Hazard & Persons at Risk if not users	Action Required	Date Required	Responsible Person	Date Completed
Evacuations not being routinely carried out or recorded in Fire Log book / HQ Safety Folder.	Raise issue at next Board of Trustees meeting. Determine whether sections have been performing drills and not recording them or whether they have not been taking place.	April 2024	SO	
As above	All sections to perform an evacuation drill and either record in Fire Log book or inform GSL when complete.	July 2024	FO, SC, JS	
As above	Evacuation drill and training required once systems are changed.	End 2024	SO	
Ignition of small gas canisters	Review storage of gas cannisters and ensure they are located in locked ventilated space.	April 2024	SO, JS	
Insufficient illumination of Exit Routes.	Full check and audit of emergency lighting including full discharge test and repair of system as required	March 2024	SO, AH	
Difficulty in opening rear exit quickly.	Add replacement push bar signs to rear fire door.	March 2024	SO	
Users of hall are not alerted to a fire outbreak quickly enough.	Investigate installation of L3 fire detection and warning system in Garland Lodge.	Summer 2024	SO	
Smoke egress through building obscures escape.	Investigate whether any fire doors need installing within hall.	Summer 2024	SO	
Faulty wiring causes electrical fire	Periodic inspection of wiring in hall due.	Summer 2024	SO, AH	
Flammable/hazardous paints in event of fire.	Audit of all paint, spirit and chemical storage.	End 2024	SO, KW, JS	