

FIRE RISK ASSESSMENT

Risk Assessment for 10th Worcester Scouts (Crown East)

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Group Scout Leader | May 2020 | Review: May 2021

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General Information

Address of property

10th Worcester Scout Hut

Crown East Forest
Crown East
Worcester
WR2 5TU

Contact – chris.margetts@10thworcesterscouts.org.uk

Management system

Organisation

The site is the HQ building for the 10th Worcester Scout Group.

Safety within the Group is managed by the Group Executive. Their role is to ensure the safety of the premises within which activities, led by the Section Leaders, take place. The Chair of the Group Executive is the Responsible Person.

Control & Monitoring

The Group Executive meets quarterly and safety is always an item on the agenda. It is their role to monitor, review and improve the fire safety systems that are in place for the site.

Regular checks are made by users of the HQ. Smoke alarms/fire alarms for the building are tested termly and maintained by contractors on a quarterly basis. It has a number of fire extinguishers. An evacuation plan is in place and it is practised each term by all of the sections regularly using the hall.

All evacuation practises are recorded in the fire log book (kept on the information board).

Review

The latest fire risk assessment has been completed during May 2020 and will be reviewed in May 2021. It shall be done annually thereafter.

General description of the premises

The HQ consists of 1 building:

Headquarters hall

A large brick building (c1960)

It has a large communal hall, kitchen, 2 x toilets, two small meeting rooms to the rear and a stores area to the side

It has smoke detectors (battery powered) in all the rooms

It has emergency lights over the doors.

Fire safety systems

Give details of any fire safety systems in the premises, such as fire warning systems, emergency lighting, sprinklers etc.

<i>Fire safety systems within the premises</i>
Fire warning systems It has smoke detectors (battery powered) in all the rooms in the main building. These are checked by Group Scout Leader on a monthly basis and the alarm system is tested termly. These checks are recorded in the fire log book.
Emergency Lighting These are maintained lighting units. They are checked monthly (10 mins) by the GSL and annually (full discharge) by a contractor.
Extinguishers Fire extinguishers are present on site and they are checked yearly by contractors to ensure that they meet any required standards

<i>Method for calling the fire service</i>
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

Emergency Action Plan (EAP)

Below are the emergency procedures which are clearly displayed in a number of key points around the buildings.

Emergency procedures at 1st Alphetown Scout Group HQ

Emergency procedures notice

These Instructions must be prominently displayed around the building. It must be drawn to the attention of all users.

Discovery of a fire

Raise the alarm by shouting 'FIRE!' and warn people in the vicinity of the fire. Do not put yourself at risk. Leave the building straight away.

Alarms

If you hear the smoke alarm, follow the evacuation procedures without delay.

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 to make contact.

Please 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 industrial park opposite the other side of the bridge

Traffic management

Parking, at all times, is not permitted outside the fire 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.

May 2020

Training

All Leaders receive fire safety training when they start, including basic theory about how and which fire extinguisher to use. Additionally, fire evacuation is practised each term y each section.

Significant hazards

The fire authority should be advised of any significant hazards within the building that may require special procedures for rescue work and firefighting.

Significant hazards	
Location	Hazard
Rear of the building	Gas Cage, containing paints and camping gas bottles (Mainly Butane 15kg) typically around 10.
Roof	Asbestos present in the roof
Stores	Contains smaller gas bottles, namely CV300 Plus and CV470 Plus butane/propane mix, CP250 Butane Canisters, Methylated Spirits.

Revised May 2020.