

# Hertfordshire County Scout Council

## Phasels Wood Activity Centre

### Fire Risk Assessment

#### 1 Building - Bryn bach

**Designated use** - Sleeping Accommodation

**Approximate size** – 12m x 6m

**Number of beds** – 16 – 4x4 persons

**Number of floors** – Single storey

**Roof construction** – Felt sheeting on timber frame

**Walls** – Timber frame all wood clad

**Internal linings**- Mixture of plasterboard and timber

**Floors** – Wood with vinyl and carpet tiles

**Means of escape** – Via fire exit doors (it is understood that whenever the premises are occupied no exit door is secured in such a manner that it is not easily and immediately openable)

**Fire Fighting equipment** – 1 x FOAM, 1 x WATER type extinguishers. 1 x fire blanket

**Fire Alarm system** – Premier SX fire alarm control panel with detectors and sounders throughout wired with low smoke cable

**Heating/hot water/cooking** – 1 wall mounted natural gas heater to main hall. Wall mounted oil filled radiators to bedrooms. Single natural gas cooker. ***Gas shut off valve at rear of building.***

**Electrical installation** - 240 volt supply throughout. Fuse board fitted in main hall.

**General Lighting** - 240 volt supply throughout

**Emergency Lighting** – Non maintained throughout

**Signs and Notices** – All to current standards

**Furnishings** – Only fire retardant furnishings as fitted in buildings are permitted.

**2 Personnel Involved**                      **Instructors/Staff/Campers/Visitors**  
**Number of people**                      **1 – 16**

<b>3 Potential Hazards</b>	<b>4 Risk Level</b>
1 Waste	Low
2 Doors	Low
3 Smoking	Low
4 Cleaning Equipment and chemicals	Low
5 Gas equipment & boilers	Low
6 Electrical equipment	Low
7 Cooking	Low
8 Bedrooms	Low
9 Open fire	Medium

**5 Measures Taken to Control Hazards**

- 1 Ensure floor area kept clear, combustible material tidied away and waste bins cleared regularly.
- 2 Ensure doors are open whilst building is in use. Ensure signage is present
- 3 Signs and ask people not to smoke indoors.
- 4 Store cleaning materials in designated areas, chemicals secured, COSHH and product specific training as appropriate. Remove industrial/flammable chemicals from buildings.
- 5 Appropriate service and testing regime, keep clear of combustible materials
- 6 Use as per manufacturers instructions, PAT regime in place, minimise trailing cables, do not overload fuses, appropriate trips on circuits
- 7 Ensure cookers are never left unattended when on.
- 8 Ensure gangways are kept clear, radiators kept clear and occupiers are aware of exits.
- 9 Fire must be attended at all times and guard kept in place.

**NOTE - This building is fitted with a Fire alarm system. This MUST be tested regularly and staff trained what to do in an emergency. Extinguishers are also present and tested yearly. All occupiers are supplied "Fire Action" information prior to arrival and should understand what to do in the case of an emergency.**

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