

Hertfordshire County Scout Council

Phasels Wood Activity Centre

Fire Risk Assessment

1 Building - Rowan

Designated use - Sleeping Accommodation

Approximate size – 20m x 6m

Number of beds – 26 – 2x4 persons & 3x6 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 CO₂, 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 – 2 wall mounted natural gas heater to main hall. Wall mounted oil filled radiators to bedrooms. Floor mounted natural gas water heater fitted in outside store. Double natural gas cooker. **Gas shut off valve at rear of building.**

Electrical installation - 240 volt supply throughout. Fuse board fitted in first bedroom on right hand side.

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 – 26**

3 Potential Hazards	4 Risk Level
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

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.

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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