

# Hertfordshire County Scout Council

## Phasels Wood Activity Centre

### Fire Risk Assessment



#### 1 Building - Cedars

**Designated use -** Sleeping Accommodation

**Approximate size –** L shaped approx 25m x 21m x 6m

**Number of beds –** 28 – 2x2 persons & 6x4 persons

**Number of floors –** Single storey

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

**Walls –** Mixture of brick and timber frame all wood clad

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

**Floors –** Concrete with vinyl, quarry 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, 3 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 –** wall mounted natural gas combi boiler to wet heating system in main building. Wall mounted electric / oil filled radiators to bedrooms. Floor mounted natural gas water heater fitted in ladies toilets. Double natural gas cooker.

***Gas shut off valve at front of building.***

**Electrical installation -** 240-volt supply throughout. Fuse board fitted in main hall of building and entrance porch.

**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 – 100**

<b>3 Potential Hazards</b>	<b>4</b>	<b>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

**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 unlocked whilst building is in use. Approved BS signage fitted
- 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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