

GOLCAR SCOUT AND COMMUNITY CENTRE

Fire Risk Assessment

Site Description

A stone built, single storey building set within its own grounds as defined by a boundary fence. Grounds include grassed and paved areas and also a car park. There are external metal, and wooden storage sheds at the rear of the building. There is a gas storage cage in the building grounds.

The building comprises of a sports hall, an activity hall, two meeting rooms, an office, toilet facilities, a kitchen, dining area, several store rooms, a garage, an office and a boiler room.

Main Sources of Ignition

Source	Risk	Control Measure
Kitchen	Gas fired cooker – overheating of food. Electrical appliances – overheating.	Cooker gas safety checked annually. Cooker service annually. Gas cut off point in garage. Provision of fire extinguisher and fire blanket in kitchen. Automatic fire detection system. Adults either do cooking or supervise young people in the kitchen. Appliances PAT tested periodically.
Boiler Room	Gas powered boiler – overheating.	Boiler gas safety checked annually. Boiler serviced annually. Boiler room access is external to main building. Gas cut off point in garage. Automatic fire detection system. Provision of fire extinguisher in boiler room.
Main switch room (in Garage)	Electrical power distribution board for part of building	Provision of suitable electric circuit breakers.
Gilwell Room	Electrical power distribution board for part of building.	Provision of suitable electric circuit breakers.
Flammables Storage Cage	Gas bottles/canisters – igniting.	Cage kept locked. Cage made of grid metal – good ventilation but prevents access. Cage external to building.

Golcar Scout and Community Centre – Fire Risk Assessment

Assessment carried out by: D Laverick & J Griffith

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General Information

Centre is protected by fire detection system comprising of heat and smoke detectors. Alarm is tested regularly – each activation point on a rolling schedule. Alarm call points located at all exits. System is serviced annually.

Centre has a no smoking policy inside the building and its grounds.

Fire extinguishers and fire blankets are located around the building. Fire extinguishers are serviced annually.

Emergency lighting is in place throughout the Centre and checked periodically. Emergency lighting is serviced annually.

There is a 'no naked flames policy' in all areas other than the John Ripley Hall, the Ken Standley Hall, the kitchen and the garage. In these areas, if naked flames are used (eg gas stoves, candles) then adult supervision is always in place.

SEVERITY	LIKELIHOOD	RISK LEVEL = Severity x likelihood
5 = Fatality	5 = Certainty	Unacceptable 20 – 25
4 = Serious Injury (permanent)	4 = Probable	Substantial 16 – 19
3 = Major injury (HSE reportable)	3 = Possible	Moderate 7 – 15
2 = Minor injury (non-HSE reportable)	2 = Remote	Acceptable 4 – 6
1 = No injury	1 = Improbable	Trivial 1 - 3

The ratings in the following table assume that control measures noted in the general information section above are in place, along with additional measures as given below.

Location	Hazard	Who Could Be Harmed	Severity	Likelihood	Risk Level	Control Measures
John Ripley Hall (Sports Hall)	Fire due to activity being undertaken. Blockage of fire exit door	Users of Centre	2	1	2	Fire exit door well signed and good housekeeping to keep clear. Naked flame activity must be adult supervised.
Ken Standley Hall (Activity Hall)	Fire due to activity being undertaken. Blockage of fire exit door	Users of Centre	2	1	2	Fire exit door well signed and good housekeeping to keep clear. Naked flame activity must be supervised by an adult.
Kitchen	Fire due to activity being undertaken, fault with cooker or fault with electrical appliances. Restricted evacuation if external door not unlocked.	Users of Centre	3	2	6	Exit door well signed. Exit door must be unlocked when cooker is in use (signage in place reminding users of this requirement). Extractor fan must be on when cooker in use (signage in place reminding users of this requirement). Use of cooker must be adult supervised. Centre must be occupied for at least 30 minutes after use of the cooker (insurance stipulation)
Dining Area	Fire due to activity being undertaken.	Users of Centre	2	1	2	No naked flame policy.
Gilwell Room (Meeting Room)	Fire due to activity being undertaken.	Users of Centre	1	1	1	No naked flame policy.
Den (Meeting Room)	Fire due to activity being undertaken. Electrical appliances.	Users of Centre	1	1	1	No naked flame policy. Appliances PAT tested periodically.

Entrance Area	Fire due to activity being undertaken. Restricted evacuation if external door not unlocked.	Users of Centre	1	1	1	Exit door well signed. If door release mechanism is in lock mode it will automatically release if the fire alarm sounds – emergency release point fitted as a back-up. No naked flame policy.
Toilets	Fire.	Users of Centre	1	1	1	No naked flame policy.
Store Rooms: Stationery cupboard Games store Hoots store Wash room store Electricals store	Fire due to flammable storage items.	Users of Centre	1	1	2	No flammable items stored.
Garage	Fire due to flammable storage items. Fire due to activity being undertaken. Blockage of fire exit door Electrical appliances Gas metre in cupboard	Users of Centre	2	1	1	Fire exit door well signed and good housekeeping to keep clear. Storage of flammable liquids kept to a minimum (eg meths in fuel safe bottles, small quantities of cleaning materials). No storage of gas canisters/bottles inside building. Appliances PAT tested periodically. Keep access to gas metre cupboard clear
Main switch room (in Garage)	Fault with power distribution board.	Users of Centre	1	1	1	Keep access to main switch room clear.
Office	Fire due to activity being undertaken. Electrical appliances.	Users of Centre	1	1	1	No naked flame policy. Appliances PAT tested periodically.
Boiler Room	Fire due to boiler fault.	Users of Centre	3	2	6	Room is external to main building.

APPENDIX A

Evacuation Plan

On hearing the alarm occupants should evacuate the building by the nearest exit and make their way to the assembly point in the SCHOOL car park. Occupants should not stop to collect their personal belongings and should evacuate in a safe and orderly manner.

The person in charge of the session should do a quick sweep of the building to ensure that everyone is out - but ONLY IF THEY FEEL IT IS SAFE TO DO SO AND IT DOES NOT COMPROMISE THEIR OWN SAFETY.

The person in charge should then account for all of their party – if appropriate by use of a register (for example it would not be appropriate to do a register at a large community event when you have no idea who is in the building).

The person in charge should also call the fire brigade.

If a user group includes very young people, elderly or infirm people or people with additional needs then measures should be in place to ensure that they are helped during the evacuation procedure if needed.

APPENDIX B

Fire Precautions

All users of the Centre should ensure that the following precautions are adhered to:

- Smoking is not allowed in any part of the Centre – including the building and its grounds.
- Naked flames are only permitted in certain areas (Kitchen, John Ripley Hall, Ken Standley Hall, Garage) – and only under adult supervision.
- Fire doors should be kept free from obstructions and never be propped open.
- Exit routes should be kept clear of obstructions.
- All users should be made aware of the evacuation plan by the person in charge.
- If using the cooker – the kitchen door must be unlocked, the extractor fan must be turned on, the activity must be supervised by an adult, the Centre must be occupied for at least 30 minutes after use of the cooker (insurance stipulation).
- Gas bottles/canisters and large volumes of flammable liquids must be stored in the external flammable storage cage.
- If fire extinguishers are used, damaged or found to be missing this should be reported to the Centre Management Committee immediately.
- Good housekeeping should be undertaken to prevent the build-up of combustible materials.