

# Hertfordshire County Scout Council

## Tolmers Activity Centre

### Fire Risk Assessment



#### 1 Building - Classroom

**Designated use -** Indoor hall and kitchen area.

**Approximate size –** 8m x 12m

**Number of beds –** N/A Non sleeping accommodation

**Number of floors –** Single storey

**Roof construction –** Felt on timber frame

**Walls –**Timber frame all wood clad

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

**Floors –** Wood with 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 –** N/A

**Heating/hot water/cooking –** Wall mounted LPG combi boiler in kitchen.

***Gas shut off valve at left side of building***

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

**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 – 30**

<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

**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. Ensure signage is present
- 3 Signage, legal requirement not to smoke inside buildings
- 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 not used in building

**NOTE - Extinguishers are 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.**

Compilation date - September 2024  
Review period - 12 Months  
Reference Number - TOL/F002

Compiled by: KP  
Reviewed by: DS