

Hertfordshire County Scout Council

Tolmers Activity Centre

Fire Risk Assessment



1 Building - Sleepover

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 – Metal sheeting on timber frame

Walls –Timber frame all wood clad

Internal linings- Mixture of plasterboard and timber

Floors – Wood with vinyl

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 – Fire alarm control panel with detectors and sounders throughout wired with low smoke cable. Located in entrance hall.

Heating/hot water/cooking – Double LPG gas cooker.

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 – 100

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

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.

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.

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Compiled by: KP
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