

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Prances Scout Campsite Warden Louis Filho		
Address of Premises	Prances Scout Campsite Great Totham Road Wickham Bishops Witham Essex		
Postcode	CM8 3NP		
Assessor:	Andrew Goodwin		
Date of Fire Risk Assessment	January 2024		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises			
Number of floors in building: <i>(To include basements)</i>	Prances Main Building 2 floors, ground floor and Bill Meeham Loft room.		
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	240 m ²		
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Purpose built in 1995. Steel frame with blockwork infill. Steel roof and exterior wood cladding.		

Primary usage:	Scout hall with kitchen, toilets and showers. Meeting room and crewroom.
Secondary usage:	Hired to local clubs as meeting venue

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	A		0000 to 0400	B	
	0400 to 0800	A		0400 to 0800	B	
	0800 to 1200	B		0800 to 1200	B	
	1200 to 1600	B		1200 to 1600	B	
	1600 to 2000	B		1600 to 2000	B	
	2000 to 2400	B		2000 to 2400	B	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None					
Description of Occupants. Scout members or hirers	Mobility Issues	No	Average Mobility	Yes	Vulnerability Issues	No

Occupants Especially At Risk From Fire	
Sleeping occupants (<i>Details of numbers - public/staff</i>)	If indoor sleep over (rare) esimated at 20
Disabled occupants (<i>Personal Emergency Evacuation Plans in use when necessary</i>)	Tend not to have disabled occupants, especially for a sleep over.
Occupants in remote areas (<i>Lone working/isolated areas</i>)	Only lone worker would be the warden or cleaner. Neither sleep on the premises.
Young person's (<i>Individual Risk Assessment provided for those persons under 16 yrs</i>)	All young persons are supervised by their group adult leaders in line with scouting policy for leader to young person ratios.
Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	Non applicable
Visitors	Scouting/Guiding members and outside group events
Occupants whose first language is not English	Not applicable.

Identified Fire Hazards And Primary Control Measures

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)		YES
Portable appliance testing carried out on a risk assessed basis?		YES
Suitable policy in place regarding the use of personal electrical appliances?		NO
Suitable limitation and management of trailing leads and adaptors?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p>users could bring own appliances to site</p> <p>Portable heaters used with leads to provide additional heating on occasions. These left in building.</p>	<p>Currently uncontrolled</p> <p>No formal process for issue and removal after use.</p>	<p>Booking instructions to advise only PAT tested electrical items to be brought to site with the exception on phone chargers.</p> <p>Warden to issue with guidance and remove to secure location once used. Not to be left in the building. Same policy to apply for extension leads.</p>
Deficiencies:	Remedial Action Required:	

Smoking		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		YES
Smoking permitted in appropriate areas?		NOT ON SITE
Suitable arrangements for those who wish to smoke?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Risk of smokers and associated fire risks</i>	<i>All hirers advised that smoking is not allowed anywhere on site. Smoking only off the grounds.</i>	<i>Ensure detailed in the booking sheet. Additional signage showing whole site and grounds as no smoking to be displayed</i>
Deficiencies:	Remedial Action Required:	

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable.	YES	
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
External gas bottles not caged	None	Gas bottles to be secured in a locked cage. To be purchased and installed.
Deficiencies:	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Portable heaters used with leads to provide additional heating on occasions. These left in building.	No formal process for issue and removal after use.	Warden to issue with guidance and remove to secure location once used. Not to be left in the building. Same policy to apply for extension leads.
Deficiencies:	Remedial Action Required:	
General Comments:		

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Boiler cupboard not locked so accessible to hirers for storage or general access.	None	Ensure the boiler cupboard doors are locked and not accessible to users.
Deficiencies:	Remedial Action Required:	
General Comments:		

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Cooking		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?	YES	
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES	
Suitable Shut Down Procedures in place?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p><i>Gas shut off not available in the kitchen.</i></p> <p><i>Filters on cooker hoods to be maintained/ cleaned</i></p>	<p><i>Gas shut off is at the outside gas bottles</i></p> <p><i>None</i></p>	<p><i>Gas Safe engineer to fit a gas shut off in the kitchen at a suitable accessible position.</i></p> <p><i>Ensure filters are checked and maintained as required</i></p>
Deficiencies:		Remedial Action Required:
General Comments:		

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Lightning	
The building has a lightning protection system.	NO
Is the lightning protection system subject to a suitable maintenance regime?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		N/A
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Limited flammable liquids, thinners and petrol stored.</i>	<i>These stored in secure metal storage container away from buildings.</i>	<i>None</i>
Deficiencies:		Remedial Action Required:
General Comments:		

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Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	YES
Escape routes kept clear of any combustibles? (Storage /furniture)	YES
Appropriate measures for the safe storage and disposal of waste?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Accumulation of waste.</i>	<i>waste collection point away from buildings</i>	<i>None</i>

Deficiencies:	Remedial Action Required:

General Comments:

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Hazards Introduced By Contractors And Building Works	
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Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	NO
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<p>Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?</p> <p>Give details: Note these works not carried out when users in building areas.</p>	YES
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<p>If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?</p> <p>Give details:</p>	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p><i>External contractors creating fire issues, hot works etc</i></p>	<p><i>Ensuring all suitably qualified</i></p>	<p><i>None</i></p>

<p>Deficiencies:</p>	<p>Remedial Action Required:</p>
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General Comments:

Other Significant Fire Hazards That Warrant Consideration

Are there any other fire hazards that warrant consideration within the premises?

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

YES

Identified Hazards **Existing Control Measures** **Are there any improvement recommendations**

<p>using outside gas cooking or other fuel cooking units inside the building or under front entrance canopy by hirers</p>	<p>Advised not to cook inside the hall with outside appliances. Only cooking in kitchen with the provided appliances</p>	<p>State on bookings form that no form of cooking appliance can be used inside or adjacent to buildings. Only cooking in kitchens on supplied equipment.</p>
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<p>Deficiencies:</p>	<p>Remedial Action Required:</p>
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Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy(ies) have been adopted. <i>Single stage evacuation</i></p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>Progressive Horizontal Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; 	<p>N/A</p>

<ul style="list-style-type: none"> • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	
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<p>Delayed Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able</p>	<p>N/A</p>
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<p>residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>	
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<p>Written copies of Evacuation Procedures are located as follows:</p> <p><i>On notice boards and issued to hirers.</i></p>

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel. 10 mts	YES	
Where there are alternative means of escape? State the distance of maximum travel. 20 mts	YES	
Suitable protection of escape routes? (Fire resisting construction)	NO	
Adequate provision of exits?	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	NO	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	YES	
If disabled people were to use the premises (unlikely) they would be in the main hall which has suitable means of escape, double doors to outside.		
Does the evacuation plan fit with the floor space factors?	YES	
Identify dead end corridors. Are the appropriately covered?	YES	
Identify inner rooms. Are the appropriately covered?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Kitchen and top loft stairs door to be replaced with fire doors. Review door furniture on exit routes plus locks</i>	<i>Normal doors provided. Some doors are key locked</i>	<i>Fit approved fire doors and door furniture Formalise unlocking policy and non issue of keys. Review push bar door furniture.</i>

Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.		NO
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Kitchen and top loft doors. Gas shut off in kitchen required	Believe standard doors in use No apparent gas shut off	Fit approved FD30 fire doors to kitchen and top loft Install to allow easy gas shut off.
Deficiencies: As detailed above	Remedial Action Required: Implement recommendations	
General Comments:		

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
Fire assembly point known but not safety signed.	<p>Note proposed fire doors will be fitted with appropriate signage.</p> <p>Signage to be positioned to show clearly the designated area for assembly and detailed on the site plan at front of building.</p>	

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Means Of Giving Warning In Case Of Fire	
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Reasonable manually operated fire warning system provided?	YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) <i>Break glass points and hard wired fire klaxon with fire detection system</i>	
Automatic fire detection provided?	YES
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Throughout Premises	YES
Part of Premises only	N/A
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES
Remote transmission of alarm signals to a monitoring station or other?	NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>No break glass available at kitchen corridor outer door</i>	<i>None at this point</i>	<i>Fit additional break glass at kitchen corridor outer door</i>

Deficiencies:	Remedial Action Required:

General Comments:

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Other Relevant Fixed Systems And Equipment

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

Firefighter Switch – High Voltage Luminous Tube Signs Etc		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	<i>Prances Sub Committee and site warden</i>	
Deputy or assistant:	<i>None</i>	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES	
State name and responsible element of fire safety		
<i>Louis Filho (Warden)</i>	<i>Responsible for day to day management and compliance</i>	
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Is there a suitable record of the fire safety arrangements?	YES	
Appropriate fire procedures in place?	YES	
Are procedures in the event of a fire appropriate and properly documented?	YES	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES	
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	YES	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
Is there a suitable fire assembly point(s)?	YES	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	YES	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	NO	
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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Training And Drills

Fire safety training is managed by:	<i>Site warden</i>
Deputy or assistant:	
Are all staff given adequate fire safety instruction and training on induction?	N/A
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	N/A
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	N/A
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):	
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	N/A
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	NO
Is there sufficient and adequate channels of communication of fire safety information between warden and hirers	YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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<p>General Comments:</p> <p><i>Note no staff so points above may not been deemed applicable</i></p>
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Testing And Maintenance	
Testing and Maintenance is managed by:	<i>Warden</i>
Deputy or assistant :	
Adequate maintenance of workplace?	YES
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES
Monthly and annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	YES
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	YES
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests:	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

<p>General Comments:</p>

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Recording		
Appropriate records held for:		
Fire drills?		YES
Fire training?		NO
Fire alarm tests?		YES
Emergency escape lighting tests?		YES
Maintenance and testing of other fire precaution systems?		YES
Location of Records: (Available for inspection by Fire Authority if required)		
Give Details: <i>Held by warden</i>		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies: <i>No evidence of practice drills with frequent hirers or those at greatest risk</i>	Remedial Action Required: <i>Ensure practice drills are conducted with major hirers.</i>	
General Comments:		

