

District Scout Centre Fire Risk Assessment

Topic	Check list/Risk	Yes	No	Further action?	Responsible person	Action deadline	Action completed? (Remarks)
Means of escape	Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use?	Yes		No		N/a	
	Do all emergency routes and exits lead, directly as possible, outside the building to a place of safety?	Yes		No		N/a	
	Giving consideration to occupancy, do all emergency exit doors open in the direction of escape?	Yes		No		N/a	
	Are the exit routes clearly indicated, and free from combustible storage / equipment at all times?	Yes		No		N/a	
	Considering the size of the premises; its use; the equipment and number of persons in the premises at any one time, are the number, distribution and dimensions of emergency routes and exits adequate?	Yes		No		N/a	
	Do all self closing fire doors close fully into the door frame?	N/a					(No s/c fire doors)
	Are all self closing fire doors fitted with smoke seals?	N/a					
	Are all self closing devices on fire doors in good working order?	N/a					
	Is there a fire evacuation (fire drill) procedure for the premises?	Yes				Hirer	(Hiring Agreement)
	In the event of an emergency is it possible for all persons to evacuate the premises safely and quickly?	Yes				Hirer	
	Have arrangements been made for the safe evacuation of persons with mobility difficulties?	Yes		No		Hirer	
	Overall, is the means of escape adequate?	Yes		No			N/a
	Is training given in fire evacuation procedures?		No	No		Hirer	(Hiring Agreement)
	Are fire drills carried out?	N/a					
Escape Lighting	In the event of failure of the main lighting system, is escape lighting required to illuminate escape routes?	Yes		No		N/a	(Emergency exit signs light automatically)
	Is it sufficient to enable all persons to evacuate the premises safely to a place of safety	Yes		No		N/a	

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	Is it tested regularly?	Yes		No		N/a	(Annual test – minimum)
	Are the tests recorded?	Yes		No			
	Are records kept of maintenance?	Yes		No			
	Overall, is it adequate?	Yes		No		N/a	
Fire Warning	Is the premises provided with a system for giving warning in case of fire?	Yes		No		N/a	
	Is the alarm clearly audible and recognisable, in all parts of the premises?	Yes		No		N/a	
	Is it tested regularly?	Yes		No		N/a	(Annual test – minimum)
	Are the tests recorded?	Yes		No		N/a	
	Are records kept of maintenance?	Yes		No		N/a	
	Overall, is it adequate?	Yes					
	If a fire started in an un-occupied room would it be detected?		No				(Fire unlikely to arise in unoccupied room)
Fire Fighting Equipment	Are suitable and sufficient fire extinguishers provided?	Yes		No		N/a	
	Are they unobstructed and readily available for use?	Yes		No		N/a	
	Are they properly located and indicated?	Yes		No		N/a	
	Are persons trained to use fire fighting equipment?		No	No	Hirer		(Hiring Agreement)
	Are the extinguishers maintained?	Yes		No		N/a	
	Are records kept of maintenance?	Yes		No		N/a	
	Overall, is the fire fighting equipment adequate?	Yes		No		N/a	
Any Check List/Risk item above achieving a 'No' should be risk assessed and if necessary prioritised for action.							
Fire Risks	Are open flames to be found in or around the premises?		No				
	Are spark generating tools / equipment used in or around the premises?		No				
	Are there any cooking appliances? If so, give details.	Yes					(Domestic cooker in kitchen)
	Are there any heating appliances? If so, give details.	Yes					1. Wall mounted fan heaters in hall 2. Convector heaters in small meeting area 3. Convector heater in shop 4. Convector heater in office
	Are all personnel familiar with the correct use of electrical appliances	Yes			Hirer		(Hiring Agreement)

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	Are all gas appliance installations regularly inspected by a competent person?	N/a						
	Are all electrical installations / appliances regularly inspected by a competent person?	Yes		Yes			(Annual PAT test, periodic installation test)	
	Is smoking allowed anywhere within the premises?		No					
Fire Loading	Is the storage of LPG satisfactory?	Yes					Gas bottles stored in open secure wire cage in rear grass area	
	Are any other gases used?		No					
	Are any flammable liquids/substances stored or used on the premises?		No					
	Are the arrangements for the storage of flammable liquids/substances satisfactory?	N/a						
	Does the use of flammable materials/substances pose any significant fire risk?	N/a					Flammable materials not used	
	Is there significant fire loading anywhere within or in close proximity to the premises (e.g. core products, combustible materials, cooking risks, furnishings, waste products etc)?		No					
	Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which people may be present?	N/a						
	Is there any ignition source that could start a fire in close proximity to any significant fire loading that could fuel a fire?		No					
	Are persons expected to use fire extinguishers in an emergency? If Yes, give details of training given and instructions with regard to the circumstances under which they would be expected to act and when they would not.		No					(Hiring Agreement)
	Are persons with mobility difficulties likely to be present in the premises such as parents with babies, persons in wheelchairs, persons with sight or hearing impairment etc.?	Yes				Hirer		

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	Consider each room or space in turn and assume initially that it is unoccupied when a fire occurs. Assess where a fire is likely to start (ignition source); how is it likely to spread (fire loading), and the risk it presents to other persons in the premises. Are there any concerns about any particular risks or situations?		No				
	Has a procedure been established to determine the review of the fire risk assessment?	Yes					(Six Monthly review by Executive Committee)

Mike Henwood

Fire Risk Review undertaken

12/04/2021

District Treasurer
Havant District Scout Council

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