

# Hertfordshire County Scout Council

## Lochearnhead Scout Station

### Fire Risk Assessment



#### 1 Building - Main Station

**Designated use** - Kitchen, Indoor Hall & Toilets.

**Approximate size** – 34m x 8m.

**Number of beds** – N/A (Nonsleeping accommodation).

**Number of floors** – Single storey.

**Roof construction** – Mixture Pitched slate on timber and glass.

**Walls** – Mixture of brick, timber and UPVC.

**Internal linings**- Mixture of wood plasterboard.

**Floors** – Suspended timber covered with Altro flooring.

**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** – 3 x CO2, 3 x Water based extinguishers.

**Fire Alarm system** – Vigilon Compact fire alarm control panel with detectors and sounders throughout wired with low smoke cable. Located in station master office.

**Heating/hot water/cooking** – LPG wall mounted boiler with cylinder located in protected boiler cupboard. Wet heating system throughout building. Two double LPG gas cookers.

***Gas shut off valve at rear of building.***

**Electrical installation** – 415-volt supply in. 240-volt supply throughout. Fuse board fitted in station master office cupboard.

**General Lighting** - 240-volt supply throughout.

**Emergency Lighting** – Non maintained throughout. (Tested to BS)

**Signs and Notices** – All to current BS.

**Furnishings** – Only fire-retardant furnishings as fitted in buildings are permitted.

**2 Personnel Involved Instructors/Staff/Campers/Visitors**  
**Number of people 1 – 120**

<b>3 Hazards</b>	<b>4 Risk Level</b>
1 Uncontrolled Waste	Low
2 Defective/ misuse of doors	Low
3 Misuse of cleaning equipment and chemicals	Low
4 Unmaintained Gas equipment & boilers	Low
5 Misuse/unmaintained electrical equipment	Low
6 Poor catering/cooking methods	Low

**5 Measures Taken to Control Hazards**

- 1 Ensure floor area kept clear, combustible material tidied away, waste bins cleared regularly. Good Housekeeping.
- 2 Ensure doors are unlocked whilst building is in use. Check BS signage is present.
- 3 Store cleaning materials in designated areas, chemicals secured, COSHH and product specific training as appropriate. Remove industrial/flammable chemicals from buildings.
- 4 Appropriate service and testing regime, keep clear of combustible materials.
- 5 Use as per manufacturers instructions, PAT regime in place, minimise trailing cables, do not overload fuses, modern consumer unit/trip switches.
- 6 Ensure cookers are never left unattended when in use, ensure cool down period after use.

**NOTE - This building is fitted with a Fire Alarm system. This MUST be tested regularly, staff trained what to do in an emergency. Extinguishers are also provided and serviced annually. 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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