

ST Edmunds Scout and Guide Headquarters

Fire Risk Assessment

Address: St Edmunds Church, Lidgett Park Road, Leeds, LS8 1JN

Body responsible for building: St Edmunds Scout and Guide Parent Association.

Use of Premises: Scout and Guide meetings, church activities, regular hire and private function hire.

Maximum Capacity: 80

Number of stairs: None (one ladder to storage area in kitchen)

Date of Risk Assessment: 7th October 2014

Date of Review: 7th October 2015

1. General Statement of policy

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is therefore relevant to the St Edmunds Scout and Guide Headquarters.

For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the St Edmunds Scout and Guide Parents Association (SGPA) who from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment was carried out in October 2014.

This Fire Risk Assessment has been completed by the Scout and Guide Parents Association to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The Scout and Guide Parents Association encourage Hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users and is also on the Notice Board.

The Scout and Guide Parents Association (SGPA) will encourage all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own Group of users and their activities.

Signed:

Print Name:

Date:

2. General Description of Premises

The Scout and Guide Headquarters is a single story "A frame" building. The building is approximately 48 years old but has received some modernisation in recently years including the heating system and insulation, replacement of windows and a new kitchen and toilets. The SGPA which is responsible for the Hall is a registered charity and the committee is run by volunteers.

The building comprises of an entrance hall, toilets and disabled toilets, a storage cupboard, kitchen, storage area above the kitchen, and the main hall itself. The main hall has storage areas on each side.

The Hall is a non-smoking establishment.

There is a car park to the front of the building and grass areas around the sides and back. The Hall is on the site of St Edmunds Church and St Edmunds Hall. The site is owned by St Edmunds Parochial Church Council.

3. Fire safety systems within premises

Fire Warning System:

The Hall does not have a fire alarm because it is a small building on one floor.

Emergency Lighting:

The Hall has emergency lighting in the entrance, toilets, kitchen and main hall.

Other:

The Hall does not have a sprinkler system.

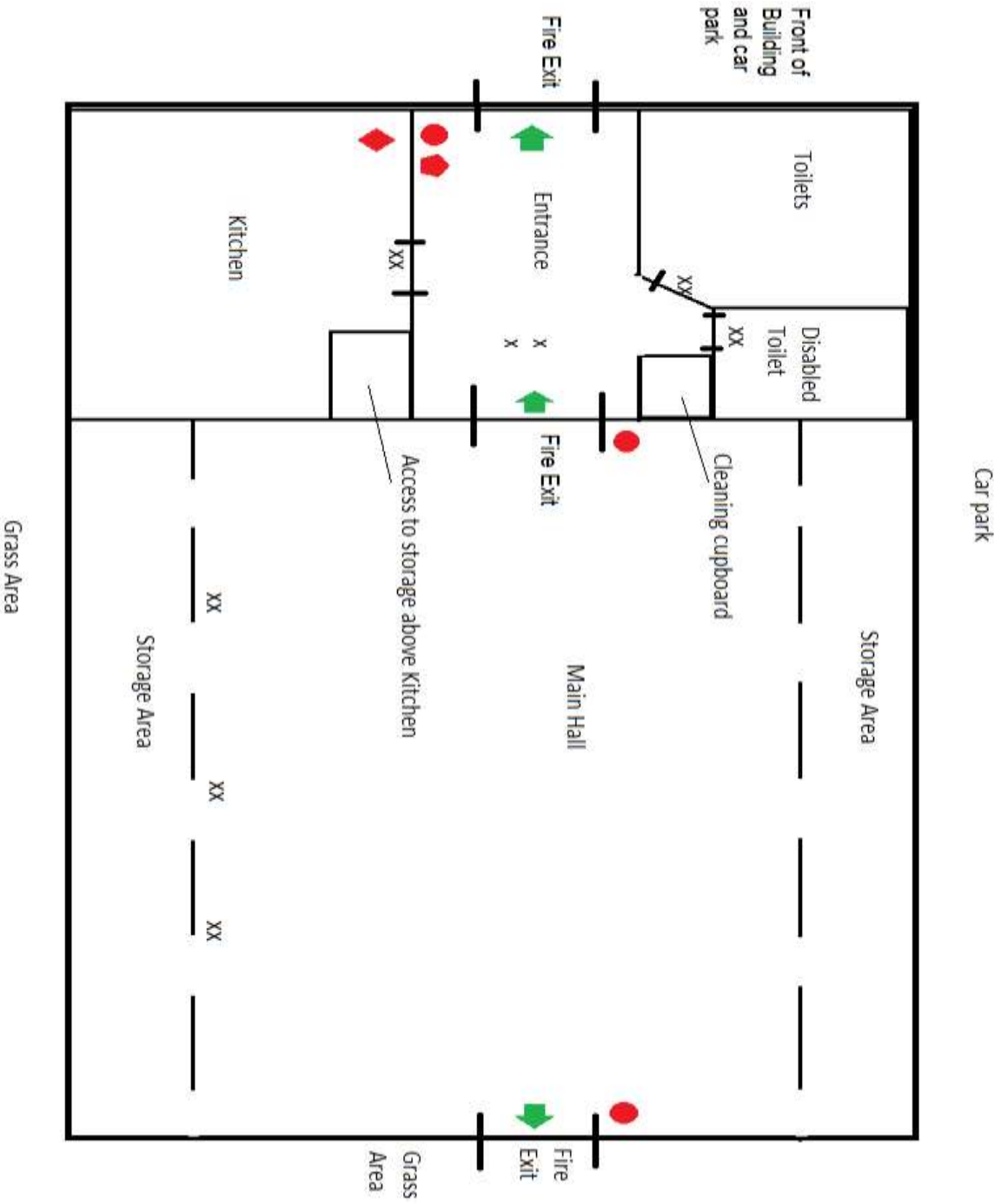
The Hall has fire exit signs above the main entrance doors, over the entrance to the hall and over the rear fire exit doors.

The Hall has three fire extinguishers one in the entrance and two at both ends of the hall (two of these have signs highlighting them, one sign needs to be replaced)






The fire extinguishers are all checked annually.

The kitchen has a Fire Blanket.

4. Plan of building showing fire exits and safety equipment



Key

-  Fire Exit Sign
-  Fire Extinguisher
-  CO2 Fire Extinguisher
-  Fire Blanket
-  Emergency Lighting

Plan not drawn to scale

5. Identify fire hazards

Sources of Ignition:

The main sources of ignition are the various items of electrical equipment located in the kitchen e.g. cooker, microwave, fridge and the gas hob. The store area above the kitchen includes lighting equipment and the main boiler. Elsewhere the main source of ignition is the electrical sockets and lighting throughout the building, the heaters located in the main hall and the electric hot water in the disabled toilet. An additional source of ignition would be cooking accidents or arson.

Sources of Fuel:

The main sources of fuel are flammable gases and liquids stored for camping including gas bottles, petrol cans (stored in steel box with lid) and camping lights in the storage area above the kitchen. There is also equipment and chemicals stored in the kitchen and the cleaning cupboard and bins in the kitchen and toilets. In the main hall there is a wide range of paper, plastics, cardboards, wood and textiles in the storage areas. The fabric and furniture of the building is also a source of fuel as are any cooking accidents.

Structural features that could promote the spread of fire:

The building is an "A frame" design made up of a metal and timber structure. The dividing walls are not fire resistant and the storage areas run along the side of the hall and above the kitchen. The doors are not fire resistant.

6. Identify people at risk

Staff

The SGPA employs one cleaner

Hall Users

Users are generally familiar with the layout of the hall. Those that are not will find the simple layout easy to navigate. The main hall has illuminated identifiable fire exits at the main entrance doors and at the fire exit at the back of the hall. There are two sets of double doors, one that exit directly outside and are fitted with a push bar release and the other that exit via the main entrance. Emergency lighting is installed over fire doors and around the hall and in the kitchen, toilets and entrance and this is tested regularly.

The Hall is mainly used by unformed groups of the Scout and Guides who run their sessions under the guidance of the Scout and Guide Associations. All adults in the group must be familiar with the layout of the building and where the fire exits are.

People with Disabilities

The Hall may be used by a limited number of people with disabilities. It is the responsibility of the hirers to ensure that people who require additional help are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the paths outside. The main entrance leads directly onto the car park outside and the rear emergency exit leads to a small concrete area and then grass so additional assistance may be required.

Children

It is the responsibility of hirers to ensure that children are supervised within the Hall and its grounds at all times and that they are given adequate assistance in the event of an evacuation.

Use of storage above the kitchen

Anyone using the storage area above the kitchen while the Hall is in use must make themselves known to the hirers so that they can be included in any evacuation.

The committee encourages hirers to make themselves familiar with the exit routes, firefighting equipment and the plan of the Hall. The plan is available to all Hall users and is shown on notice boards in the hall and entrance.

7. Evaluate and Protect

The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen, toilets, storage area above the kitchen and the main hall. All electrical equipment and the boiler are regularly serviced and kept in a good state of repair.

The risk to people

In the event of a fire starting in the Hall, all rooms are on ground floor level and there are two possible escape routes available via the entrance or through the rear of the main hall both lead directly outside the building.

The storage area above the kitchen is accessed via a short ladder into the kitchen and then has access to the main exits.

Removal/reduction of hazards

The identified potential sources of ignition comprising of a range of electrical equipment and the boiler are an essential part of the facilities of the Hall. The sources of fuel stored within the building including camping equipment and resources stored in the storage areas in the main hall are kept to a minimum but they are also a necessary part of the Hall and its users. Removal would not be in the best interest of the Hall users and so the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.

The Hall operates a no smoking policy in all areas of the building.

The storage area above the kitchen is kept locked and access is controlled by the Quarter Masters. All equipment is regularly checked and stored correctly.

Removal/reduction of the risks to people

The fire risk has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of a fire and to allow them to escape safely.

Fire extinguishers are in place in the entrance and main hall. These are regularly inspected and the Certificate of Inspection is recorded. A fire blanket is located in the kitchen.

There are two escape routes available at ground level which are readily accessible from all parts of the building. Both have clear fire exit signs and are emergency lighting to highlight them.

Notices indicating the location of fire exits and extinguishers are situated in the main hall and on the notice board.

Each fire extinguisher has operating instructions clearly displayed.

8. Record, Plan, Inform, Instruct and Train

The plan showing general safety measures is included in this report and shown on notice boards in the Hall. The committee encourages hirers to make themselves familiar with the exit routes, firefighting equipment and escape routes shown on the plan.

The committee encourages all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own groups of users and activities.

The condition of hire of the Hall state that all fire exits must not be obstructed. The conditions of hire are given to all hirers of the Hall and are shown on the hall website. The committee also recommends that all users of the Hall organise a fire marshal to check the building has been vacated and that the fire brigade has been called (as appropriate).

It is the responsibility of hirers to ensure that the Hall is securely locked after use, so the building is never left open and unoccupied.