

Hertfordshire County Scout Council

Well End Activity Centre

Fire Risk Assessment



1 Building - GW

Designated use - Indoor Hall

Approximate size – 12m x 12m

Number of beds – N/A Non sleeping accommodation

Number of floors – Single storey

Roof construction – Asbestos sheeting on timber frame roof

Walls – Timber / concrete frame all steel sheeted covered in wood cladding

Internal linings- Mixture of plasterboard and timber

Floors – Timber with resin or concrete 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 – Centralised fire alarm control panel with detectors and sounders throughout. Located in entrance hall.

Heating/hot water/cooking – wall mounted LPG gas combi boiler in main hall. Wet heating system throughout building. Double LPG gas cooker.

Gas shut off valve outside of building.

Electrical installation - 240 volt supply throughout. Fuse board fitted in entrance hall.

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 – 50

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
8	Bedrooms		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 open whilst building is in use. Ensure signage is present
- 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.
- 8 Ensure gangways are kept clear, radiators kept clear and occupiers are aware of exits.

NOTE - This building is fitted with a Fire alarm system. This MUST be tested regularly and staff trained what to do in an emergency. Extinguishers are also 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.

Compilation date - September 2024
Review period - 12 Months
Reference Number - WEAC/F002

Compiled by: KP
Reviewed by: DS