

Hertfordshire County Scout Council

Well End Activity Centre

Fire Risk Assessment



1 Building - Jim Day

Designated use - Sleeping Accommodation

Approximate size – 15m x 9m

Number of beds – 32 – 5x6 persons & 1x8 persons

Number of floors – Single storey

Roof construction – Roof sheeting on timber/steel frame

Walls – Timber frame all wood clad

Internal linings- Mixture of plasterboard and timber

Floors – Wood with Altro and carpet tiles in bedrooms

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, 2 x WATER type extinguishers. 1 x fire blanket

Fire Alarm system – Centralised fire alarm control panel with detectors and sounders throughout wired with low smoke cable. Located in GW Building.

Heating/hot water/cooking – 1 wall mounted LPG central boiler in cupboard. Wall mounted radiators to bedrooms from central boiler. Commercial LPG gas cooker.

Gas shut off valve at rear of building and emergency push button in kitchen.

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

General Lighting - 240-volt supply throughout.

Emergency Lighting – Maintained throughout.

Signs and Notices – All to comply with British standards.

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

Hertfordshire County Scout Council

Well End Activity Centre

Fire Risk Assessment



2 Personnel Involved Instructors/Staff/Campers/Visitors
Number of people 1 – 32

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 unlocked whilst the 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 manufacturer's instructions, PAT regime in place, avoid trailing cables, do not overload fuses, appropriate trips on circuits
- 7 Ensure cookers are never left unattended when on and fan is in operation.
- 8 Ensure gangways are clear and unobstructed, 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 -
Review period -
Reference Number -

SEPT 2021
12 Months
TOL/FIRE009

Compiled by : DS
Reviewed by :MB
Review Date: 01.10.23