

Earleywood Scout Campsite

FIRE RISK ASSESSMENT

Date of Visit: 13th May 2021

Date of Report: 19th May 2021

Compiled by: Derek Salter Health & Safety Director

Introduction

The following Fire Risk Assessment was completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment is designed to evaluate the current protection measures in place, determine shortfalls and recommend remedial action as necessary. To this end the assessment is divided into three sections:

- Section 1: Assessment and recommendations
- Section 2: Action plan
- Section 3: Guidance

Risk Assessment is an ongoing process. The law requires the assessment to be reviewed specifically:

- Where there is reason to suspect the assessment is no longer valid.
- Where significant change has occurred.
- Periodically.

The assessment in whole or in part may become no longer valid should the activity within the business change significantly.

Significant change would include the introduction of new activities or equipment/processes within the building and increasing the number of persons in the premises should you rent out the remaining part of the first floor office space.

We would recommend that a review should be undertaken at least annually unless other factors dictate sooner.

Background

The Regulatory Reform (Fire Safety) Order 2005 introduced a new approach towards fire safety: Risk Assessment. The radical overhaul of fire safety legislation saw over 60 sets of fire safety laws consolidated into a single piece of legislation.

The Government's aim was to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high risk premises.

A new duty of care would be placed on the 'responsible person' - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

This Fire Risk Assessment document records:

- The fact that a Fire Risk Assessment has been completed for the premises.
- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Fire Safety Action Plan compliments the Fire Safety Risk Assessment. The Fire Safety Action Plan is designed to:

- Identify key action points established during the Fire Risk Assessment process.
- Provide information in support of recommended action points.
- Provide a basis for the company to plan and achieve action points.

The format of the Fire Safety Action Plan comprises five sections/headings:

- Item number
- Key action point
- Assessor comments
- Notes/comments/actions
- Target date.

Three of these headings are completed for you by the Assessor carrying out the Fire Risk Assessment exercise.

Key Action Point

A brief description of each action point is provided.

Assessor Comments

Supporting text appears in this column.

Shaded columns are to be left blank. Earleywood Scout Campsite is expected to use the action plan as a working document adding your own notes and comments and determining target dates.

FIRE RISK ASSESSMENT DOCUMENT

PRODUCED FOR:

Earleywood Scout Campsite

DATE OF ISSUE: 19th May 2021

DATE OF REVIEW: 15th February 2025

STAGES OF THE FIRE RISK ASSESSMENT

1. Identify the Fire Hazards

Sources of ignition

Sources of fuel

Sources of oxygen

2. Identify People at Risk

People in and around the premises

People especially at risk

Visitors and contractors

3. Evaluate, Remove, Reduce and Protect from Risk

Evaluate the risk of a fire occurring

Evaluate the risk to people from fire

Remove or reduce the fire hazards

Remove or reduce the risks to people:

- Detection and warning
- Fire fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4. Record, Plan, Inform, Instruct and Train

Record significant findings and action taken

Prepare an emergency plan

Inform and instruct relevant people, co-operate and co-ordinate with others

Provide training

5. Review

Keep assessment under review

Revise where necessary

FIRE HAZARDS

Sources of Ignition	
	RISK - HIGH/MED/LOW
Portable electrical appliances	MEDIUM
Mains electrical system	MEDIUM
Smoking	LOW
Gas boilers	NONE - LOW
Cooking equipment in kitchens	HIGH
Hot surfaces, equipment in offices	NONE - LOW
Lighting system	MEDIUM
Direct sunlight	MEDIUM
Arson	LOW
Hot works, welding, burning	HIGH

Sources of Fuel	
	RISK - HIGH/MED/LOW
Flammable liquids in workshops Petrol, diesel, paints, oils, lubricants, thinners and adhesives	HIGH
Packaging materials and boxes	LOW
Furniture and wall coverings in offices and workshops, carpets and tiles	MEDIUM
External wooden cladding to building	MEDIUM
Waste products, paper and wood in yard areas	HIGH
Flammable gasses used during welding or cutting operation if undertaken by	HIGH

contractors	
Topography woodland site	HIGH

Persons at Risk	
	RISK - HIGH/MED/LOW
Office staff, volunteers, young people	MEDIUM
Site staff in the morning In rest room and yard areas as equipment is collected	MEDIUM
Visitors to the premises	MEDIUM
Tenants of first floor	NONE - LOW
Emergency services staff	LOW

Evaluation of Risk of Fire Occurring
<p>Earleywood Scout Campsite is a woodland site and hence has abundance of natural combustible material.</p> <p>In addition, the provision of catering facilities and storage of flammable liquids for the onsite vehicles require clear and visible guidelines to mitigate the risk of fire on site.</p>

Evaluation of Risk to People
<p>Earleywood Scout Campsite has numerous visitors throughout the year volunteers, leaders, young people, emergency services and contractors.</p> <p>Accessible communication and training is vital to mitigate the risk of fire and reduce incidents on site.</p>

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
1.	Fire Protection – Active					
1a.	Smoke/heat/flame detection system				Checks completed regularly.	Rota issued showing who is responsible for carrying out checks and when.
	▶ Weekly in-house check?	Yes		No		
	▶ Inspected by competent person within last 6 months?	Yes		No		
1b.	Manual electric break glass alarm system				Checks completed regularly .	Rota issued showing who is responsible for carrying out checks and when.
	▶ Weekly in-house check?	Yes		No		
	▶ Tested by competent person within last 6 months?	Yes		No		
1c.	Drenchers	NOT APPLICABLE				
	▶ Maintained by competent person					
1d.	Gas flooding	NOT APPLICABLE				
	▶ Maintained by competent person?					
1e.	Sprinklers	NOT APPLICABLE				
	▶ Maintained by competent person?					
1f.	Voice/manual alarm	NOT APPLICABLE				
	▶ Could be heard by all occupants?					
1g.	Isolated areas	NOT APPLICABLE				

	▶ Detection system required?						

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
2.	Fire Protection – Passive					
2a.	Fire doors				None	None
	▶ Self-closing?	Yes		No		
	▶ Close flush to recesses?	Yes		No		
2b.	Fire walls				None	None
	▶ Breached/damaged?	Yes		No		
2c.	Fire stopping				None	None
	▶ Correctly installed and intact?	Yes		No		
2d.	Fire retardant materials				None	None
	▶ Compliant with fire safety standards?	Yes		No		

Area Of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
3.	Fire Fighting Equipment						
3a.	Fire extinguishers					None	None
	▶ Suitable and sufficient?	Yes			No		
	▶ Areas of high risk?	Yes			No		
	▶ Appropriately labelled and positioned?	Yes			No		
	▶ Accessible?	Yes			No		
	▶ Inspected/tested within last 12 months?	Yes			No		
3b.	Hose reels	Not applicable					
	▶ Inspected?						
3c.	Fire blankets	Yes			No	None	None
3d.	Site hydrants/risers	Not applicable					
	▶ Vehicles blocking access?						
	▶ Maintained and inspected?						

Area Of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
4.	Means of Escape					
4a.	Escape routes					
	▶ Unobstructed?	Yes			No	
	▶ Well lit?	Yes			No	
	▶ Wide enough for usage?	Yes			No	
	▶ Fire exit signage (compliant with current standard)?	Yes			No	
	▶ Fire action notices completed and displayed?	Yes			No	
	▶ Emergency plan and evacuation procedure clearly displayed?	Yes			No	
4b.	Emergency lighting				Checks completed regularly.	Rota issued showing who is responsible for carrying out checks and when.
	▶ Monthly function test (in house)?	Yes			No	
	▶ Full discharge test by competent person within last 12 months?	Yes			No	
4d.	People on site					
	▶ Office/site staff?		No		No	
	▶ Lone/isolated workers?		No		No	
	▶ Cleaning staff/handyman?	Yes			No	
	▶ Vulnerable workers (disabled, visually impaired, etc)?	Yes			No	
	▶ Volunteers	Yes			No	
	▶ Contractors	Yes			No	
	▶ Visitors	Yes			No	

	▶ Vulnerable visitors (disabled, children, etc)?	Yes			No		
4e.	Rescue/evacuation special arrangements						
	▶ Booking in/out system for staff, contractors and visitors?	Yes			No		
4f.	Emergency Services						
	▶ Adequate access?	Yes			No		

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
5.	Potential for Fire					
5a.	Processes involving heat/naked flames					
	▶ Safe working methods in place?	Yes			No	
	▶ Contractors controlled by permits to work?	Yes			No	
5b.	Electrical					
	▶ Portable appliances tested by competent person annually?	Yes			No	
	▶ In house portable appliance inspections?	Yes			No	
	▶ Mains tested by competent person every 5 years?	Yes			No	
5c.	Combustible materials / waste?					
	▶ Limited accumulation of materials?	Yes			No	
	▶ Waste (internal/external) stored and disposed of correctly?	Yes			No	
5d.	Lighting					
	▶ Good condition?	Yes			No	
	▶ Clear of combustible materials?	Yes			No	
5e.	Static					

5f.	Heaters						
	▶ Clear of combustible materials?	Yes			No		
	▶ PAT tested?	Yes			No		
5g.	Arson						
	▶ Adequate security measures?	Yes			No		
	▶ Waste bins stored securely / away from building?	Yes			No		
5h.	Smoking						
	▶ No smoking policy in place?	Yes			No		
	▶ Suitable units for dispensing smoking materials?	Yes			No		
5i.	Gas	Not Applicable					
	▶ Inspected by competent person in the last 12 months?						
	▶ Clear of combustible materials?						
5j.	Lightning Protection	Not Applicable					
	▶ Inspected by competent person						

Area Of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
6.	Fire Loading					
6.1	Combustible materials					
	▶ Wood pile kept to a minimum?	Yes			No	
	▶ Adequately and securely stored?	Yes			No	
6.2	Flammable liquids and gases					
	▶ Kept to a minimum?	Yes			No	
	▶ Adequately and securely stored?	Yes			No	
6.3	Finished goods					
	▶ Fire retardant fabrics?	Yes			No	
6.4	Construction materials					
	▶ Comply with regulations	Yes			No	

Area Of Review		Applicable?		Requires Action?		Assessment	Recommendations
		Yes	No	Yes	No		
7.	Training						
7.1	Emergency Arrangements					Not carried out	Find opportunity to carry out fire drill when occupied
	▶ Staff aware of action to take in the event of a fire starting?	Yes			No		
	▶ Staff aware of action to take in the event of the fire alarm sounding?	Yes			No		
	▶ Visitors/ contractors also aware of the above?	Yes			No		
	▶ Fire drills carried out within the last 12 months?	Yes		Yes			
	▶ Volunteers trained?	Yes			No		
7.2	Fire Awareness						Training information available and record of who completed retained
	▶ Staff received basic fire awareness training?	Yes			No		
7.3	Fire Fighting Equipment						Training information available and record of who completed retained
	▶ Volunteers trained in use of fire-fighting equipment?	Yes			No		

	▶ Sufficient office staff trained in use of fire-fighting equipment?	Not Applicable		
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Area Of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
8.	General					
8.1	Records					Filed in office and Dropbox
	▶ Maintenance, testing and inspection records kept?	Yes			No	
	▶ Fire log kept up to date?	Yes			No	
	▶ Record of fire drills kept?	Yes			No	
	▶ Monthly office inspections (to include fire) kept?	Yes			No	
8.2	Shared Occupancy					Neighbours have entry gates into site EMB to discuss changes with neighbours to permanently close entrances
	▶ Any special risks from activities of other occupants/ neighbours?	Yes		Yes		
	▶ Will other occupants/ neighbours be made aware of results of this risk assessment?		No		No	

Item Number	Area of Review	Action Required	Notes/Comments/ Owner	Target Date
1.	Fire drills not carried out.	Find opportunity to carry out fire drill when buildings occupied	Health & Safety Director to organise	December 25
2.	Neighbours have entry gates into site	Discuss changes with neighbours to permanently close entrances	Chairperson & Health & Safety Director to discuss options with neighbours	December 25