



# 1<sup>st</sup> Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

## 1. FIRE SAFETY RISK ASSESSMENT FOR SMALL TO MEDIUM SIZED PREMISES

|                      |                                                                                    |
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| Address              | First Kesgrave Scout Hall<br>Twelve Acre Approach                                  |
| Telephone number:    | 01473 62 51 79                                                                     |
| Used As:             | Scout hut and external hire                                                        |
| Date of assessment:  | 23 <sup>rd</sup> February 2020                                                     |
| Name of assessor:    | Alan Brown                                                                         |
| Details of assessor: | Hs member                                                                          |
| Review Frequency:    | Annual or after any incident or significant changes in Policy, Persons or Property |

| <b>Statement of Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                    |                   |              |                                 |
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| <p>Statement:</p> <ul style="list-style-type: none"> <li>To ensure the above address has safe systems in place in the event of a fire based on actives being carried out.</li> <li>To ensure the safe escape in the event of a fire, to a safe area away from the building.</li> <li>General safe premises</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                    |                   |              |                                 |
| <b>Signed:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Alan Brown</b> | <b>Print Name:</b> | <b>Alan Brown</b> | <b>Date:</b> | <b>23<sup>rd</sup> Feb 2020</b> |
| <b>Management Systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                    |                   |              |                                 |
| <ul style="list-style-type: none"> <li>Executive Committee to review all procedures are being followed.</li> <li>Leaders and users made aware of fire exits and fire appliances.</li> <li>Fire escape routes pointed out at the start of any meetings within the building.</li> <li>Everyone must take note of and comply with any fire precaution notices displayed in the building.</li> <li>Fire drills regularly carried out and recorded on log sheet by fire alarm panel.</li> <li>Designated Muster point to be known to all - RUPERT SQUARE (end of retail units) <i>Action - NOW the designated muster point. Signs updated and extra signs put up.</i></li> <li>Suitable and sufficient firefighting appliances will be located throughout the building.</li> <li>Emergency fire exits will be marked and kept clear at all times, and not locked during hours of use.</li> <li>Fire doors are to be marked and keep closed or dogard fitted.</li> <li>Fire plan to show zoning of the fire alarm.</li> <li>Yearly checks carried out by external competent contractors for fire equipment, fire alarm, smoke and heat detectors and emergency lights.</li> <li>If fire equipment used, to be replace as soon as practically possible. Task risk assessments will pick this up and yearly testing of equipment.</li> </ul> |                   |                    |                   |              |                                 |

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- Yearly gas checks carried out by external competent gas safe contractors.
- Gas boiler serviced.
- 5 yearly full electric installation tests
- PAT testing to electric equipment, by competent trained persons.
- Visit by local fire officer and recommendations followed.
- 5 yearly Fire officer undertaken inspection.
- Risk assessments carried out by scout group to identify fire precautions to be used.
- Risk assessments carried out by external users. The task of creating risk assessments for external users are the responsibility of the external hirer and not the scout group.
- Fire marshal training for leaders.
- Stop, drop and roll training given to groups of scouts.

| Property Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
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| <p>Steel frame clad building built 2004 to building regulations at the time.</p> <p>Two halls each 9m x 13m, ground front entrance (foyer), first floor landing, ground floor kitchen, ground floor toilets – male, female and disabled access wc, first floor office, first floor meeting room, designed storage area above first floor meeting room, pedestrian lift, staircase and landing area, ground floor storage room. Ground floor external storeroom and shed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |
| <p><b>Occupancy</b></p> <p>Times premises in use: depending on bookings. Typically:</p> <ul style="list-style-type: none"> <li>• Mon to Friday any time from 8am to 10.30pm</li> <li>• Sat 8am to 11.45pm</li> <li>• Sun 8am to 10.30pm</li> <li>• New year's eve 10am to 12.30am</li> <li>• Christmas day <b>8am to 10.30pm</b></li> </ul> <p>There are couple of times a year when sleepovers are held by scout groups.</p> <p><b>Maximum Permitted Numbers:</b><br/>These should not exceed:</p> <ul style="list-style-type: none"> <li>• Low hall: 100 (for any event)</li> <li>• High hall:100 (for any event)</li> </ul> <p>It is recommended to view the Hall if maximum numbers are expected and seating is required. This is for your own comfort and safety at the event which is being organised.</p> <p>The Hirer must provide sufficient numbers of responsible adult attendants or stewards for adequate supervision of the premises and users therein. Two such stewards for up to 100 people, and one for each additional 50 thereafter, must be designated to take charge in case of fire and should familiarise themselves with the position of exits, which should be kept clear, and the operation of the fire alarm and firefighting</p> | <p><b>Size:</b></p> <p>Building Footprint:<br/>(metres) approx. 350 m 2</p> <p>Number of floors:2</p> <p>Number of stairs:1</p> |

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| <p>equipment. Such stewards should be able to give full assistance in evacuating the premises and be readily identifiable to members of the public in the event of such emergency.</p> <p>Max number at work at any time: 200 based on above</p> <p>Max number of people: 200 based on above</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Fire Safety Systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <p><b>Escape Lighting</b></p> <ul style="list-style-type: none"> <li>Emergency lighting to BS5266</li> <li>Yearly test and checked Jan 2020 (new emergency lights installed December 2018)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <p><b>Other Fire Safety Systems (e.g. sprinklers)</b></p> <ul style="list-style-type: none"> <li>Dorgaud door hold backs on doors with door closers</li> <li>Fire blanket in kitchen</li> <li>Fire extinguishers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>How a Fire Could Start</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"> <li>Kitchen - general use of electric appliances eg kettles, microwaves, urns etc, and electric ovens</li> <li>Mains gas boilers</li> <li style="color: red;">In either hall - during any hot work activities. Scout groups undertaken cooking or craft activities using lpg gas burners, tranguas etc, glue guns, soldering irons etc.</li> <li>Outside hot works activities, lpg cookers, BBQ's or wood fires.</li> <li>Bin fires</li> <li>Clothing fires (jumble sales)</li> <li>Electrical fires</li> <li>Maintenance/installation tasks – sparks, plumbing joints etc</li> <li>No gas cylinders are kept at the premises. Only used at certain meetings, task risk assessment carried out.</li> </ul> |  |
| <b>People Affected by Fire</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"> <li>Any persons inside the building at the time.</li> <li>Any persons external to the building.</li> <li>Rhymes nursery nearby.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Staff Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"> <li>Fire marshal training carried out to leaders and caretaker October 2018</li> <li>Stop drop and roll training to all scout groups on going.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Escape Routes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

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| <ul style="list-style-type: none"> <li>• External fire escape doors have override bars.</li> <li>• External doors have escape locks so can never be locked to prevent egress from building</li> <li>• Front entrance and both halls have fire escape routed straight to outside the building</li> <li>• Muster point RUPERT SQUARE (end of retail units) NOW designated muster point fire point signs</li> <li>• Fire route shown on plans at rear fire doors</li> <li>• Keep clear signs installed to rear external gates</li> <li>• Yellow thermoplastic road lining installed to rear external doors and rear gate to prevent parking on fire route</li> <li>• Rear gates unlocked as part of opening-up procedure</li> </ul> |
| <b>Fire Alarm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Fire Warning System: to BS 5839 part 1</li> <li>• Full fire alarm system with heat/ smoke and break glasses reporting back to fire panel at front entrance.</li> <li>• Tests carried out and recorded on sheet next to fire alarm panel</li> <li>• Tests carried out and recorded on break glass unable to test to rear store</li> <li>• Professional yearly fire alarm testing undertaken</li> </ul>                                                                                                                                                                                                                                                                                   |
| <b>Fire Extinguishers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Fire extinguishers at fire points to suit the materials that may catch light. Only to be used if safe to do so and always aim first to get persons out of the building.</li> <li>• See separate fire plan location</li> <li>• Professional Yearly inspection carried out</li> <li>• 7 no water</li> <li>• 1 no foam</li> <li>• 6 no co2</li> <li>• 4 no power</li> <li>• Fire blanket in kitchen</li> <li>• Additional extinguishers and blankets in external store for use at outside events.</li> </ul>                                                                                                                                                                               |
| <b>Fire Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Raise alarm and evacuate building. Fire extinguishers to be used once alarm raised and fire can be controlled in safe period of time and depending on type and size of fire.</li> <li>• A small paper bin fire would be deemed safe to put out or cooking pot fire with blanket, if it were under control. Again, always raise alarm and evacuate building.</li> <li>• Any person on fire, to stop drop and roll and extinguishers used. Dial 999 and take to hospital even if persons appears to be unaffected as swelling/ burning can come out later, with further affects. Building still to be evacuated by other persons not stopping the fire to the person affected.</li> </ul> |
| <b>Fire Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Near miss none recorded</li> <li>• 5 year Fire certificate issued by Fire officer visiting hall on wc 31<sup>st</sup> May 2018</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Summary of Significant Findings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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- Monitor fire doors condition due to age and wear. Still in working order but showing signs of wear



efj2863-certificate-1 efj2863-certification efj2863-certification  
616-fire-extinguishe-1613-fire-alarm-ser-1614-emergency-lig



## Action Plan items in red updated form last report

- Fire extinguishers and re tested on 2rd Jan. 31<sup>st</sup> January 3no replaced as report attached above.
- One emergency light in high hall batteries not lasting 3 hours. Pearce and kemp have been instructed to replace. They are doing this foc. Completed
- One emergency running man sign above the middle fire door interdentally not working correctly. Pearce and kemp instructed to replace foc completed we 23<sup>rd</sup> feb 2020
- Recommended to upgrade twin and earth cable to fire cable to bring up to bs 2017 Pearce and kemp instructed to undertake this works completed we 23<sup>rd</sup> feb 2020

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| Review Date | Comments                                                                                                                                            |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.12.16    | Risk assessment send to committee for review and comment.                                                                                           |
| 12.3.17     | Reviewed once comments from committee taken on board and action points carried out following on first review 17 <sup>th</sup> December 16           |
| 21.5.17     | Pre meeting to update and show actions from last meeting                                                                                            |
| 26.10.17    | UPDATED BEFORE COMMITTEE MEETING ITEMS THAT HAVE BEEN COMPLETED, HAVE BEEN OMITTED FROM LAST ASSESSMENT.                                            |
| 23.11.18    | Updated to reflect new external doors installed                                                                                                     |
| 9.6.18      | Updated to reflect fire office comments. Hall has been issued fire certificate                                                                      |
| 15.2.19     | Updated to reflect the new led lights / new road lining<br>Testing to electric installation / fire alarm / emergency light/ portable electric items |
| 2.1.2020    | Updated on yearly check when fire extinguishers replaced and tested                                                                                 |
| 2.1.2020    | Updated to reflect results of fire alarm, extinguishers, and fire alarm testing.                                                                    |
| 23.2.2020   | Updated to reflect works completed                                                                                                                  |

## **Sketch Plan of Premises (Not to scale)**

SEE DRAWING WITH EMERGENCY LIGHTING AND FIRE ALARM EQUIPMENT IN FOLDER.



kesgrave scout  
lighting layout.pdf