

Hertfordshire County Scout Council Lochearnhead Scout Station Fire Risk Assessment



1 Building - Porters Lodge

Designated use - Sleeping accommodation.

Approximate size – 3m by 7m.

Number of beds – 3 Bunk Beds.

Number of floors – Single storey

Roof construction – Slate over timber.

Walls – Brick.

Internal linings- Mixture of timber and plaster board.

Floors – Concrete covered with Altro flooring.

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 – 2 x water-based extinguishers.

Fire Alarm system – Vigilon Compact fire alarm control panel with detectors and sounders throughout wired with low smoke cable. Located in station master office.

Heating – Wall mounted electric/ oil fitted radiators throughout building.

Electrical installation - 240-volt supply throughout. 9Circuit board fitted in right hand bedroom.)

General Lighting - 240-volt supply throughout.

Emergency Lighting – Non maintained throughout.

Signs and Notices – All to current BS.

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

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| 2 | Personnel Involved | Instructors/Staff/Campers/Visitors |
| | Number of people | 1 – 6 |

| 3 Hazards | 4 Risk Level |
|--|---------------------|
| 1 Uncontrolled waste | Low |
| 2 Defective/misuse of doors | Low |
| 3 Smoking | Low |
| 4 Misuse of cleaning equipment and chemicals | Low |
| 5 Misuse of electrical equipment | Low |
| 6 Obstructed walkways in 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 building is in use. BS safety signage is fitted.
- 3 Warning signs and instruct people NO smoking policy.
- 4 Store cleaning materials in designated areas, chemicals secured, COSHH and product specific training as appropriate. Remove industrial/flammable chemicals from buildings.
- 5 Use as per manufacturers instructions, PAT regime in place, minimise trailing cables, do not overload fuses, appropriate trips on circuits.
- 6 Ensure walkways/means of escape are kept clear, occupiers are aware of exits/ fire drill.

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 provided and serviced annually. All occupiers are provided with “Fire Action” information prior to arrival and should understand what to do in the case of an emergency.

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| Compilation date - | September 2024 | Compiled by:- KP |
| Review period - | 12 Months | Reviewed by - DS |
| Reference Number - | LOCH/F005 | |