

Hertfordshire County Scout Council

Tolmers Activity Centre

Fire Risk Assessment



1 Building - Norfolk Lodge

Designated use - Sleeping Accommodation

Approximate size – 24m x 10m

Number of beds – 46 – 6x6 persons, 2x4 persons & 1x2 persons

Number of floors – Single storey

Roof construction – Rubber sheeting on timber frame

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

Internal linings- Mixture of plasterboard and timber

Floors – Wood covered with Altro and carpet tiles

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 – Fire alarm control panel with detectors and sounders throughout wired with low smoke cable. Located in entrance hall.

Heating/hot water/cooking – wall mounted LPG gas combi boiler and Andrews water storage heaters located in store room accessible from outside of building. Wet heating system throughout building. Double LPG gas cooker.

Gas shut off valve at left side 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 – 46**

| 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 building is in use. Approved BS signage fitted
- 3 Signage and legal requirement not to smoke inside buildings
- 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.

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