

# Hertfordshire County Scout Council

## Tolmers Activity Centre

### Fire Risk Assessment



#### 1 Building - Classroom

**Designated use** - Indoor hall and kitchen area.

**Approximate size** – 8m x 12m

**Number of beds** – N/A Non sleeping accommodation

**Number of floors** – Single storey

**Roof construction** – Felt on timber frame

**Walls** – Timber frame all wood clad

**Internal linings**- Mixture of plasterboard and timber

**Floors** – Wood with 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** – N/A

**Heating/hot water/cooking** – Wall mounted LPG combi boiler in kitchen.

***Gas shut off valve at left side of building***

**Electrical installation** - 240-volt supply throughout. Fuse board fitted in main hall of building

**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 – 30**

<b>3 Potential Hazards</b>	<b>4 Risk Level</b>
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

**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. Ensure signage is present
- 3 Signage, 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 not used in building

**NOTE - Extinguishers are 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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