Kinver

Scout Training Camp

Fire Risk Assessment – COMPA HALL

Number:	KSTC_FireCH	Status:	Live	Issue Date:	1st June 2025

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Register of Persons Responsible for Management of Fire Precautions	
The Responsible Person (RP)	Take such general fire precaution as will ensure so far as is reasonably practicable the safety of any of his members and in relation persons who are not his/her members take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.
Competent Person (CP)	A person is to be regarded as competent for the purposes of the Fire Safety Order where he has sufficient training and experience or knowledge and the other qualities to enable him/her properly to assist in undertaking the preventative and protective measures.
Relevant Persons	The hirer party of any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises
It is an offence (for any person) to make in any register book, notice or other document required to be kept, served or given by or under this Order, an entry which he knows to be false in a material particular.	

Name	Title	Role
Executive Committee	Hereford & Worcester	Responsible Person
Megan Williams	Operations Manager	Responsible Warden
Deputy Wardens / SASU Members		Competent Person (s)
The Hirer		Relevant Person (s)

Purpose:	This report primarily provides an assessment of the risk to life from a fire on these premises and should assist in compliance with The Regulatory Reform (Fire Safety) Order 2005. Note is also made of the risk regarding the spread of fire within the premises and where necessary external fire spread. If there is reason to suspect it is no longer valid or there have been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures or organisation of the work undergo significant changes, extensions or conversions. The above inspection / audit / assessment was carried out and compiled with observations / information made or received on the above date (access / information may not have been allowed to all areas due to operational or other priorities)
Related Documents:	**Risk Assessments** KSTC_Build006

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It is the duty of all users to observe the following Risk Assessment to provide a code of good practice and conduct with the object of preventing accidents. At all times members must work in a safe manner both to prevent personal injury to themselves and to others.

Important Note: It is the duty of all members under Regulation 14 of the "Management of Health and Safety at Work Regulations1999" to inform the 'employer', i.e. Operations Manager, Duty Warden or County Trustees of any circumstances that may indicate any shortcomings in this assessment.

Reviewed:	1st June 2025
Next Review Due:	1st June 2026

Section 1 – The Premises

Section	Question / Description	Answer		
1.1.1	Number of floors	1		
1.1.2	Approximate floor area: M2 per floor	200		
1.1.3	Approximate floor area: M2 Gross	200		
1.1.4	Approximate floor area: M2 on Ground Floor	200		
1.1.5	Brief details of construction:	Timber framed building, clad with wood		
1.1.6	Occupancy (i.e. Use of Building) :	Leisure / Hospitality		
1.1.7	Fire Appliance Access Maintained	Yes		
1.2	The Relevant Persons			
1.2.1	Approximate number of persons in the building at any one time	60		
1.2.2	Maximum number of other persons in the building at any one time:	60		
1.2.3	Approximate maximum occupancy within the building at any one time:	60		
1.3	Other Relevant Information	YES	NO	N/A
1.3.1	Is a Safety of Sports Certificate in force?			X
1.3.2	Are the premises subject to any Enforcement Notices? (Issued by the Fire Authority)			X
1.3.3	Is a Licence or Registration in force? (Premises Licence or Fireworks Registration)			X
1.3.4	Does this organisation employ 5 or more persons in these or other premises in total			X
1.3.5	Are the premises in a multi-occupied building?			X
1.3.6	Are there any residential properties in the building? (Include brief details below)			X

Section 2 - The Prescribed Information

Section	Question / Description	YES	NO	N/A
2.1	Relevant Persons Especially At Risk			
2.1.1	Sleeping Occupants:	X		
2.1.2	People with Disabilities	X		
2.1.3	Occupants in remote areas	X		
2.1.4	Any Others: i.e. Visitors etc.	X		
2.2	The Responsible Person Must, where necessary appoint competent persons for (2.2.1 to 2.2.5)			
2.2.1	Fire Fighting?	X		
2.2.2	Serious and Imminent Danger Evacuation Procedures?	X		
2.2.3	Assisting with Preventive and Protective Measures?	X		
2.2.4	Fire Safety Training of Deputy Wardens and Active Support Unit members?		X	
2.2.5	Assisting with evacuation? (Fire Service will require to know on their arrival whether or not all persons are accounted for?)	Responsibility of Hirer		

Section 3 – Fire Safety Arrangements

Section	Question / Description	YES	NO	N/A
3.1	The Responsible Person (RP) must demonstrate effective planning, organisation, control, monitoring and review of thee preventive and protective measures employed.			
3.2	More specifically:			
3.2.1	Correct signage of hazards?	X		
3.2.2	Electrical / Gas items serviced?	X		
3.2.3	Portable Appliance Testing?	X		
3.2.4	Electrical equipment register maintained?	X		
3.2.5	Use of extension leads or multi adapters restricted?	X		
3.2.6	Does the premises have a lightning protection system in place?			X
3.2.7	No storage in exit routes?	X		
3.2.8	Staircases & Corridors kept free of combustible items?	X		
3.2.9	Correct fire procedures and signage displayed?	X		
3.2.10	Use of portable heating restricted?	X		
3.2.11	Smoking Policy in Force?	X		
3.2.12	Good Housekeeping, waste control / removal system?	X		
3.2.13	Potential for arson internally and externally?	X		
3.2.14	Could a fire from adjoining premises spread to these premises?			X
3.2.15	Lone Worker policy in force?	X		
3.2.16	Contractors monitored during any works?	X		
3.2.17	Foam filled furniture complies with latest furniture fire regulations?	X		
3.2.18	Restricted use of pyrotechnics (licenced premises)?	X		
3.2.19	Account taken of young persons?	X		
3.2.20	Monitoring and Review of the above?	X		

3.2.21	Deputy RP appointed to cover for sickness / leave?	X		
3.2.22	Disaster management plan, Business continuity plan in place?	X		

Section 4 – Dangerous Substances

Section	Question / Description	YES	NO	N/A
4.1	Has the risk from Dangerous Substances been reduced to low as reasonably possible?	X		
4.2	Have suitable control measures been introduced (including signage)	X		
4.3	Have measures been taken to mitigate the effects of fire?	X		
4.4	Suitable training in safe handling, storage, use and disposal?	X		
4.5	Suitable firefighting equipment provided?	X		

Section 5 – Additional Emergency measures in respect of dangerous substances

Section	Question / Description	YES	NO	N/A
5.1	Is there provision of suitable information and signage?	X		
5.2	Are there suitable evacuation procedures in place?	X		
5.3	Are there mitigation arrangements for fires, spills etc., bund walls, sprinklers, dry sand?	X		
5.4	Is there more information available for the emergency services?		X	

Section 6 – Fire Fighting and Detection

Section	Question / Description	YES	NO	N/A
6.1	Is the fire warning provision appropriate to the size and use of the premises? (i.e. BS5839 Type L2 System)	X		
Details:	Full alarm system installed. Break glass, automatic fire detection – BS5839 Type L2. Call points in main entrance and main room, smoke detectors.			
6.2	Are audibility levels appropriate to size and use of premises? (e.g. Premises licence-alarm linked to music visual strobes for hard of hearing)	X		
Details:	Rotary Gongs			
6.3	Is there a method of contacting the Emergency Services		X	
Details:	Hirer to ensure that they have access to a mobile phone to contact emergency services if necessary			
6.4	Is the firefighting equipment appropriate to size and use of premises? (i.e. 1 extinguisher per 200m2 and / or a minimum of 2 per floor)	X		
6.4.1	Are special extinguishers provided for special risks (i.e. Dry Powder, CO2)?	X		
6.5	Is firefighting equipment accessible and sited correctly?	X		
6.6	Where necessary are competent persons nominated and trained to use firefighting equipment?		X	
6.7	Is there a competent person available to the test the fire alarm?	X		
6.8	Are records of any false alarms kept?	X		

Section 7 – Emergency Routes and Exits

Section	Question / Description	YES	NO	N/A
7.1	Are the number, distribution and size of routes, exits, which lead to a place of safety, including disabled refuge areas satisfactory?	X		
7.2	Final exit doors should be free from fastenings (i.e. No Keys)	X		
7.3	Are exit routes and staircases kept clear?	X		
7.4	Is there correct signage of exit routes and staircases	X		
7.5	Do travel distances comply with the relevant guides? (E.g. 18m dead end travel, 45m two way travel)?	X		
7.6	Are exits available at all material times? (e.g. Cleaners, security staff working out of hours)	X		
7.7	Are exit routes and exits which require illumination fitted with emergency lighting in case of power failure?	X		

Section 8 – Procedures for Serious and Imminent Danger and Danger Areas (i.e. from fire or explosion)

Section	Question / Description	YES	NO	N/A
8.1	Is access to areas of imminent Danger restricted?	X		
8.2	Have all persons with access to these areas received adequate safety training?	X		
8.3	Are there appropriate evacuation procedures in place for pre and post incidents?	X		

Section 9 – Maintenance of Premises, Facilities and Training

Section	Question / Description	YES	NO	N/A
9.1	Where equipment and facilities are provided, are they maintained to a suitable standard?	X		
9.2	Are maintenance records kept for:			
9.2.1	Fire Alarm?	X		
9.2.2	Detectors?	X		
9.2.3	Emergency Lighting?	X		
9.2.4	Firefighting Equipment?	X		
9.2.5	Self-Closing Devices on Fire Doors working correctly?			X
9.2.6	External Exit Routes?	X		
9.2.7	Sprinklers?			X
9.2.8	Smoke Vents?			X
9.2.9	Dry/Wet Risers?			X
9.2.10	Private Hydrants?			X
9.2.11	Fire Instruction & evacuation Drills?	X		

Section 10 – Safety Assistance (Fire Marshals / Wardens)

Section	Question / Description	YES	NO	N/A
10.1	Has the Responsible Person appointed one or more Competent Persons (having regard to the size of the premises, the risks to which the relevant persons are exposed and the distribution of those risks) to assist in undertaking the measures outlined in Section 2.2 (also to cover for sickness and leave)?	X		
10.2	Are these persons given sufficient time and means to carry out their duties?	X		
10.3	Has their competence been confirmed?	X		

Section 11 – Provision of Information to Relevant Persons

Section	Question / Description	YES	NO	N/A
11.1	Has Information been provided to all relevant persons relating to the preventative and protective measures taken?	X		
11.2	Has Information been provided to all relevant persons regarding the evacuation procedures?	X		
11.3	Has Information been provided to all relevant persons relating to the identity of the person/s nominated in Section 11 above re evacuation procedures?	X		
11.4	Where a young person is to be employed then relevant information from the risk assessment should be provided to a parent / guardian of that young person before employment?	X		
11.5	Has Information been provided to employees regarding any dangerous substances that may be in or on the premises?	X		
11.6	Has relevant information been provided to the employers or any persons provided by an outside agency?	X		
11.7	Regarding multi-occupied premises, has relevant information been provided to other responsible persons?	X		

Section 12 – Capabilities and Training

Section	Question / Description	YES	NO	N/A
12.1	Are employees being effectively trained by competent persons?	X		
12.2	On induction, periodically and fire drills?	X		
12.3	On the introduction of new systems of work or new technology?	X		
12.4	Is the training schedule suitable and sufficient?	X		
12.5	Is there general co-operation between the employees and the employer regarding fire safety issues?	X		

Section 13 – Co-operation and Co-ordination

Section	Question / Description	YES	NO	N/A
13.1	Regarding multi-occupied premises has there been co-operation and co-ordination between the responsible persons regarding the implementation of fire safety measures and relevant information on any risks to relevant persons in these premises been provided.			X
13.2	Is there a likelihood of an explosive atmosphere occurring in any of the relevant premises?			X

Section 14 – Maintenance of measures provided for the protection of Firefighters

Section	Question / Description	YES	NO	N/A
14.1	Are dry/wet rising mains, foam inlets being maintained?			X
14.2	Are firefighting shafts being maintained?			X
14.3	Are private hydrants being maintained?			X
14.4	Is the access for firefighting appliances adequate?	X		

Section 15 – The prescribed information – The Significant Findings

Section	Question / Description	YES	NO
15.1	Has the responsible person applied the preventive and protective measures as appropriate to All Significant Hazards?	X	
15.2	Have the principles of prevention been applied?	X	
15.3	Detail Hazards Below in order of priority:		

15.3	Probability of Ignition (risk of Fire within these premises)	
Low	Medium	High

15.4	Consequences for life safety	
Slight Harm	Moderate Harm	Extreme Harm

15.5	Risk to life from fire;			
Trivial	Tolerable	Moderate	Substantial	Intolerable

From all previous sections where “NO” has been provided as an answer then you need to record all these entries on the following page, identify the section number, title and then highlight the priority requirement. Once the task has been completed respond with the date and initials of the Responsible Person.

ACTION PLAN

Section	Question / Description		
15.6	The following recommendations should be implemented in order to reduce fire risk to, or maintain in at, the following risk;		
TRIVIAL		TOLERABLE	
15.7	Examples of priorities	A	Immediate
		B	Within one month
		C	Within three months
		D	Within 6 months
		E	Within 12 months
		F	When finances / budget allow

Section	Recommendation	Priority	Initials	Date Completed
2.2.4	Fire Safety awareness training for all SASU Members	D		
5.4	Establish a sign on the car park detailing all necessary information	C		
6.3	See 2.2.4	D		
6.6	See 2.2.4	D		
6.8	See 2.2.4	D		
12.1	Fire Training for all SASU Members	D		
12.2	See 12.1	D		
12.3	See 12.1	D		
12.4	See 12.1	D		