



Fire Risk Assessment – Hertfordshire Guide Centre

Description: Hertfordshire Guide Centre is located in the village of Cottered. It offers indoor accommodation, a campsite, pond, and campfire circle. It is suitable for meetings, training, sleepovers, camps, pond dipping sessions and campfires. It can also be used for Duke of Edinburgh expeditions.

Intended outcomes: Enjoyment, community, performing, and fun.

Leaders are responsible for reviewing and amending the risk assessment with considerations for their unit. It is recommended that this be completed during a site visit and subsequently shared with the leadership Team. Individual risk assessments are available for each activity.

Hazards <i>Possible causes of fire</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
			After control measures			
Cookers	All participants	<ul style="list-style-type: none">When in use, do not leave unattended.Be aware that doors become hot during use.Turn power off at the wall sockets at the end of the event.Remind users that hot plates stay hot after switching off.	L	L	<ul style="list-style-type: none">Users should familiarize themselves with the location of the fire blankets.	Leaders
Portable electric equipment	All participants	<ul style="list-style-type: none">PAT testing for all equipmentTurn off when not in use.Position away from flammable sources e.g. tea towels	L	L	<ul style="list-style-type: none">	All participants
Central heating radiators	All participants	<ul style="list-style-type: none">Do not place anything on radiators.Mattresses to be positioned away from the radiators.	L	L	<ul style="list-style-type: none">	All participants

Matches	Leaders	<ul style="list-style-type: none"> To be stored out of reach of children Extinguish carefully after use. 	L	L	•	Leaders
Smoking	Adult participants/parents	<ul style="list-style-type: none"> Smoking is not permitted anywhere on site. 	L	L	•	Leaders
Wood pile In conjunction with the campfire risk assessment	All participants	<ul style="list-style-type: none"> Supervise all fire lighting activities. Take appropriate precautions with location of altar fires. Have water to extinguish fires readily available 	L	L	•	Leaders
BBQ/Fire pit	All participants	<ul style="list-style-type: none"> Store fuels safely Arrange safety precautions. Extinguish or leave in a safe place to burn out and cool after use. 	L	L	•	Leaders
Inflammable materials						
Beds and bedding	Leader	<ul style="list-style-type: none"> Keep tidy and away from sources of heat. 	L	L	•	Leaders
Curtains, towels, tea towels and clothing	All participants	<ul style="list-style-type: none"> Keep away from heaters and other heat sources 	L	L	•	All participants
Craft materials	Leaders	<ul style="list-style-type: none"> Store sensibly. Use under supervision Deal with spills immediately and ensure containers are closed properly after use. Dispose of cloths carefully. Ensure electric items are unplugged after use and are cold before packing. 	L	L	•	Leaders
Posters/displays	Leaders	<ul style="list-style-type: none"> Use designated notice boards. Do not mount over heaters. 	L	L	•	Leaders

Naked flames	All participants	<ul style="list-style-type: none"> Do not leave unattended. Keep away from flammable materials No naked flames near canvas. Ensure altar fires are a safe distance away. 	L	L	•	Leaders
Precautions						
Fire Alarm System	All participants	<ul style="list-style-type: none"> Six monthly check 			•	HGC committee
Emergency Lighting	All participants	<ul style="list-style-type: none"> Annual check 			•	HGC committee
Fire extinguishers	All participants	<ul style="list-style-type: none"> Annual check – all exit doors 			• Do not remove or block access to fire extinguishers	All participants
Fire exit signs – photoluminescent	All participants	<ul style="list-style-type: none"> Signs by all exits and break glass points – annual checks 			•	
Assembly point	All participants	<ul style="list-style-type: none"> Ensure all users know where to go – camping field by shower/toilet block. 			•	All participants
On Departure	All participants	<ul style="list-style-type: none"> Please turn off all kitchen electrical supplies except fridges. Unplug electrical equipment 			•	Leader in charge