Fire Risk Assessment for Hertfordshire Guide Centre, Cottered SG9 9QP

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| Possible causes of Fire | Management Action | User Action (Leader in Charge of event is responsible |
| Cookers  Portable electric equipment  Central Heating radiators  Matches  Cigarettes  Wood supply  Barbecue/ fire pit | Annual PAT testing for all equipment  Annual clearing of filters and 6 monthly service | When in use do not leave unattended  Be aware that doors become hot during use  Turn power off at wall sockets at end of event  Remind Users that hot plates stay hot after switching off  Familiarise with location of fire blankets  Turn off when not in use. Position carefully away from flammable sources eg. Tea towels etc  Do not place anything on radiators  To be stored out of reach of children.  Extinguish carefully after use  Smoking is not permitted anywhere on site  Supervise all fire lighting activities, take appropriate precautions with location of altar fires.  Water to extinguish always available  Store fuels safely. Arrange safety precautions.  Extinguish or leave in safe place to burn out and cool after use |
| Inflammable Materials | Management Action | User Action Leader in Charge of event is responsible |
| Beds and bedding  Curtains  Towels, tea towels, clothing  Craft materials paper and card paints and solvents glue guns and heaters  Posters and displays  Candles  Tent Canvas | Flame retardant mattresses to BS | Keep tidy and away from sources of heat  Keep away from heaters and other heat sources  Store sensibly. Use under supervision. Deal with spills immediately and ensure closed properly after use. Dispose of cloths carefully.  Unplug after use, ensure cold before packing.  Use designated notice boards. Do not mount over heaters  Do not leave unattended, keep away from flammable materials  No naked flames near canvas. Ensure altar and campfires are safe distance away |
| Those at Risk | Management Action | User Action (Leader in Charge of Event is responsible) |
| All Users  Users whilst asleep  Users with limited mobility, sight, hearing or special needs |  | Consider all needs  Brief adults  Brief children  During an event the Leader in Charge is the responsible person for the premises |
| Precautions | Management Action | User Action (Leader in Charge of Event is responsible) |
| Fire Alarm System  Emergency Lighting  Telephone  Fire extinguishers  Fire blanket in kitchen  Fire exits signs (photoluminescent)  All exits from building  Assembly point  In event of fire | 6 monthly check  Annual check  Around building. Annual check  To all exit doors – annual check  Signs by all exits and break glass points – annual check | In dining area  Please do not remove or block access fire extinguishers  Ensure all routes to fire exits are clear  Ensure all users know where to go:  Camping field by shower/toilet block  Inform home contact/ HGC contact |
| On Departure |  | Please turn off all kitchen electrical supplies (except fridges) at the plug sockets. Unplug electrical equipment |
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Responsible persons

Management Committee:

During Event: Leader in Charge

**Date of last review: April 2019**