

Fire Risk Assessment

Name of section or activity	1 st Halton Scout Group Fire Risk Assessment	Date of risk assessment/ Last Review	11/04/2021 02/01/2025	Name of who undertook this risk assessment	Anne Haythornthwaite Robert Prescott	To be reviewed	Annually
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Hazard Identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard: something that may cause harm or damage. Risk: the chance of it happening.	Young people, leaders, visitors	Controls: ways of making the activity safer by removing or reducing the risk from it. For example, you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change or even stop it. This is a great place to add comments which will be used as part of the review.
Inability to exit building; doors fastened shut/locked/blocked	All persons	Thumb locks and/or push bars fitted to both entrance and exit doors to the Scout Hut. Emergency lighting fitted within main hall and exit signs located above emergency exit. All users of the building to be aware that exits from the Scout Hut are not to be blocked. Firefighting appliances such as fire extinguishers located by exit doors. Thumb locks fitted exit door to the Garage. Emergency lighting fitted within the garage. All users of the building to be aware that exits from the Garage are not to be blocked. Firefighting appliances such as fire extinguishers are located within the Garage.	
Inability to exit building; fire in the way of exit	All persons	There are 2 fire extinguishers located at the main entrance of the Scout Hut (foam and CO2) and a foam fire extinguisher by the rear exit to the building. A CO2 fire extinguisher is located in the kitchen along with 2 fire blankets. The scout hut is fitted with 8 mains interlinked smoke alarms which are located in the kitchen, the main hall and in the rear stores. There are 2 fire extinguishers located within the garage (foam and CO2)	
Storage of flammable substances; ignition of flammable substances.	All persons	All gas cylinders are to be stored outside and away from the main building. Group gas cylinders are to be stored in the garage within the scout grounds, empty gas cylinders are to be stored separately within the garage and away from the full/part used cylinders. Other flammable substances such as cleaning products to be stored away from sources of initiation such as electrical items. Wood for burning is to be stored neatly within the wood store behind the hut as not to block any access or escape in an emergency. Wood	Updated storage location for gas cylinders from in the container to now in the garage following the disposal of the storage container. Updated to include wood storage area to rear of scout hut

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		must not be piled up against the building itself to minimise the spread of fire.	
Sources of ignition; ignition of flammable substances.	All persons	All sources of ignition such as matches, candles, naked flames, cooking stoves used within the buildings for activities should be used under adult supervision and the area cleared of flammable materials to reduce any risk. They should be stored out of the reach of children when not in use. The buildings are to be de-cobwebbed regularly especially around electrical items and sockets. All electrical items to be unplugged/turned off when not in use.	
Electrical items; ignition of flammable substances and electrical items catching fire	All persons	All electrical items to undergo regular PAT testing every 3 years as deemed suitable due to infrequency of movement/use, and are to be unplugged when not in use. All electrical items to be kept away from flammable substances when in use.	
Dirty/damaged/faulty items; possible source of ignition.	All persons	Electrical items should be inspected on each use by the user/leader. Any items with damaged cords/leads/housing etc should be removed from use immediately. The damaged items should be labelled and it should be reported to the leader in charge for repair or replacement. Any repairs to electrical items should be made by a trained professional in that field. All heaters are to be kept clear from obstructions and debris.	
Fire alarms not operable; alarm not raised	All persons	The fire alarm test is to be done once a month and the emergency lights are to be tested monthly as per the sign off sheet and records kept.	
In-operable firefighting equipment; exit to building blocked by fire	All persons	Firefighting equipment is to be visually inspected monthly when emergency lights are tested and firefighting equipment serviced annually.	
Persons unsure of evacuation procedures; inability to exit easily	All persons	Fire drills to be carried out with all sections/users of the building termly. Evacuation of the buildings is to be carried out following the evacuation procedures.	
Unclear procedures for evacuation; inability to exit easily	All persons	All leaders to ensure evacuation of all persons in the buildings is carried out quickly using the nearest exit and closing all doors behind them. Do not stop to collect personal items and belongings. Do not stop to fight	

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		fire unless it is necessary for evacuation of the building. All persons to muster at main gateway by streetlight and leader in charge to ensure all persons present and accounted for. Emergency services to be called by an adult using 999, and leader in charge to delegate roles to other adults present. Parents to be contacted to collect young persons and muster point to be moved to top of lane to allow access for emergency services. No persons to re-enter the building. The road down to scout premises is not to be blocked to allow emergency services to attend. Evacuation plan to be displayed by exits in building.	
Fire found; inability to exit easily and safely.	All persons	If fire is found, raise the alarm with adult in charge and inform all persons within the building and grounds to evacuate. Follow evacuation procedures as above. Do not fight fire unless necessary for evacuation. Leave the building by the nearest route, call 999, closing all doors behind you. Report to assembly point and check all persons present.	

Approved by Group Trustee Board on 9 January 2025, Name JOHN ELLIOT, Role CHAIR, Signed [Signature]