



fire risk assessment management plan

Address of property
1st Markfield Scout Group headquarters Main Street Markfield leicestershire
Telephone – GSL

Management system
Organisation The site is the HQ building for the 1 st Markfield Scout Group. Safety within the Group is managed by the Group Executive. Their role is to ensure the safety of the premises within which activities, led by the Section Leaders, take place. The GSL at present is the Responsible Person.
Control & Monitoring The Group Executive meets quarterly and safety is always an item on the agenda. It is their role to monitor, review and improve the fire safety systems that are in place for the site. Regular checks are made by users of the HQ. Smoke alarms/fire alarms for the building are tested regularly. It has a number of fire extinguishers. An evacuation plan is in place and it is practised each term by all of the sections regularly using the hall. A dance class and other groups use the hut weekly and their leader has been instructed on all the relevant fire safety information including the need to carry out a regular evacuation practise. All evacuation practises are recorded in the New fire log book (kept in the kitchen).
Review The risk assessment shall be reviewed regulary

General description of the premises
The HQ consists of 1 building:
Headquarters hall A large brick building It has a large communal hall, kitchen, 2 x toilets and a committee room 1x outside stores 1x inside store room It has smoke detectors in the hall way and the main hall .

The Scout Association

Gilwell Park Chingford London E4 7QW T: +44 (0)20 8433 7100 F: +44 (0)20 8433 7103 E: scout.association@scout.org.uk W: www.scouts.org.uk
Patron: HM The Queen President: HRH The Duke of Kent Founder: Robert Baden-Powell OM Chief Scout: Lt Cdr (Hon) Bear Grylls RN
Registered Charity Numbers 306101 (England and Wales) and SC038437 (Scotland) Incorporated by Royal Charter



Fire safety systems

Give details of any fire safety systems in the premises, such as fire warning systems, emergency lighting, sprinklers etc.

Fire safety systems within the premises

Fire warning systems

There are two battery operated smoke detectors in the hut. The battery is checked regularly.

There are fire extinguishers located in each room relevant to likely risk and checked regularly.

These checks are recorded in the fire log book and on equipment.

Method for calling the fire service

This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 and ask for the fire service. Use a mobile phone or approach neighbours/shops.

Emergency action plan (EAP)

Emergency procedures notice

These Instructions must be prominently displayed around the building. It must be drawn to the attention of all users.

Discovery of a fire

Raise the alarm by shouting 'FIRE!' and warn people in the vicinity of the fire. Do not put yourself at risk. Leave the building straight away. There are fire doors in the main hall and an exit at the main door

Alarms

If you hear the smoke alarm, follow the evacuation procedures without delay. Walk sensibly talking in a calm voice to reassure children to the main gates.

Leader in charge takes out the register and calls out the names and ensures everyone is present. Named person takes responsibility to do a sweep of the building ensuring everyone is out and shutting any doors.

Please ensure that any group using the scout hut knows who will be last to leave the building checking rooms that is safe to do so

Alerting the emergency services

This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 and ask for the fire service. Use a mobile phone or speak with neighbours/local stores to access phone/dial 999.

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Please take responsibility for any young people and visitors that may be with you and ensure they know how to follow the evacuation procedure.

Assembly point

Upon evacuating the building, proceed to the gate at the entrance of the scout hut. Register is taken proceed to a safer area ensuring children stay on the path and walk to the Indian fusion as there are no roads to cross.

Leader in charge to ensure gateway is free for Fire Brigade

Significant hazards

The fire authority should be advised of any significant hazards within the building that may require special procedures for rescue work and fire fighting.

Significant hazards	
Location	Hazard
Outside Store (at CIC)	containing paints and small camping gas bottles, and petrol for mowers
Cage out side	small supply of camping gas canisters
Electricity site	Next to the entrance of the scout hut

Last reviewed April 2021

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