

Fire Risk Assessment

Frequently Asked Questions

E-mail your questions to countyoffice@westlancashirescouts.org.uk and further guidance will appear here

MEANS OF ESCAPE

Item	Means Of Escape	Question	Answer
1	Can every person in the building reach a place of safety within 3 minutes?		
2	Are all exit doors easily opened without the use of a key?		
3	Where an escape route is a 'Dead End' are all doors opening into this route fire resisting and self closing?		
4	Where an escape route is a 'Dead End' are all the walls including glazing fire resisting?		
5	Are all 'Dead End' areas separated from the remainder of the building by fire resisting walls and floors?	What is a 'Dead End'?	An area of a building - usually a corridor end - with only one exit route. This exit route must be fire protected.
6	Is this workplace regularly used by people with impaired mobility ? If yes : <ul style="list-style-type: none"> • Is the number of trained staff adequate to ensure adequate evacuation? • Are the escape routes suitable for the people who have to use them, easily accessible and unblocked? 		
7	Do people sleep in the Scout HQ ? If yes can you ensure that : <ul style="list-style-type: none"> • There is early warning of a fire i.e. Smoke Detection? • That sleeping areas have been evacuated? 		
8	Will people be unfamiliar with the layout of the building and escape routes? If yes : <ul style="list-style-type: none"> • Are the escape routes adequately signed? • Are there suitable notices for action in event of fire? • Is there enough trained staff to ensure safe evacuation? 		

9	Do people work in remote areas of the Scout HQ ? If yes : <ul style="list-style-type: none"> Are these people aware of the dangers posed by fire and have adequate evacuation plans been made for these areas? 		
10	Do any members work in an area where there is a high risk of a fire occurring i.e kitchen or stores? If yes have they been trained : <ul style="list-style-type: none"> Appropriately for the hazards? In the actions to be taken in the event of fire? 		
11	Are all escape routes especially stairs, steps and external routes free from trip hazards and non slip?	We keep chairs along an escape route as there is nowhere else to put them; we need the chairs, any suggestions?	Storage issues must not compromise fire safety; you must keep escape routes clear at all times.
12	Do all emergency exit doors to rooms capable of holding more than 50 people open in the direction of exit?		
13	Are all fire doors checked on a monthly basis?	Do we need to keep a record of the checks with the Fire Risk Assessment?	Yes, it is easy to keep a log sheet and this proves you are taking fire safety seriously.
14	Are all exit routes checked on a monthly basis?	Do we need to keep a record of the checks with the Fire Risk Assessment?	Yes, it is easy to keep a log sheet and this proves you are taking fire safety seriously.
15	Are safety signs checked on a 6 monthly basis?	Do we need to keep a record of the checks with the Fire Risk Assessment?	Yes, it is easy to keep a log sheet and this proves you are taking fire safety seriously.
16	Do you keep a fire log book and record fire & safety information i.e. date of evacuation drill, time and time taken to evacuate?	We keep a fire log book and record evacuation drills, fire door checks, exit route checks and safety sign checks. Should this be with the Fire Risk Assessment?	Yes, this is the best approach, well done.
17	Are all fire exit doors clearly indicated on the reverse by a suitable sign stating - Fire Exit Keep Clear?		

FIRE ALARMS & FIRE/SMOKE DETECTION (If applicable)

Item	Alarms & Detection	Question	Answer
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1	<p>Has the Scout HQ an effective way of raising the alarm in the event of fire?</p> <p>If yes :</p> <ul style="list-style-type: none"> • Is the alarm audible throughout the building? 	<p>We use a school hand bell as an alarm, is this appropriate?</p>	<p>Yes, make sure everyone knows the bell is the fire alarm. Always use the same bell for fire drills and keep it in a designated place.</p>
2	<p>Is an alarm device available at each point of exit throughout the building?</p>		
3	<p>Are all 'Break Glass' call points numbered and cross referenced back to the fire Log Book?</p>		
4	<p>In the case of an electrically operated alarm, is it activated weekly from a different call point and zone?</p> <p>If so :</p> <ul style="list-style-type: none"> • is the activation time the same each week ? • are all test dates entered into the Log Book ? 		
5	<p>Is the automated fire alarm being electrically tested at least once a year by a qualified electrician ?</p>		

FIRE FIGHTING EQUIPMENT

Item	Fire Fighting Equipment	Question	Answer
1	<p>If equipped with sprinklers, do you have records to show the system is maintained?</p>		
2	<p>Are any other fixed installations installed? If so, are they maintained?</p>		
3	<p>Is it possible to reach a fire extinguisher within 30 metres from any point within the building?</p>		
4	<p>Is one extinguisher provided for every 200m² of floor space?</p>		
5			

	Are specialist fire extinguishers or equipment provided for specific types of fire risk? Types:		
6	Are all extinguishers unobstructed, easily accessible and located in accordance with a drawn plan?		
7	Are all fire extinguishers serviced annually?	Who do we ask to service our fire extinguishers?	Any firm that is able to issue a BAFE Certificate to show the extinguishers in your premises have been serviced to the appropriate British Standard. The next service due date will be shown of the extinguisher.
8	Is a member carrying out a monthly visual check on all fire fighting equipment to ascertain that it is not damaged, discharged, or missing?		

IDENTIFYING & CONTROLLING THE FIRE HAZARDS

Item	Fire Hazards	Question	Answer
1	Are there light bulbs, fluorescent tubes or light fittings near to combustible materials ? If so : <ul style="list-style-type: none"> • Can they be repositioned to reduce the risk of contact with combustible materials? 		
2	Are any portable heaters in use? If so, can you : <ul style="list-style-type: none"> • Replace any radiant heaters and any type employing flames with fixed convector type? 		
3	Are there any multi-point adaptors in electrical sockets? If so : <ul style="list-style-type: none"> • Can 1 additional sockets be installed? 		
4			

	Are electrical extension leads in use or plugged into adaptors or other extension leads? If so can you provide and maintain residual current devices (RCD's)		
5	Do any portable electrical devices seem damaged or faulty?		
6	Are any faults with the electrical installation evident If so: <ul style="list-style-type: none"> • Can you ensure that all electrical wiring, equipment and portable devices are inspected regularly by a suitably qualified person? 		
7	Is smoking permitted? If so : Can a designated area be provided where smoking can take place?		

COMBUSTIBLE RISK REDUCTION

Item	Combustible Risks	Question	Answer
1	Are quantities of combustible waste kept in the workplace? If so : <ul style="list-style-type: none"> • Can you reduce the amount stored? • Store combustibles in Fire Resisting stores or enclosures away from ignition sources? • Reduce the amount of material displayed • Improve housekeeping and arrangements for the disposal of waste and rubbish? 		
2	Are items of furniture damaged with exposed padding?		
3			

	<p>Are notice boards and displays located on escape routes? If so, can you :</p> <ul style="list-style-type: none"> • Limit the amount of notice boards? • Reduce the size of notice boards and the amounts of paper hanging from them? 		
4	<p>Are more than 20% of the walls covered in combustible linings such as chipboard, hardboard, plastic tiles or flock type wallpaper ? If so, can you :</p> <ul style="list-style-type: none"> • Remove these combustible linings or replace them with more suitable materials? 		
5	<p>Are any areas of the walls covered with carpet tiles?</p>		
6	<p>Is any area of the ceilings covered in polystyrene tiles?</p>		