

FIRE RISK ASSESSMENT

Premises _____
Date _____

Assessor/s
1 _____
2 _____

Reviewed
1 _____
2 _____
3 _____

It is essential to keep your Scout HQ as fire safe as possible. Use this template as a guide, it will help you identify fire hazards and will become a record of the steps your group has taken to protect the safety of members and visitors. You should review the assessment if physical changes are made to the premises or if there is a change in the way the premises are used.

MEANS OF ESCAPE

Item	Means Of Escape	Yes	No	N/A	Points Noted
1	Can every person in the building reach a place of safety within 3 minutes?	Yes	No	N/A	
2	Are all exit doors easily opened without the use of a key?	Yes	No	N/A	
3	Where an escape route is a 'Dead End' are all doors opening into this route fire resisting and self closing?	Yes	No	N/A	
4	Where an escape route is a 'Dead End' are all the walls including glazing fire resisting?	Yes	No	N/A	
5	Are all 'Dead End' areas separated from the remainder of the building by fire resisting walls and floors?	Yes	No	N/A	
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? 	Yes Yes Yes	No No No	N/A N/A N/A	
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? 	Yes Yes Yes	No No No	N/A N/A N/A	
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? 	Yes Yes Yes Yes	No No No No	N/A N/A N/A N/A	
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? 	Yes Yes	No No	N/A N/A	

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? 	Yes Yes Yes	No No No	N/A N/A N/A	
11	Are all escape routes especially stairs, steps and external routes free from trip hazards and non slip?	Yes	No	N/A	
12	Do all emergency exit doors to rooms capable of holding more than 50 people open in the direction of exit?	Yes	No	N/A	
13	Are all fire doors checked on a monthly basis?	Yes	No	N/A	
14	Are all exit routes checked on a monthly basis?	Yes	No	N/A	
15	Are safety signs checked on a 6 monthly basis?	Yes	No	N/A	
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?	Yes	No	N/A	
17	Are all fire exit doors clearly indicated on the reverse by a suitable sign stating - Fire Exit Keep Clear?	Yes	No	N/A	

FIRE ALARMS & FIRE/SMOKE DETECTION (If applicable)

Item	Alarms & Detection	Yes	No	N/A	Points Noted
1	Has the Scout HQ an effective way of raising the alarm in the event of fire? If yes : <ul style="list-style-type: none"> • Is the alarm audible throughout the building? 	Yes Yes	No No	N/A N/A	
2	Is an alarm device available at each point of exit throughout the building?	Yes	No	N/A	
3	Are all 'Break Glass' call points numbered and cross referenced back to the fire Log Book?	Yes	No	N/A	

4	In the case of an electrically operated alarm, is it activated weekly from a different call point and zone? If so : <ul style="list-style-type: none"> is the activation time the same each week ? are all test dates entered into the Log Book ? 	Yes	No	N/A	
5	Is the automated fire alarm being electrically tested at least once a year by a qualified electrician ?	Yes	No	N/A	

FIRE FIGHTING EQUIPMENT

Item	Fire Fighting Equipment	Yes	No	N/A	Points Noted
1	If equipped with sprinklers, do you have records to show the system is maintained?	Yes	No	N/A	
2	Are any other fixed installations installed? If so, are they maintained?	Yes	No	N/A	
3	Is it possible to reach a fire extinguisher within 30 metres from any point within the building?	Yes	No	N/A	
4	Is one extinguisher provided for every 200m ² of floor space?	Yes	No	N/A	
5	Are specialist fire extinguishers or equipment provided for specific types of fire risk? Types:	Yes	No	N/A	
6	Are all extinguishers unobstructed, easily accessible and located in accordance with a drawn plan?	Yes	No	N/A	
7	Are all fire extinguishers serviced annually?	Yes	No	N/A	
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?	Yes	No	N/A	

IDENTIFYING & CONTROLLING THE FIRE HAZARDS

Item	Fire Hazards	Yes	No	N/A	Points Noted
1	<p>Are there light bulbs, fluorescent tubes or light fittings near to combustible materials ?</p> <p>If so :</p> <ul style="list-style-type: none"> • Can they be repositioned to reduce the risk of contact with combustible materials? 	Yes	No	N/A	
		Yes	No	N/A	
2	<p>Are any portable heaters in use?</p> <p>If so, can you :</p> <ul style="list-style-type: none"> • Replace any radiant heaters and any type employing flames with fixed convector type? 	Yes	No	N/A	
		Yes	No	N/A	
3	<p>Are there any multi-point adaptors in electrical sockets?</p> <p>If so :</p> <ul style="list-style-type: none"> • Can 1 additional sockets be installed? 	Yes	No	N/A	
		Yes	No	N/A	
4	<p>Are electrical extension leads in use or plugged into adaptors or other extension leads?</p> <p>If so can you provide and maintain residual current devices (RCD's)</p>	Yes	No	N/A	
		Yes	No	N/A	
5	Do any portable electrical devices seem damaged or faulty?	Yes	No	N/A	
6	<p>Are any faults with the electrical installation evident</p> <p>If so:</p> <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? 	Yes	No	N/A	
		Yes	No	N/A	
7	<p>Is smoking permitted?</p> <p>If so :</p> <p>Can a designated area be provided where smoking can take place?</p>	Yes	No	N/A	
		Yes	No	N/A	

COMBUSTIBLE RISK REDUCTION

Item	Combustible Risks	Yes	No	N/A	Points Noted
1	<p>Are quantities of combustible waste kept in the workplace? If so :</p> <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? 	Yes	No	N/A	
2	Are items of furniture damaged with exposed padding?	Yes	No	N/A	
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? 	Yes	No	N/A	
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? 	Yes	No	N/A	
5	Are any areas of the walls covered with carpet tiles?	Yes	No	N/A	
6	Is any area of the ceilings covered in polystyrene tiles?	Yes	No	N/A	

IDENTIFYING & REDUCING FLAMMABLE GASES AND LIQUIDS

Item	Flammable Gases & Liquids	Yes	No	N/A	Points Noted
1	<p>Are large stocks of flammable liquids stored in the HQ?</p> <p>If so, can you :</p> <ul style="list-style-type: none"> • Reduce the volume of flammable liquids kept? 	Yes	No	N/A	
2	<p>Are containers of flammable liquids left open, or kept without secure tops?</p> <p>If so, can you :</p> <ul style="list-style-type: none"> • Ensure that all containers are kept closed when not in use? 	Yes	No	N/A	
3	<p>Are all stocks of flammable liquids stored in purpose provided metal storage cabinets or bins and kept locked when not in use?</p>	Yes	No	N/A	
4	<p>Is Natural Gas used in the building ?</p> <p>If so, can you :</p> <ul style="list-style-type: none"> • Ensure that gas fuelled equipment is serviced and maintained regularly? 	Yes	No	N/A	
5	<p>Are all bottled gas cylinders kept upright?</p>	Yes	No	N/A	
6	<p>Are all empty cylinders and spares kept in a secure store preferably away from the main building?</p>	Yes	No	N/A	

IDENTIFYING & REDUCING THE RISKS FROM STRUCTURAL FEATURES

Item	Structural Features	Yes	No	N/A	Points Noted
1	<p>Are you able to confirm that your building has planning permission and building regulation control?</p>	Yes	No	N/A	

SPECIAL RISK AREAS

Item	Special Risk Areas	Yes	No	N/A	Points Noted
1	Are all boiler and oil storage areas kept clean and tidy and secure?	Yes	No	N/A	
2	Are all fire doors to kitchens and other specialist areas operational? Fire doors should NOT be propped open!	Yes	No	N/A	

EMERGENCY LIGHTING (If applicable)

Item	Emergency Lighting	Yes	No	N/A	Points Noted
1	Does the emergency lighting system cover all exits and escape routes likely to be used in the hours of darkness?	Yes	No	N/A	
2	If the premises are used at night are the fire alarm call points and fire fighting equipment covered by emergency lighting?	Yes	No	N/A	
3	Is the emergency lighting system given a user test on a monthly basis?	Yes	No	N/A	
4	Does the emergency lighting system receive annual maintenance by a qualified electrical engineer?	Yes	No	N/A	