

Fire Safety – Management Information

Address: 1st Markfield Scout Group HQ, 109 Main Street, Markfield, Leicestershire, LE67 9UW

Contact: Group Lead Volunteer enquiries@1stmarkfieldscoutgroup.org.uk

Management System

Policy Statement - 1st Markfield Scout Group and The Scout Association recognises the 2005 Fire Safety Order (FSO) and other relevant regulations and guidance issued in keeping our premises and its users safe from harm.

Planning - The Scout Association follows the HSE guidelines for a five-step approach to risk assessment. Factsheet [FS320007](#) has been used in conjunction with Leicestershire Fire and Rescue Service Fire Risk Assessment Guidance Notes to:

- Carry out a fire-risk assessment to identify possible dangers and risks.
- Using this, remove or reduce (so far as is reasonably practicable) any risk identified and provide general fire precautions for dealing with those that are left.
- Produce a plan of how to deal with any emergency.
- Record what was found and ensure it is reviewed as necessary.

Organisation – 1st Markfield Scout Group is a separate unincorporated educational charity within the Scouts' federated structure. The Group is operated by three 'teams': The Trustee Board (responsible for making sure Scouts is run safely and legally), The Group Leadership Team (responsible for all volunteers, supporting sections and engaging the local community) and The Section Team(s) (responsible for planning, delivering and running of a quality programme safety).

Control - Whilst we all share a responsibility to be vigilant, those managers of the premises including the trustees must ensure that action is taken to comply. The Trustee Board together with any management committee are responsible for ensuring this is carried out but may arrange for a competent person to carry out this task. The Chair of the Group Trustee Board (or if vacant, the Group Scout Volunteer) is the named Responsible Person.

Monitoring & Reviews – Health and Safety (including Fire Safety) remains on the agenda of all meetings of the Trustee Board, Group Leadership Team and Section Teams. A Fire Safety Log Book is provided to monitor and record checks, including fire drills. As stated above, it is the responsibility of the Trustee Board to ensure these checks and any other requirements are being carried out.

General Description of the Premises

The Headquarters is a large brick building around 20m x 8m (160msq). It has a large communal hall, kitchen, 2x toilets, a small committee room, an indoor storeroom and an outdoor storeroom. The site includes a grass area, fire pit area and unmaintained strip of land towards the back of the site. The site is enclosed by properties and accessed by a gated driveway.

Fire Safety Systems within the premises

- **Fire warning systems** – Smoke & heat detectors (hard wired) and carbon monoxide (battery) are located in the main building and outdoor storeroom.
- **Alerting occupiers of a fire**- A battery-powered fire alarm system is installed to alert occupiers of a fire.
- **Emergency lighting** – There is emergency lighting in the main building.
- **Firefighting equipment** – Three P50 fire extinguishers are located on site (1x 6lr foam in the main building corridor, 1x 2k powder in the kitchen and 1x 2kg powder in the outdoor storeroom), additionally a fire blanket is located in the kitchen.

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 the nearest home/shop is on the same road.

Emergency Action Plan (EAP)

Discovery of a Fire - If you hear the smoke alarm or discover a fire raise the alarm this can be done by pressing the fire alarm (located by the main entrance) and/or by shouting 'FIRE' to warn people in close vicinity. Do not put yourself at risk.

Alarms - If you hear an alarm, follow the Evacuation Procedures without delay. Leave the building straight away using your nearest exit (following signage and/or emergency lighting). Remember, walk sensibly and remain calm.

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

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 the nearest phone box is on the corner of this road.

Tell them that there is LPG gas and an electricity transformer station onsite.

Assembly Point - Report to the Leader in Charge at the driveway. The Leader in Charge will account for everyone and lead further arrangements to keep everyone safe.

Remember: Do not put yourself at risk. Do not return to the building until authorised to do so.

Training

All Leaders receive fire safety training as part of their induction, including basic theory about fire safety and safe use of firefighting equipment. Additionally, fire evacuation drills should be practised at least twice a year by all sections.

Significant Hazards

Location	Hazard
Main Building	<ul style="list-style-type: none">• Flammable cleaning products located in locked Kitchen cupboard under the sink.• Gas boiler located in the Kitchen.• Electric fuse box located beside the Main Entrance.
Outdoor Storeroom	<ul style="list-style-type: none">• Mains gas supply located beside the Main Entrance.• Small gas canisters, small amounts of fuel & other flammable liquids stored in locked cabinet near the entrance of the storeroom.
Site/Grounds	<ul style="list-style-type: none">• LPG/Butane gas canisters stored onsite in a ventilated and locked cage.• Electric transformer station onsite, top of driveway.

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