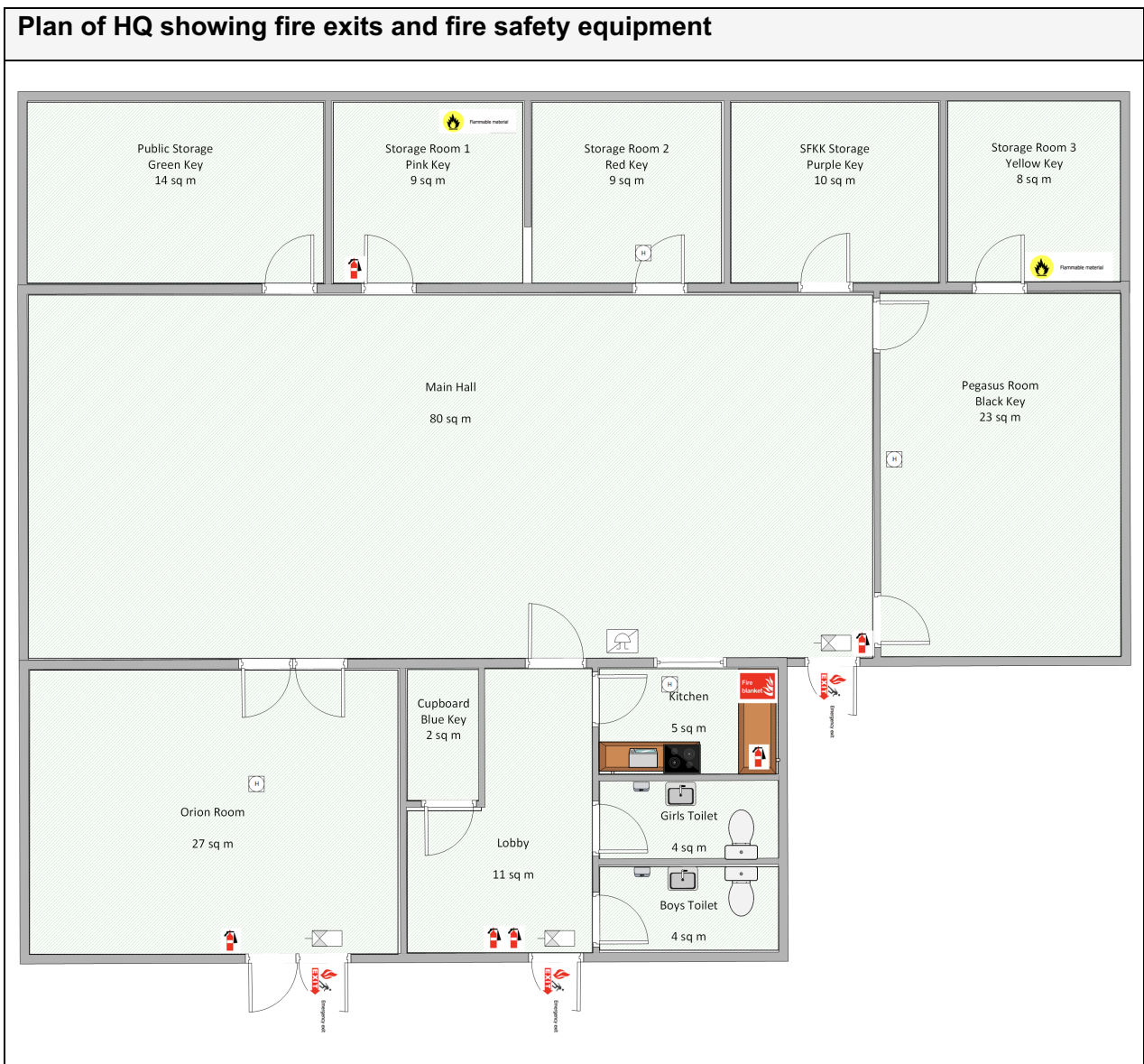


## 3rd Farnborough Scout Group Fire Risk Assessment Management Plan

<b>Address of property</b>
<b>3rd Farnborough Scout Group headquarters</b> Rowallan Way Sand Hill Farnborough Hampshire GU14 8ER
<b>Emergency Contact Number: 07795 121731</b>



<b>Method for calling the fire service</b>
This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 and ask for the fire service using a mobile phone.
<b>Management system</b>
<b>Organisation</b> The site is the HQ building for the 3 <sup>rd</sup> Farnborough Scout Group. 3rd Farnborough Scout Group has five sections: Squirrels, Beavers, Cubs, Scouts, and Explorers all managed via a volunteer leadership team. Beavers meet on a Monday evening 17:30 – 18:30. Cubs meet on a Monday evening 19:00 – 20:30. Squirrels meet on a Thursday evening 17:00 – 18:00. Scouts meet on a Thursday evening 19:00 – 21:00. Explorers meet on a Friday evening 19:30 – 21:30.  Safety within the Group is managed by the Group Trustee Board. Their role is to ensure the safety of the premises within which activities, led by the Section Leaders, take place. The Chair of the Group Trustee Board is the Responsible Person.
<b>Control &amp; Monitoring</b> The Group Trustee Board meets at least twice per year 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 the Group Lead Volunteer of the fire safety systems in place in the HQ and an audit record is maintained online at <a href="https://logbook.safelinks.co.uk">https://logbook.safelinks.co.uk</a> . An evacuation plan is in place and it is practised each term by all of the sections regularly using the hall.  The HQ is hired out to third parties on occasion. Hirers are encouraged to make themselves aware of the exit routes, the firefighting equipment, and the plan of the HQ detailing the location of the equipment and the escape routes. The plan is available to all HQ users and is on the Notice Board.  All evacuation practises are recorded in the Fire Safety Log Book maintained online at <a href="https://logbook.safelincs.co.uk">https://logbook.safelincs.co.uk</a>
<b>Review</b> The latest fire risk assessment was updated in June 2025.

<b>General description of the premises</b>
The HQ consists of one permanent building in its own grounds.
<b>HQ Building</b>
<p>A large single storey brick building (c1965) around 19m x 14m.          It has a large communal hall, kitchen, 2 x toilets, and a small committee room          It has linked smoke detectors (battery powered) in the main hall, and both meeting rooms          It has a linked heat detector (battery powered) in the kitchen          It has a maintained emergency lights over the fire exit doors.          The HQ building and Grounds are non-smoking.</p>
<b>Grounds</b>
<p>Access to the HQ is via a private driveway which is tree lined down one side.          Adjacent to the private driveway and grounds is a public footpath.          The trees in the grounds are maintained when required to ensure good clearance.          The perimeter fencing is mainly steel palisade and is in good repair.          The driveway leads to a small car park which is for Leaders only.          There is a metal shed at one end of the car park, alongside a gas bottle cage.          In front of the HQ the grounds are mainly laid to lawn which is often used by the sections.          There is a wooden L-shaped bouldering wall in the grounds.          To one side of the lawn, outside the HQ is a fire circle (metal fire pit and wooden seating area).          There is access all around the HQ.</p>

<b>Fire safety systems within the premises</b>
<b>Fire warning systems</b>
<p>The HQ has battery powered smoke detectors (RF linked) in the Lobby, Main Hall, the Orion Room, the Pegasus Room, Public Storage Room, and Storage Room 2. The HQ also has a battery powered heat detector (RF linked) in the kitchen. These are all linked to an RF manual call point located in the Main Hall. These are visually checked by the Group Lead Volunteer on a weekly basis and the alarm system is tested each half term. These checks are recorded in the fire log book.</p>
<b>Emergency Lighting</b>
<p>There is one maintained lighting unit above the main entrance door, the fire exit door in the main hall, and the fire doors in the Orion Room. They are checked monthly (10 mins) by the GLV and annually (full discharge) by the GLV.</p>
<b>Fire Fighting Equipment</b>
<p>The hall has a number of fire extinguishers, all clearly highlighted by signs:</p> <ul style="list-style-type: none"> <li>• A foam fire extinguisher in the lobby</li> <li>• A powder fire extinguisher in the lobby</li> <li>• A CO2 fire extinguisher in the kitchen</li> <li>• A fire blanket in the kitchen</li> <li>• A foam fire extinguisher in the Main Hall</li> <li>• A foam fire extinguisher in the Orion Room</li> </ul>

- A foam fire extinguisher in Storage Room 1
- Hosepipe (garden variety) outside

The fire extinguishers are all checked annually by Berkshire Fire Extinguishers. The last check was on 15<sup>th</sup> March 2025.

### Emergency action plan (EAP)

Below are the emergency procedures which are clearly displayed in a number of key points around the HQ.



### Evacuation Protocol

- When a fire alarm has been activated or an alarm raised, the building should be quickly evacuated of all the young people and Leaders.
- The Leader In Charge will need to assess whether the fire is controllable i.e. able to extinguish with fire extinguishers and if not then phone the Emergency Services.
- Leaders need to usher all the young people and other adults out of the building to the assembly point on the hardstanding concrete away from the building.
- Nothing, apart from the attendance lists for each section, should be taken so that a roll call can be made.
- Having established all the young people and adults are present and any fire has been extinguished, it is the duty of the attending Fire Safety Officer to confirm whether it is safe to return to the building or not.

- If the fire is significant and everyone in attendance is accounted for then the Leader In Charge should swiftly usher the young people down the driveway and along to the Church car park away from the building so that the Emergency Services have plenty of room to manoeuvre unhindered.

<b>Significant hazards</b>	
<b>Location</b>	<b>Hazard</b>
Storage Room 1	A number of .177 calibre air-rifles are stored in gun safes, and .177 calibre pellets are stored in an ammunition safe. Circa 8 .177 air rifles are stored in gun safes. Circa 10 Campingaz Isobutane mix CP250 (A4) canisters are stored on the shelving system. A Compressed Air Cylinder is kept within this storage room.
Storage Room 3	A small supply of paints (matt, gloss, and acrylic) and contact adhesives used to maintain the HQ.
Grounds	Gas cage containing 9 x 15kg Propane Cylinders and a number of smaller cylinders.
Kitchen	Household chemical cleaning products.
Lobby Cleaning Cupboard	Household chemical cleaning products.

<b>Fire Hazards</b>	
Sources of Ignition	The main sources of ignition are the various items of electrical equipment (including an electric cooker) located in the kitchen and the portable heaters used in the winter in the Main Hall, Pegasus Room, Orion Room and Storage Room 1. Occasionally, portable cooking devices with naked flames (Trangia stoves and LPG cast iron burners) are used inside the Main Hall. Regularly, fires are lit in the grounds though the spark risk is small as the HQ is brick built. Arson remains perhaps the biggest risk as a source of ignition.
Sources of Fuel	The main sources of fuel are flammable gases and liquids stored in the gas cage for camping including Propane gas bottles, and petrol cans. There is equipment stored in the Storage Rooms and the Orion Room including a wide range of paper, plastics, cardboards, wood and textiles. There is a compressed air cylinder in Storage Room 1. The fabric and furniture of the building is also a source of fuel. Waste Bins are located in the Orion Room, Kitchen, and Girls Toilet.

Structural Features That Could Promote The Spread of Fire	The building is brick built with a single wooden framed roof void. To the best of our knowledge the walls are not fire resistant by design, and Storage Rooms run along the side of the hall. The doors are not fire resistant. There is a serving hatch between the kitchen and the main hall that is not fire resistant.
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<b>People At Risk</b>	
HQ Users	The Scout Group does not employ any staff. All adults are volunteers and are familiar with the layout of the hall. Those who are not will find the simple layout easy to navigate. The HQ has illuminated identifiable fire exits at the main entrance, at the fire exit from the main hall, and at the double doors exit from the Orion room. The fire exit from the main hall is fitted with a push bar release. Maintained emergency lighting is installed over fire doors, but there is no other emergency lighting in the HQ. The HQ is mainly used by members of The Scout Association who run their sessions in accordance with the Policy, Organisation, and Rules (POR) of the Scout Association. Third Parties use the HQ subject to the Terms and Conditions of a Hirer's Agreement and are responsible for their own Fire Risk Assessment Management Plan.
Children	As the HQ is mainly used by members of the Scout Association, children are regularly present in the building. It is the responsibility of the Leader in Charge of each meeting to ensure that children are supervised in the HQ and its grounds at all times and that they are given adequate assistance in the event of an evacuation.
People with Disabilities	The HQ may be used by a limited number of people with disabilities though is not especially suitable for people in wheelchairs. It is the responsibility of the Leader in Charge of each meeting to ensure that people who require additional help are given adequate assistance in the event of an evacuation. Emergency exit doors are on a similar level (+/- 10cm) with the paths outside. All exits lead onto concrete paths which lead directly to the Assembly Point.
Storage Room Users	Anyone using the Storage Rooms must ensure the doors are kept open at all times they are in the Storage Rooms.
Hirers	The 3 <sup>rd</sup> Farnborough trustee Board encourages all Hirers to make themselves familiar with the exit routes, firefighting equipment, and the plan of the HQ. The plan is available to all Hirers and is shown on the Notice Board in the main hall.

	<p>The condition of Hire of the HQ states that all fire exits are to be kept clear and not obstructed. It is the responsibility of Hirers to ensure that the HQ is securely locked after use, so the building is never left open and unoccupied.</p>
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<b>Evaluate and Protect</b>	
The risk of fire occurring	<p>It is considered that the risk of fire occurring whilst the HQ is in use is relatively low. The main sources of ignition comprise electrical equipment which is PAT tested regularly and visually inspected each time it is used. The risk of fire occurring whilst the HQ is not in use is higher, and the main risk is arson. It is a priority of the Group Trustee Board to continue to invest in the security of the building and the grounds to reduce this risk.</p>
The risk to people	<p>In the event of a fire starting in the HQ, all rooms are on ground floor level and there are three possible escape routes available. The fire alarm manual push is the main fire alarm, in the event of failure four blasts on a whistle may be used by any Leader.</p>
Removal / reduction of hazards	<p>The identified potential sources of ignition are an essential part of the facilities of the HQ and/or required for the activities carried out by 3<sup>rd</sup> Farnborough Scout Group. The gas cage is secured and located as far away from the HQ as possible, with a 1m distance from the perimeter in line with Calor's Code of Guidance for the Storage of Full and Empty LPG Cylinders and Cartridges Revision 3. Removal of these Hazards would not be in the best interests of the HQ users, and so the potential hazards are reduced as far as possible through regular inspection.</p> <p>The HQ operates a No Smoking Policy in its grounds and building.</p> <p>Storage Rooms and the Kitchen are kept locked and access is controlled by the Leadership Team. All equipment is regularly checked and stored correctly.</p> <p>Rubbish is removed from the HQ on a regular basis.</p>
Removal / reduction of the risks to people	<p>The most recent investment in lowering the fire risk in the past 12 months included:</p>

	<ul style="list-style-type: none"> <li>• Complete replacement of electrical distribution board and 100% EICR including completion of all remedials irrespective of priority</li> <li>• Acknowledgement and completion of all remedial work identified following a site visit and fire safety audit by Hampshire Fire and Rescue service in September 2024.</li> </ul> <p>Further investment is currently being made in a second storage container shed in the grounds. Once this is in place then some flammable materials (e.g., paints and Isobutane mix canisters) will be moved out of the main building).</p>
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<b>Record, Plan, Inform, Instruct and Train</b>
<p>This plan is displayed on the Notice Board in the main hall.</p> <p>Health and Safety is a standing agenda item on each Group Trustee Board meeting.</p> <p>The 3<sup>rd</sup> Farnborough Trustee Board encourages all Hirers to make themselves familiar with the exit routes, firefighting equipment, and the plan of the HQ. The plan is available to all Hirers and is shown on the Notice Board in the main hall.</p> <p>The condition of Hire of the HQ states that all fire exits are to be kept clear and not obstructed. It is the responsibility of Hirers to ensure that the HQ is securely locked after use, so the building is never left open and unoccupied.</p>

Revised 9<sup>th</sup> June 2025