

THE QUARRIES SCOUT CAMPSITE



Stratford Road, Cosgrove, Milton Keynes, MK19 7BD

Fire Risk Assessment

1. Building – The Oswald Hamilton Centre

Designated use – Activity and meeting area and kitchen

Approximate size – 20m x 8m

Number of floors – single storey

Roof construction – Timber trusses, felt baton, concrete tiles

Walls – Brick and block (cavity)

Internal linings – Painted block work

Floors – Concrete floor, chipboard overlay with carpet tiles in the large and 2 smaller rooms. Kitchen has a tiled floor

Means of escape – Via fire exit doors

Fire fighting equipment – 2 x CO₂, 1 x Foam, 1 x wet chemical and 1 x fire blanket.

Fire Alarm system – Smoke detectors in all rooms except kitchen, all detectors are linked. Kitchen has heat detector.

Heating/Hot water/Cooking – Radiators in all rooms. Gas Boiler in the kitchen for hot water. Large Gas Cooker which is a shut off type if the gas blows out on any gas ring.

General lighting – 240 volt supply throughout and all have current regulation trip fuses.

Emergency lighting - non-maintained throughout

Signs and Notices – All to current standards

Furnishings – Donated office chairs and tables and curtains

2. **Personnel involved** Scouts/Guides/Leaders/Staff/Visitors

Number of people 1 – 60

3. Potential Hazards

	4. Risk Level
1. Waste	Low
2. Doors	Low
3. Smoking (not allowed in the OHC)	Low
4. Cleaning equipment & chemicals	Low
5. Gas equipments & boiler	Low
6. Electric equipment	Low
7. Cooking	Low
8. Radiators and exits	Low

4. Measures taken to control hazards

1. Ensure floor area is kept clear, combustible material tidied away and waste bins cleared regularly.
2. Ensure doors are unlocked whilst building is in use. Ensure signage is present.
3. Signs and ask people not to smoke indoors
4. Store cleaning materials in designated areas.
5. Appropriate service and testing regime, keep clear of combustible materials
6. Use equipment as per instructions, PAT regime in place, minimize trailing cables, do not overload fuses, appropriate trips on circuits
7. Ensure cookers are never left unattended when on.
8. Ensure gangways are kept clear, radiators are kept clear and occupiers are aware of exits.

Note – This building is fitted with a smoke detection system. This MUST be tested regularly and staff trained what to do in an emergency. Extinguishers are also present and tested yearly. All occupiers are told where the 'FIRE ACTION' information is sited and should understand what to do in an emergency.