

# FIRE SAFETY RISK ASSESSMENT

Risk Assessment for:

Longhouse, Kitchen and Dining Shelter

Oak/Ash and Disabled toilet blocks

Beech/Hawthorn toilet blocks

at Taw Bottom, Girlguiding Devon campsite, South Tawton EX20 2LP

Completed by: warden and chairman each March, and monitored throughout the summer

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## STEP 1 - IDENTIFY FIRE HAZARDS

sources of ignition

gas cooker

gas fridge-freezer

gas heater

BBQ area by Oak shelter

arson

lightning

sources of fuel

gas cylinders

toilet/kitchen paper

petrol in generators

displays

activity materials and waste used by campers

the wooden buildings

gas tanks

sources of oxygen

natural airflow

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## STEP 2 - PEOPLE AT RISK

- campers and people hiring Longhouse/kitchen
- people with disabilities
- maintenance workers

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## STEP 3 - EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

1) evaluate the risk  
of the fire occurring

**LOW**

- accidental eg smoking materials or heater knocked over  
use of candles for lighting in Longhouse  
craft activities using candles/buddy burners etc
- by act or omission eg equipment mis-used or not properly maintained
- arson

2) evaluate the risk  
to people from a fire starting  
in the premises

**LOW**

- the Longhouse, kitchen and Ash toilet block are well served with exits
- Oak, Beech, Hawthorn and the disabled toilet/shower blocks only have one exit each
- there is plenty of open space to escape to
- minimal paper products (eg newspaper, toilet rolls) are kept in L/h cupboards
- there is an emergency switch for the gas in the kitchen

3) remove and reduce the hazards that may cause a fire

- there are 'No Smoking' signs in the Longhouse, and in the shelters
- the gas appliances are checked annually (Corgi registered engineer)
- the fire extinguishers (Longhouse x 2, Oak and Ash toilet blocks x 1 each, Hawthorn and Beech toilet blocks x 1 each) are checked annually by Firewatch personnel
- small gas cylinders are in a locked cage
- the 2 gas tanks are the property of Calor and checked/serviced by them
- the Longhouse generator is kept in a locked shed away from the building
- the Beech/Hawthorn generator is kept in housing alongside the toilet block
- ensure users are aware of possible hazards involved with their activities

4) remove and reduce the risks to people from a fire

- The Longhouse has a smoke alarm and a carbon monoxide alarm
- there is a fire blanket in the kitchen
- there is an emergency switch for the gas in the kitchen
- there is a fire triangle (warning device) by the Longhouse
- encourage users to draw up emergency procedures relevant to their event or activity
- ensure users remove their own rubbish

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STEP 4 - RECORD, PLAN, INFORM, INSTRUCT AND TRAIN

Inform Group Leaders and other users of the Taw Bottom facilities of the current fire precautions and equipment.

Ask for their co-operation with reducing fire hazards and risks to people from a fire: a Fire Safety notice is displayed in every shelter and the Longhouse.

- there is to be no smoking in or near any of the buildings and shelters
- a fire action plan is displayed in the Longhouse
- the Longhouse has a smoke alarm and a fire warning triangle
- the kitchen has a fire blanket and an emergency gas switch (by the back door)
- fire extinguishers: two are in the Longhouse  
one is in each of the shower/toilet blocks for Oak and Ash, Beech and Hawthorn. *These should be taken out and hung on the metal supports on the outer walls of the block while the camp is in progress, and returned inside at the end.*
- if using the BBQ beside Oak shelter please have a bucket of water to hand
- there is a fire beater outside the Longhouse
- take special care when using candles, nightlights, buddy burners etc for activities
- tidy away all rubbish immediately after the activity and remove to a safe place for disposal

It is the responsibility of all group leaders to prepare their own fire safety and emergency action plan relevant to their event/activity, and to communicate this to all the participants. In the event of the necessity to call the Fire Service (999) leaders must remember to mention the location of the gas tank outside the building - and alert the warden.