

Managing Fire Safety



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From October 2006 **all non-domestic premises** will need to comply with the *Regulatory Reform (Fire Safety) Order 2005* (and similar legislation in Scotland) in respect to making them safe from fire. The following advice is, therefore given to help Members of the Movement to find simple ways to achieve this.

Who is responsible?

As with all safety in Scouting, we all share a responsibility to be vigilant, those managers of the premises including the relevant Executive (trustees) must ensure that action is taken to comply.

Even if the premises you use is not your own, take a pro-active look at what safety precautions are there and what procedures you follow.

What is required?

- 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 you find and review this as necessary.

Who should do the Assessment?

The Trustees are responsible for ensuring this is carried out, but may arrange for a competent person to carry out this task.

That may be someone who is capable of identifying the risks...perhaps a parent who manages a building in the work place or similar.

What is a Fire Risk Assessment?

The Scout Association follows the HSE guidelines for a five step approach to risk assessment and this works in just the same way.

Step 1

Identify any Fire Hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen.

Step 2

Who is at risk?

- Those people in and near the premises
- Are there any people with special needs or in a particularly high risk area?

Step 3

Evaluate the risks

- Evaluate the risk of a fire starting, including arson, and the risk to people in or near the premises from that fire.
- Remove or reduce any fire hazard or risk from fire to those in or near the premises.
- Provide Fire Precautions to protect those at risk.

Step 4

Record your findings

- Record what you find and any action taken ensuring you keep all relevant persons informed.

The Scout Information Centre

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- Prepare an emergency plan, including a Fire Evacuation Plan.
- Train and instruct all relevant people and arrange for a regular fire drill (usually 6 monthly) to include all adults and young people.

Step 5

Review and revise

- Arrange to regularly review your assessment, particularly following any changes or incidents at the premises.
- Revise the plan as necessary.

What are Fire Precautions?

These will vary, but may include a fire alarm system, a smoke alarm or simply a pre-arranged warning shouted out by leaders or young people.

It should include suitable fire extinguisher provision, ideal for dealing with a small fire. This is no substitute for calling the fire service

Particular Considerations...

There should be extra consideration made to premises with sleeping accommodation, such as campsites, plus any premises where people sleep. A guide is available via the link below.

Storage of gas and other flammable liquids needs to be done carefully.

If your premises has no phone, include in your plan how to contact the emergency services.

Is there more information available?

There are some excellent guides available to help.

Particularly user friendly is ***Regulatory Reform (Fire Safety) Order 2005 - A short guide to making your premises safe from fire.***

This publication is available free of charge from DCLG Publications, PO Box 236, Wetherby LS23 7NB. Tel: 0870 1226 236, Fax: 0870 1226 237, Textphone: 0870 1207 405, Email: communities@twoten.com.

This, and a range of other guides relating to the Order are available at www.firesafetyguides.communities.gov.uk or if in Scotland at www.infoscotland.com/firelaw