3rd West Bridgford Scout Hall

Musters Road, West Bridgford, NG2 7PR

Scouts
3rd West Bridgford (Friary)

FIRE SAFETY
Policies, Processes and Emergency Response

For All Hall Users

Update History

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Terms And Abbreviation Used In This Document

Term/Abbrev	Meaning	Detailed Information
Appetite for Risk	Risk tolerance	The maximum risk the Group is prepared to tolerate,
Assessor	Person who reviews Fire Safety.	Assessment is made using a comprehensive checklist.
Fire Marshal	The ResP or appointed deputy	The person appointed to manage a fire emergency,
FSIP	Fire Safety Information Pack	Document made available to hall users setting out fire safety information, precautions and outlining emergency response procedures.
GrpExec	3rd West Bridgford Scout Group Executive Committee	Governing Body
Hall	The Friary Scout Hall	Musters Road, West Bridgford. NG2 7PR
Hall Bookings Secretary	Named person responsible for hall bookings.	See contact list.
Hall Users	Groups or individual users of the hall.	
Hazard	Danger	Anything that could cause harm to individuals
Inflammable Liquids	Petrol, Diesel, Methylated Spirit, White Spirit, Paraffin, some cleaning agents.	
Inherent Risk	Risk level if no countermeasures in place.	
FSH	Friary Scout Hall	Musters Road, West Bridgford. NG2 7PR
Mitigated Risk	Risk Level after applying specific risk countermeasures	
Residual Risk	Remaining risk level after all Risk Countermeasures are applied	
ResP	Responsible Person	The person **present at an event** who is responsible for Fire Safety e.g. Scout Section Leader, Community Activity Leader, Adult Responsible Person of a private function e.g. children's birthday party.
Risk	A situation that could expose an individual or the hall to danger.	The possibility that something unwelcome or unwanted will occur
Risk Appetite	Risk tolerance	The maximum risk the Group is prepared to tolerate,
Risk Assessment	An evaluation of potential risks for any activity or undertaking	Risk measured in terms of the probability that the risk will materialise and the impact should it do so.
Risk Countermeasure	Actions taken to reduce risk	"Risk Mitigation"
Scout Sections	Beavers, Cubs, Scouts, Explorer sections	
Target Risk Level	The level of risk to be achieved.	
Threat	Danger	Anything that could cause Harm to individuals

1. Hall Information Summary

The Friary Scout Hall is a facility managed by the 3rd West Bridgford Scout Group Executive Committee and made available for the purposes of Scouting and other, mainly local, community groups.

a) Hall Facilities Available

i. Entrance Lobby – approx. 3m x 3m
ii. Main Hall - measuring approx. 14m x 7m
ii. Office approx. 3m x 4m with assorted office furniture
iii. A fully fitted kitchen adjacent to the main hall.
iv. Storage room off Kitchen
iv. Gents toilet (1 x room) – off entrance lobby
v. Ladies toilet (1 x room) – off entrance lobby
vii. An external store for use only by the Scout Group.
viii. The building does not have any upper floors.

b) Hall Use – Conditions and Conduct

i. Scout Association members are expected to observe the Scout Association rules and guidance set out in its Policy, Organisation and Rules (POR).
ii. Other organisations or individuals using the hall are expected to comply with the booking terms and conditions that set out the obligations and conduct expected.

c) User Familiarisation With Fire And General Safety Procedures.

Scout Leaders, leaders of community groups and individuals who are on-site and responsible for the event or activity (ResP) should familiarise themselves with the content of the Fire Safety Information Pack, and Incident Reporting Procedures in advance, and fully understand the emergency actions and reporting procedures required for any incident occurring during their sessions. Whilst it is not possible to describe every permutation in detail, the nature of incidents may include the following:

i) Fire or risk of fire
ii) Building safety issues that involve potential risk of injury to people
iii) Building maintenance issues

d) Activity Risk Assessment

Hall users are likely to engage in a variety of different activities within the terms of their booking the ResP should, before commencing, perform their own risk assessments and take any steps necessary to reduce the risk of personal injury or damage to the hall. whether or not Fire Safety related, to an acceptable level,

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2. Fire Safety

Fire Safety Management is the responsibility of the Scout Group Executive Committee (GrpExec) whose principal objective is to ensure the Friary Scout Hall (FSH) is a safe environment in which a wide variety of Scouting and social activities can be enjoyed by all.

To achieve that objective, Fire Safety Policies have been established and a checklist produced to identify any hazards/threats that need attention.

All Fire Safety Activities relating to these policies are recorded in a Fire Safety Log Book and where necessary, Incident Reports and Risk Assessments are carried out and referred to the Group Chairman (possibly via the Hall Bookings Secretary) as soon as practicable.

2.1 Fire Safety Information Pack (FSIP) – Introduction.

The FSIP has been created which contains important relevant information about the LBSH Fire Safety Arrangements. The FSIP concentrates on the salient policies and risks, making it unnecessary for the ResP to absorb large rafts of information contained in a lengthy manual. The FSIP is available to the ResP who is directly responsible for activities in the hall.

For the avoidance of doubt, the person who present and managing the event, is responsible for fire safety and not the person who made the booking unless they are present too.

A copy of the current FSIP is included in this document.

2.2 Fire Safety Policies

2.2.1 Scope

The Fire Safety Policy applies to the Friary Scout Hall situated on Musters Road, West Bridgford, Nottingham, NG2 5PR.

The Hall is used by the 3rd West Bridgford Scout Group and a variety of other Community Groups organisations for social activities. The hall may be used for meetings and training sessions.

The hall is not used for business purposes and tends to be occupied by different groups during days and evenings.

The Group Executive Committee (GrpExec) recognises that fire hazards threaten all users of the hall and have developed Policies and Procedures to keep the risk of injury within acceptable bounds.

2.2.2 Management Responsibility

The 3rd West Bridgford Scout Group Executive Committee is responsible for ensuring that activities can be carried out in a safe and secure manner. This is achieved using a system involving Checklists and Risk Assessments aimed at identifying threats, assessing the risk levels, and seeking and implementing countermeasures where necessary to keep risks at an acceptable level.

The 3rd West Bridgford Scout Group Executive Committee undertakes to do the best it can to ensure the hall environment is safe and fit for purpose.

Key contacts including that of the Group Chairman and Hall Bookings Secretary are shown in the contacts section of this manual.,

2.2.3 User Responsibilities

The hall is used by a variety of Groups – see examples above. The ResP should assimilate the FSIP in its entirety, and take the prescribed actions to ensure that, for the duration of the session, the hall users are made aware of Fire Safety Information and the procedures to be followed in the event of fire or other emergency, and if evacuation becomes necessary.

2.2.4 Fire Fighting Equipment Maintenance and Use

a) Equipment

The following fire fighting equipment is to be kept on the premises.

i) 2 x Water based fire extinguishers in the main hall.
ii) 1 x Fire Blanket in the kitchen
iii) 1 x C02 Fire Extinguisher in the Kitchen
iv) 1 x C02 Fire Extinguisher on the Stage (left as viewed from the main hall)
v) 1 x water based fire extinguisher in the lobby.

Locations are shown in the FSIP.

b) Equipment Maintenance

The equipment listed in a) above is to be inspected annually by a qualified technician operating to BS 5405:3 Code Of Practice. The inspection is carried out by the church and the charges passed to the Friary Scout Group.

Any equipment found to be faulty is to be repaired or replaced within 3 weeks.

c) Discharged/Used Equipment

Equipment that has been discharged or used is to be restored to fully working order or be replaced within 3 weeks.

d) Records

i) An Incident Reporting System is in existence - see 2.2.14 with reports sent to the Hall Bookings Secretary or Group Chairman in a timely manner.
ii) Records of Fire Drills (See 2.2.5)
iii) Completed Fire Safety Checklist see 2.2.13
iv) Risk Assessments where undertaken to evaluate the risks of shortfalls in items identified following a Fire Safety Check. (See Risk Management Manual).

2.2.5 Fire Drills

a) Scout Group sections and Regular Users are required to carry out a fire drill once a year (See 2.3 below)

b) GrpExec Review Fire Drill Reports and address any shortfalls.

2.2.6 Fire Alarm Systems

a) Alarm Systems

i) A fire alarm is not considered necessary as the premises comprise a single storey building enabling straightforward communication.

ii) Smoke detectors are to be fitted in the kitchen, office and store room.

b) Smoke Detector Testing

i) The Group Chairman ensures that smoke detectors are checked every six months and batteries replaced if necessary. A checklist is displayed in the kitchen showing the dates of testing.

ii) In the event of a "sleepover", the ResP is required to check that smoke detectors work.

2.2.7 Fire Fighting, Evacuation Procedures and Assembly point

The primary objective in all events including fire or other emergency is to ensure the safety of all occupants of the building, evacuating them out of harm's way if necessary.

a) Minor Fire

FSIP to contain procedures for small fires for example a fire in a waste paper bin or the hob, or candle setting fire to a small quantity of paper or other material. The policy is not to put anyone at risk the ResP is to escalate the response if the fire potentially or actually could become unmanageable,

b) Major Fire

For example a fire that is significant and threatens to spread further, or a fire involving a flammable liquid, gas.

The "ResP is to make decisions using the guidelines in the FISP.

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2.2.8 Fire signage

a) The following Fire Safety related signs are to be displayed in the hall.

i "Running man" signs above all fire exit doors – green on white background.
ii. Fire Action Signs with these instructions:
- Raise the Alarm
- Call Emergency Services – Dial 999
- Fight the fire using the correct fire fighting equipment unless the fire is actually or potentially beyond control
- Evacuation:
  - Leave the building by one of the fire exits
  - Close all doors behind you.
- Report to the Assembly Point
- Do not take risks
- Do not return to the hall once evacuated.

2.2.9 Fire Risk Mitigation

The following risk countermeasures are to be use to reduce the risk of a fire in the hall.

a) Electrical Installation

i) An annual PAT test is to be carried out on equipment more than 1 year old.
ii) Routine checks of the Hall's Electrical Installation is to be carried out each year.
iii) A full check of the Hall's Electrical Installation is to be performed every five years.

b) Storage of Gas and Inflammable Liquids

i) Gas cylinders are to be stored *outside* of the building in a lockable facility situated at least 5 meters away from the main hall and meeting room.

ii) ResP is to check gas cylinders for damage before they are stored.
iii) Gas cylinders are to be stored in an upright position.
iv) Inflammable liquids (e.g. Paraffin, Methylated Spirit, Petrol, White Spirit, Diesel, inflammable cleaning fluids) are to be kept in only small quantities to reduce risk.
v) Inflammable liquids are to be kept in an appropriate container e.g. a petrol can for petrol.
vi) Inflammable liquids are to be stored in a safe location where this is little likelihood of the container being upset, and also away from any source of ignition or heat.
vii) Fire lighters should be kept in a container such as a tin or box and away from any source of ignition or heat.

c) Keeping the Hall Tidy

i) As far as possible, the premises are to be kept free of combustible material.
ii) Waste should not be allowed to accumulate. Waste paper and other bins should be emptied regularly and material placed in the Council bins outside ready for removal.

d) Fire Exits and Routes

i) ResP is to ensure clutter and/or other obstacles or furniture do not block fire exits
ii) ResP is to ensure that there is free passage along the Fire Escape routes including but not limited to the entrance foyer, main corridor, through the meeting room and in the rear walkway between the fire exit and Trent Boulevard panic gate.

e) Work On The Building

Some work on the building may involve the use of blow torches, welding equipment, brazing, torch cutting and similar. The Group Executive will authorise this work, observing the following:

i) Where applicable, ask the contractor to complete a Hot Work permit for the day the work is being done. This is to include, description of work, equipment and method to be used to complete the work and any special fire precautions that are to be taken to reduce the risk of fire.
ii) Arrange for this sort of work to be done when the building is unoccupied.

f) Naked Flames In The Hall

Naked flames may feature in some indoor activities. These policies apply:

i) Pressure stoves and lamps burning petrol, paraffin, methylated spirit or similar fuels may not be used indoors.
ii) The ResP is expected to carry out a risk assessment in respect of other activities e.g. involving candles, gas burners or gas lamps and where the results show significant risk of fire, additional countermeasures should be put in place.
iii) Lighting Chinese lanterns and similar, or paper or indoor fires (e.g. in thimbles) are not permitted.

2.2.10 Overnight Use

Where the hall is to be used overnight, the ResP must ensure that all participants are fully aware of the Fire Safety Procedures in the FSIP that focus on overnight stays.

2.2.11 Maximum Occupancy

The maximum hall occupancy is not to exceed the fire exit capacity of 110. (This capacity is based on three fire exits being unusable).

The recommended maximum numbers are as follows, all of which leave available space for virtual corridors.

2.2.12 Training/Briefing For Responsible Persons

a) Scout Leaders are all to be given a copy of the Fire Safety Information Pack as part of their induction.

b) Other ResPs for Community Group activities or private functions are to be given access to a copy of the Fire Safety Information Pack in advance of any booking. This may be online.

c) A copy of the Fire Safety Information Pack is kept in the hall for review by ResP who uses the **FIRE SAFETY BRIEFINGS** to pass on details of Emergency Procedures to other occupants at the start of their session.

2.2.13 Fire Safety Reviews

Fire safety is to be reviewed by a competent person – the assessor (defined as someone who has reviewed and adequately understood the HSE Risk Assessments for a Village Hall).

a) An inspection and Risk Assessment is to be carried out either once every two years or after any significant alterations have been made to the hall or its use.

b) A checklist, included in Section 4 of this document is used to perform the review and the completed form is passed to the Group Executive Committee. (Note that although the Hall has fewer than 5 employers and reporting in writing is not mandatory, written reports are to be produced in order that the GrpExec can ensure that any necessary action is taken in a timely manner).

c) Where the assessor identifies any actions that are needed to remedy any shortfalls, a risk assessment is carried out and passed to the GrpExec, with details of proposed action if the level of risk is assessed to be moderate or high.

d) The GrpExec may accept the risk and carry it, or ensure that any proposed action is taken to lower risk.

e) The GrpExec is responsible for ensuring that the FSIP is updated if necessary, following the Fire Safety Review.

2.2.14 Reporting and Near Misses

2.2.14.1 Fire Incident

a) An Incident Report is to be prepared as soon as possible in discovery of any of the following, **even if** the person reporting has managed to temporarily or permanently overcome the problem. An entry is also made in the Fire Safety Log Book (see below)

i) An actual fire occurring in any part of the premises, whether large or small.
ii) A “near miss” i.e. an unplanned event that did not result in any injury, illness or damage, but had the potential to do so.
iii) Any equipment found to be missing or not to be in working order that could compromise safety, including fire detection or extinguishing equipment or unusable fire escape doors.
iv) Any procedures that need to be modified to improve safety.
v) Any notices or fire safety instructions that are missing.
vi) Obstructions found impeding fire exit doors or the fire escape routes.

b) The Hall Bookings Secretary and the Group Chairman review the Incident Log Book every month to ensure that they have received an Incident Report and appropriate action has been initiated if necessary.

NB: See “Incident Reporting Procedures” In a separate manual.

2.2.14.2 Fire Safety Log Book

The purpose of the Fire Safety Log Book is to keep a chronological record of all Fire Safety Activities in order that the 3rd West Bridgford Scout Group Chairman can ensure that Fire Safety is being managed properly and in compliance of Fire Safety policies, and as evidence to any third party Fire Safety Assessor.

All activities relating to fire safety are recorded in the Fire Safety Log Book. These include:

a) Smoke alarm checking
b) Pat testing – when and by whom.
c) Electrical Installation examinations and full tests.
d) Gas system maintenance and repairs.
e) Purchase, maintenance or inspection of Fire Fighting Equipment.
f) Fire Safety Review using the Fire Safety Checklist.
g) Any Fire Safety incident or near miss – an Incident Report is also prepared.

2.2.14.3 Fire Safety Log Book Review

The Group Chairman is responsible for ensuring that certain fie safety checks are carried out in accordance with policy. This log is to be checked every **THREE MONTHS** to ensure:

a) Necessary Fire Safety activities are being performed
b) Any outstanding actions noted in the Fire Safety Log Book, Fire Drill Reports and Incident Reports are resolved on acceptable timescales.

2.3 FIRE DRILLS

Fire drills are carried out in accordance with the Fire Safety Policy

a) Why Carry Out a Fire Evacuation Drill?

i) Hall users can rehearse emergency procedures in a safe environment
ii) It is used to confirm Responsible Persons and others understand and can perform their duties to do with preparing for a session, and follow the documented Emergency Procedures.
iii) Performance of the procedures can be measured and procedures and documentation can be amended or improved where necessary, based on the outcome.
iv) Ensuring compliance with Fire Safety regulations.
v) Keeping people safe.

b) Who Is Responsible for Organising and Carrying Out a Fire Drill?

i) Scout Section Leaders and Organisers of Community Groups that regularly use the hall are responsible for organising Fire Drills and reporting on the outcome.
ii) An independent observer (someone not being evacuated) should sound the alarm, report on timings, and write the critique.

c) Method

i) Fire Safety instructions should be passed on to participants as a matter of course – see Fire Safety Information Pack.
ii) Announced or Unannounced?
- If the effectiveness of the Fire Safety Procedures is being tested, then the drill should preferably be unannounced.
- If the exercise is aimed towards training e.g. part of an induction process, then a prior warning could be given.
- An announced Fire Drill, with a walkthrough may be effective especially where young people are involved.

iii) Evacuation:
- Raise the Alarm and tell people where the fire is.
- Order evacuation, and begin timings
- Follow evacuation procedures in the Fire Safety Manual
- Note time taken for everyone to arrive at the Assembly Point.
- Perform a roll call.

iv) Evaluation (with feedback from hall occupants)
- Did everyone hear the alarm?
- Were doors and windows closed?
- Was help given to those who needed assistance?
- Did everyone leave by the correct evacuation routes (Given the location of fire)?
- Were fire exits and exit routes clear of obstructions?
- Did everyone go to the Assembly Point?
- Did someone go through the motions of calling the Emergency Services?
- What was the evacuation time? (Target <3 minutes)
- Was a roll call carried out to check everyone was accounted for?
- Was there other feedback, positive or negative about the Fire Safety arrangements? These should be recorded verbatim without evaluation.

v) Reporting
- The results of the drill are to be recorded on the Fire Drill Record (See Appx 1) and also in the Fire Safety Log Book.
- The Fire Drill Record is passed to the GrpExec either directly, or via the Hall Bookings Secretary.

vi) Review and Action

- The GrpExec reviews all Fire Drill Logs and initiates any necessary actions that may involve for example, increasing/improving equipment, adjusting signage, revising processes and procedures,

3. FIRE SAFETY INFORMATION PACK

3rd West Bridgford Scout Group



FIRE INFORMATION SAFETY PACK

3.1 Responsibilities Of Person Supervising A Session (ResP)

3.1.1 Definition

The ResP is the person **present at an event** and supervises the running of the activity or event. The ResP is responsible for ensuring the good conduct of those participating and for their safety including Fire Safety. That person may be a Scout Section Leader, Community Activity Leader, Adult organiser of a private function e.g. children's birthday party.

3.2 Principal Responsibilities

These responsibilities are specifically to do with Fire Safety although they are most likely also concerned with wider issues to do with safeguarding, and ensuring that no-one suffers any illness or injury whilst taking part.

3.2.1 Preparation:

a) The activity should comply with the Fire Safety Policies contained in this manual and summarised in this Fire Safety Information Pack.
b) Where hazards are identified, the risk should be assessed and countermeasures put in place if necessary.
c) Lists of participants, if known, should be prepared in advance.

3.2.2 The Hall

a) Learn the locations of

i) Fire exits and exit routes.
ii) Assembly point
iii) Fire Fighting equipment

b) Learn the location of the gas isolation lever in the meter box on the outer garage wall, and the power distribution board and circuit breakers inside the garage.

3.2.3 Communication

a) Provide a Fire Safety briefing to participants before the meeting commences.

3.2.4. "In The Event Of Fire"

a) Supervise/take part in any fire fighting activities (where the fire is small)
b) Where the fire is actually or potentially unmanageable:

i) Raise the alarm to put people on the alert
ii) Organise building evacuation, giving special attention to anyone with mobility issues or who is wheelchair bound.
iii) Arrange for urgent call to be made to Emergency Services.
iv) Carry out a roll call to determine if anyone is missing.
v) Arrange for others who may be at risk (e.g. neighbours) to be alerted to the danger.
vi) Meet Emergency Services.
vii) Liaise with Fire service.
viii) Agree with Fire service if people may return to the building.
ix) Where minors are involved, arrange for parents to be contacted to notify them of the situation.
x) Notify the Hall Bookings Secretary.

3.2.5 Post Fire

a) Complete an Incident Report and provide more detail so that the whole occurrence can be investigated, and lessons learnt if necessary.

3.3 Hazard Identification

The ResP should be aware of the following potential hazards.

a) Faulty electrical installation: electrical board/circuit breakers, lights, sockets, switches and wiring
b) Faulty fixed electrical equipment: air conditioning air handling and condensing units, oven/stove, electrical water heater, refrigerator, freezer, plinth heaters, and central heating pump.
c) Extension cables may cause trips.
d) Multi- sockets and Multiplugs can become overloaded and increase the risk of fire.
e) Gas leaks.
f) Combi-boiler malfunction.
g) Presence and use of gas cylinders
h) Potentially faulty portable appliances connected to the mains: computers, projectors, speakers, televisions, audio devices, electrical tools, battery chargers.
i) Using naked flames in the hall.
j) Combustible materials stored.
k) Waste material
l) Stored paint, white spirit.
m) Fuel: Petrol, paraffin, methylated spirit, diesel oil, engine oil.
n) Firelighters and matches
o) Arson.

3.4 Identification Of People At Risk

a) Hall users: Those involved in Scouting and community groups.

b) Particular attention is to be given to the likelihood that some people may be more vulnerable should a fire or other potentially dangerous event occur. These include:

    i. Young people including, but not limited to, members of the Scout Association.
    ii. Babies and toddlers.
    iii. Elderly people attending community events and fund raising activities
    iv. People with disabilities / wheelchair users.

3.5 Responsible Person (ResP) Pre-Session Checks

3.5.1 Planning

When planning the session, ensure that the following rules are observed:

a) Pressure stoves and lamps burning petrol, paraffin, methylated spirit or similar fuels are prohibited indoors.
b) Activities involving lighting Chinese lanterns or similar, or paper or indoor fires (e.g. in thimbles) are not permitted.
c) Perform activity Risk Assessments for other indoor activities that consider fire and other potential risks. These may include:
   i) Cooking on gas burners
   ii) Burning candles
   iii) Lighting gas lamps
   iv) Using the cooker hob / oven.
   v) Activities carried out in the hall that may include physical activities, non-standard equipment.
   vi) Arrange a Third Party Point Of Contact,

3.5.2 On Arrival

The person responsible for the imminent session or activity is required to carry out the following before it commences.

a) Make sure all fire exit doors are unlocked or secured by the Bolts.
b) Ensure that all Fire exit doors the escape routes specified below are unobstructed:

   i) The two situated at rear of the Main Hall.
   ii) The walkway at the rear of the building from the main hall fire exit(s) to the gate at Millicent Road.
   iii) The main lobby and front door out to Musters Road.

c) Check there are no faults in the hall that significantly increase the risk of injury or illness.

3.5.3 Participants

Prepare a list of all expected / potential participants; this is not required where members of the public are in the hall e.g. for fund raising events.

At the minimum, this should be a list of all the members of your Group including yourself, and details of anyone else you know are likely to attend. Name, address and parent/guardian contact details are required for participants who are minors. A more detailed register may be taken at the discretion of the ResP.

A copy of this list is to be kept on your person and another copy given to another responsible person (deputy), so that a roll call can take place in the event the building is evacuated.

3.5.4 Deliver Safety briefings see below:

a) Deliver a safety briefing to the participants, including the fire safety information included in the next section of this document**. NOTE** that if the session is to occur overnight, the more comprehensive briefing should be given in addition.
b) If the session is to occur overnight carry out the additional checks shown in the next section.

3.6 Fire Safety Briefing (Daytime Sessions)

This briefing is to be given to participants taking part in daytime sessions. If this session is part of a series e.g. Scout Troop or Community Group weekly meetings, it should be repeated either every two months, or immediately after a significant intake of new participants or a material change in the Fire Safety Policies or Fire Safety Information Pack.

3.6.1 Point To Fire Exits, Escape Routes And Assembly Point

Point out to the participants, the fire exits and escape routes as shown in Diagram A.

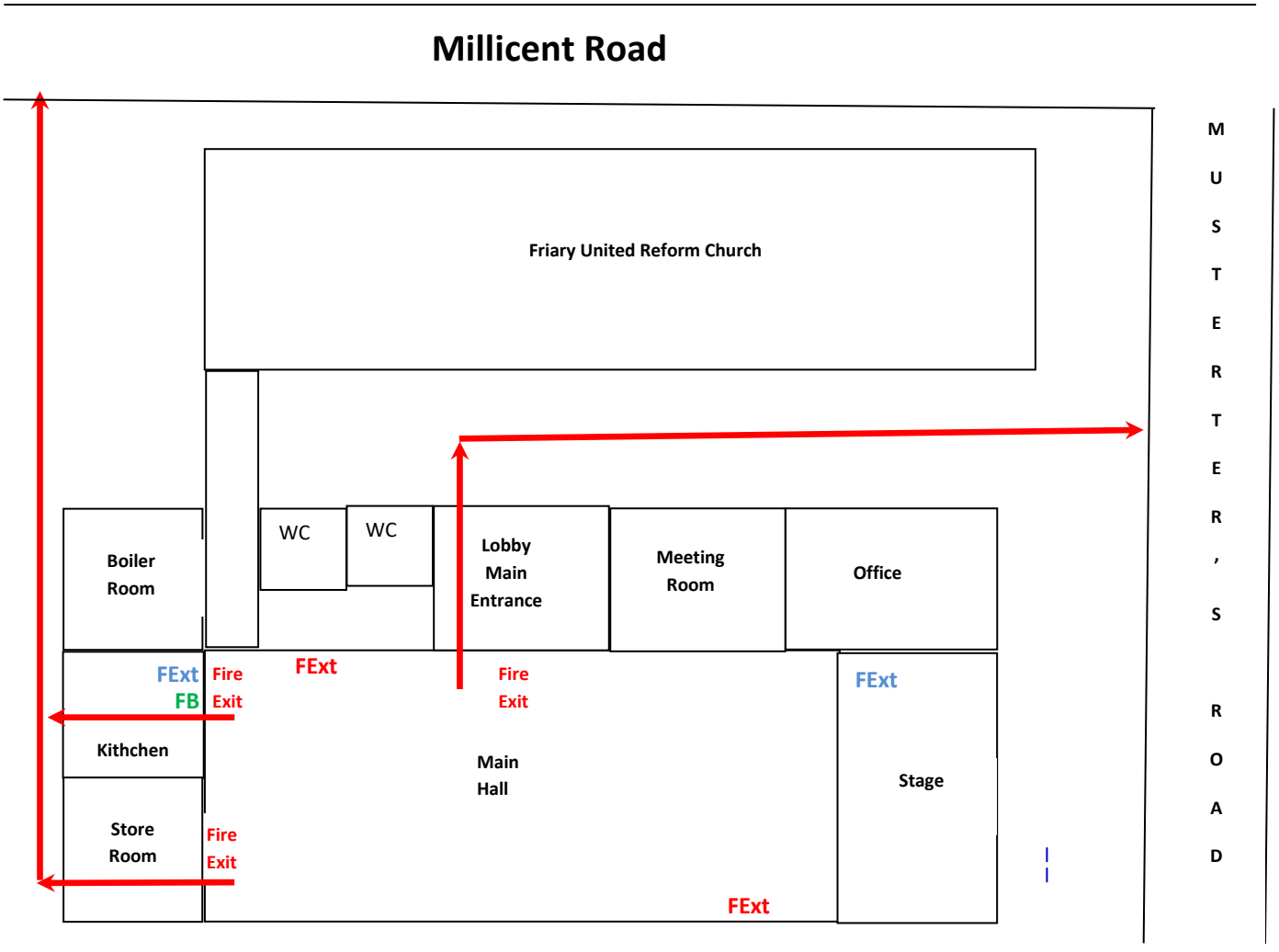


Diagram A

FExt = Fire Extinguisher (Water)
FExt = Fire Extinguisher (CO2)
FB = Fire Blanket

3.6.2 Complete a Register if necessary and Note Special Assistance.

ResP must at the very least have a list of all participants that may or may not be present. E.g. a list of all members of the Community Group, Scout Group Section, Meeting Attendees. ResP must also note if anyone has temporary or permanent mobility issues or needs special assistance.

3.6.3 Warn Participants Of Danger

Advise participants of these don'ts

a) Do not smoke on the premises – it's illegal.
b) If a gas leak is suspected, raise the alarm and don't light any matches, turn off any gas burners and lamps, extinguish any naked flames and open the windows.
c) Not to attempt to attack a fire at personal risk to themselves.
d) If anyone attacks the fire, they should use the right equipment. E.g. water should not be used on electrical, fat or oil fires.
e) Do not carry anything that is alight e.g. paper, pans that have caught fire.
f) If evacuated, do not stop to collect personal belongings, and once you have left the building do not return
g) If evacuated, always go to the Assembly Point and not home or elsewhere – otherwise we may think you are still in the building.
h) If Gas burners or lamps are to be used, explain the special precautions described in **V** below.
i) Anything cooking in the kitchen must not be left unattended.

3.6.4 Raising The Alarm

If anyone believes there is a gas leak or discovers a fire, the alarm should be raised (involving verbal warnings) and the ResP informed so that appropriate action can be taken.

3.7 Fire Safety Briefing (Overnight Sessions)

3.7.1 Deliver the "Daytime Briefing" see 3.6 above.

3.7.2 Raising The Alarm At Night

a) The fire can spread quickly and if anyone discovers a fire or suspects a gas leak, they must double their efforts to raise the alarm, put on the lights and awaken anyone in deep sleep.

3.7.3 Light and Heat At Night

Non-electric burners or lamps may not be used while participants are asleep.

3.7.4 ResP Additional Safety Checks

These extra checks are to be carried out before the Group settles for the night:

a) Make sure access to fire exits is not impeded by any objects, or any person's bedding.
b) Check that fire exits are not locked.
c) Make sure that the oven and any equipment that uses a naked flame are "off".
d) Remind participants of the fire exits, exit routes and assembly points.

3.8 FIRE SAFETY BRIEFING – USE OF GAS BURNERS OR LAMPS

The ResP is expected to carry out a risk assessment for any hazardous or potentially hazardous activity that is to take place in the hall. (Note the policies to do with naked flames indoors).

The following should be included in the pre-session Fire Safety Briefing, or in the Activity briefing to lessen the risk of a fire.

3.8.1 User Competence

To avoid taking unnecessary risks, only those with experience and the right level of competence may connect and use gas burners, lamps or other appliances e.g. Gas heaters, Gas Refrigerators.

3.8.2 Checking Gas Equipment

Where any gas equipment is to be used it is to be checked carefully to make sure it is safe. In particular:

a) Check gas lamps and burners are “off” before gas is connected.
b) Check that gas lamp mantles are in good shape and replace if necessary.
b) Check gas bottles are “closed” before use.
c) Regulators are to be used with gas burners. Check a washer is in place as a seal,
d) Check hoses are undamaged.
e) Check hoses are properly connected to burners and regulators and tightly sealed – normally with a tight hose clip
f) Check that all connections are made before the gas is lit.

3.8.3 Pierceable Cartridges

Pierceable Cartridges are not to be used indoors.

(In this case, the appliance pierces the gas cylinder to let out the gas. The cylinder cannot then be removed until the cartridge is empty.

3.8.4 Storage Of Gas Cylinders.

a) Gas bottles are to be stored in the gas store located behind the Friary Dropin.
b) Before storing, they should be checked to make sure they are fully “closed”.
c) Gas bottles must be stored carefully (i.e. not thrown into the cage) and kept in an upright position.

3.8.5 Other Gas Related Precautions

a) Gas burners should be on a stable surface that is heat/fire resistant.
b) Pans on burners should be attended at all times.
c) Especially where heating oil or fat, the heat should be carefully regulated. If the oil or fat begins to smoke, it is probably too hot.
d) The gas bottle and gas hose must be kept away from the flame to safeguard against a fire or explosion.
e) Gas cylinders should not be changed in the hall unless steps are taken to ensure adequate ventilation – i.e. windows and doors (not fire resistant doors) are open.
f) When changing has cylinders, turn off the gas at both the equipment and the cylinder.

3.9 FIRE ACTION EMERGENCY RESPONSE CHECKLISTS

The ResP is the Fire Marshal and makes decisions in the event of an Emergency.

3.9.1 MINOR FIRE PROCEDURES

a) ALERT EVERYONE

b) ATTACK THE FIRE IF IT IS SAFE TO DO SO USING EQUIPT PROVIDED.

c) CALL THE FIRE SERVICE IF IT IS POSSIBLE THE FIRE MAY ESCALATE.

d) IF THE FIRE COULD BECOME UNMANAGEABLE, FOLLOW MAJOR FIRE PROCEDURES.

3.9.2 MAJOR FIRE PROCEDURES/EVACUATION.

a) ORDER AN IMMEDIATE EVACUATION

b) TELL OCCUPANTS TO GO TO THE ASSEMBLY POINT VIA AVAILABLE FIRE EXITS AND FIRE ESCAPE ROUTES.

c) TELL TWO PEOPLE TO CALL THE FIRE SERVICE AS SOON AS THEY HAVE LEFT THE BUILDING.

d) ORGANISE HELP FOR THE VERY YOUNG, AND ANY WITH MOBILITY PROBLEMS OR WHO ARE WHEELCHAIR DEPENDENT.

e) WITHOUT TAKING RISKS, CHECK THAT NO-ONE IS LEFT IN THE BUILDING

- **KNOCK HARD ON LOCKED INTERNAL DOORS**
- **ENTER TOILET/SHOWER ROOM**
- **CHECK KITCHEN**
- **CHECK STORE ROOMS**
- **CHECK GARAGE / STORE**
- **CLOSE ALL DOORS AND WINDOWS IF IT IS SAFE TO DO SO.**

f) TAKE ROLL CALL LIST AND FIRE INFORMATION SAFETY PACK (FSIP) AND LEAVE THE BUILDING

3.9.3 IMMEDIATELY AFTER EVACUATION

a) CHECK THAT EMEGENCY SERVICES WERE CALLED
(And dial 999 if not.)

b) ROLL CALL AT ASSEMBLY POINT
(To make sure everyone is accounted for.)

c) ARRANGE MEDICAL HELP FOR ANYONE NEEDING IT.

d) ALERT OTHERS DEEMED TO BE AT RISK
(E.g. Neighbours)

e) MEET AND LIAISE WITH THE "FIRE OFFICER IN CHARGE"
(Inform of anyone missing and of gas cylinders behind the garage)

f) CONTACT PARENTS/GUARDIANS OF MINORS EITHER DIRECTLY OR USING AN APPOINTED POINT OF CONTACT (E.G. IN SCOUTING, USING THE "IN TOUCH" SCHEME.)

g) RECORD NAMES OF ANYONE LEAVING AFTER ROLL CALL

h) CONTACT NEXT OF KIN OR PRESENT ADULTS IF NECESSARY.

i) NOTIFY THE HALL BOOKINGS SECRETARY OR SCOUT GROUP CHAIRMAN OF THE EMERGENCY

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3.9.4 AFTER EMERGENCY HAS PASSED

a) LIAISE WITH "FIRE OFFICER IN CHARGE".

b) USING DISCRETION: ALLOW PEOPLE TO RETURN TO THE BUIILDING WITH THE CONSENT OF THE FIRE SERVICE EITHER TO RESUME ACTIVITIES OR COLLECT BELONGINGS.

c) PREPARE AN INCIDENT REPORT PROVDING AS MUCH DETAIL AS POSSIBLE SO THAT WHERE NECESSARY, LESSONS CAN BE LEARNT.

d) ARRANGE TO MEET THE HALL BOOKINGS SECRETARY OR MEMBER OF THE SCOUT GROUP EXECUTIVE COMMITTEE, TO DISCUSS/REVIEW:

- **i) Perceived causes and possible preventative measures**
- **ii) Effectiveness of Emergency Procedures**
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iii) Any modifications to Fire Safety Arrangements or Emergency Procedures

4 FIRE SAFETY CHECKLIST

4.1 Introduction

Policy 2.2.13 requires that a Fire Safety Review is performed at specified intervals.

4.2 Assessment Process.

4.2.1 The comprehensive Fire Safety Checklist Form in 4.3. below is completed by a competent person.

4.2.2 The Checklist answers are mainly Y(es) or N(o) with some Not Applicable N/A.

4.2.3 Where the assessment does not match the target in the AIM column the Assessor should consider the issue and:

a) Where the issue is easily resolved e.g. a fire exit sign is missing, exits are obstructed, fire extinguishers are unusable, or inflammable liquid is not stored away, the Assessor should put a “Y” in “Action Required and recommend some remedial action in the “Specify Action To Be Taken”. A target date should be specified – with “immediate” if the issue is urgent.

b) If the issue is more fundamental or involved e.g. if the barriers to fire spreading may be inadequate, or ResP or others have not been trained to use fire-fighting equipment, the Assessor should perform a risk assessment identifying the risks and possible countermeasures. (See Risk Manual).

c) If the AIM is considered inappropriate, the Assessor should inform the Group Chairman and provide an explanation. The GrpExec can then decide whether it should be altered,

4.2.4 The Completed Checklist and any Risk Assessments should be passed to the Group Chairman for action.

4.2.5 The Group Executive reviews the Checklist and may revise any actions after due consideration. The GrpExec is responsible for ensuring that all agreed actions are dealt with by the Target Date.

4.2.6 Where one or more Risk Assessments were performed, these are dealt with by the GrpExec as part of the Risk Management Process. The Risk will either be accepted or risk countermeasures proposed to mitigate it. Risks are recorded in a Risk Register.

4.3 FIRE SAFETY CHECKLIST

This checklist should be printed after each review and placed in a file as an ongoing record.

The checklist can be cleared and used as a template for the next review. HOWEVER, the AIM should not be changed without the authority of the Group Chairman.

Friary Scout Hall
Musters Road, West Bridgford. NG2 5PR
Fire Risk Assessment Checklist

Date Assessed	**29th September 2020**		**Assessed By**	**Mike Leverton-Smith**
Date sent to Group Exec.	**29th October 2020**		**Role/Position**	**Group Exec Member**

The **Responsible Person referred** to in this document**,** *is not necessarily the person who booked the hall or is head of the group, it is the person actually present and in charge of the activity in the Hall.* It may be a Scout Leader or the equivalent in like organisations, meeting Chairperson, Activity Leader, person responsible for running an event e.g. a Children's Party, Open Gardens "Café", fund raising event.

FSIP is a Fire Safety Information Pack – a document kept in the hall kitchen area. Responsible Persons are expected to assimilate the information and pass necessary information to hall users. Briefing sheets are provided for this purpose.

AIM = The target – In answer to the question, does Y or does N represent the acceptable position?

1. Fire Risk Management Policies and Procedures

		Y	N	N/A	AIM	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
1.1	Do Fire Risk Management (FRM) Policies and Procedures exist?	Y			Y				
1.2	Are FRM Policies and Procedures Up To Date?	Y			Y				Review intervals are stated in Policies
1.3	Are Fire Risk Assessments and Actions Plans based on them, reviewed frequently?	Y			Y				Reviews are carried out in accordance with FRM Policies.
1.4	Are fire safety drills performed regularly?	Y			Y		GSL to Arrange		Records are kept of Fire safety drills performed.
1.5	Are findings and recommendations from Risk Assessments and Fire drills reported to the Group Executive / Hall Management body?	Y			Y				

1.6	Has a Fire Emergency Plan been drawn up to be used in the event of a major fire?	Y			Y				Displayed in Main Hall on Kitchen Door
1.7	Has an Assembly Point been identified and communicated to Scout Leaders and those responsible for other Community Groups?	Y			Y				Outside Shops on Musters Road
1.8	Fire Marshals identified?	Y			Y				Normally the Fire Marshal is the Responsible Person ResP – see definition above.
1.9	*This is purposely left blank*								

2. Hall Users Awareness And Training

		Y	**N**	**N/A**	**A I M**	**Action Req'd Y or blank**	**Specify Action To Be Taken**	**Action Target Date**	**Notes/Observations**
2.1	Are Fire Safety Policies and Procedures available in the hall?	Y			Y				Notice Board in Lobby and on Kitchen Door
2.2	Have any of the ResP been given fire fighting training?		N		Y				ResP's are given an information pack which refers to use of equipment.
2.3	Are ResP provided with information relating to issues arising from risk assessments?	Y			Y				Key issues are set out in the Hall Fire Safety Information Pack. (FSIP)
2.4	Are all fire exits clearly marked and known to the ResP?	Y			Y				All Exits have recently been clearly marked
2.5	Are all fire escape routes known to the ResP?	Y			Y				The hall is comparatively small and Fire escape routes are simple. Information is in the Fire Safety Information Pack. (FSIP).
2.6	Are ResP made aware of the location of fire-fighting equipment?	Y			Y				Details in Fire Safety Information Pack (FSIP)
2.7	Do all hall users know the location of the Fire Assembly Point?	Y			Y				ResP is required to notify hall occupants of the Fire Assembly point. (see FSIP Briefing).
2.8	*This is purposely left blank*								

3. Visitors, Contractors and Disabled

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
3.1	Are visitors/contractors informed of fire exits and assembly points?	Y			Y				Responsibility of the ResP in Fire Safety Briefing
3.2	Are controls in place if contractors plan to use potentially hazardous equipment e.g. blowlamps, or for cutting/welding?	Y			Y				Responsibility of Group Executive Committee member who has sanctioned the work. Normally such work is done when the hall is unoccupied.
3.3	Has provision been made for the safe evacuation of users or visitors with a disability or wheelchair users?	Y			Y				In the FSIP evacuation information.
3.4	Do escape routes provide adequately for the disabled?	Y			Y				New building – Doors are designed of wheel-chair width. and ramps are provided.
3.5	Are contractors asked to complete hot work permits/notices?	Y			Y				Responsibility of the Group Executive Committee member authorises the work. The Permit should state the work to be done, the method, and the extra precautions being taken.
3.6	*This is purposely left blank*								

4. Fire Exits, Escape Routes and Emergency Lighting

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
4.1	Are there sufficient exits of suitable width for people likely to be present?	Y			Y				4 exits exist all of which are wide enough for the passage of wheel chairs.
4.2	Are escape routes clearly signed?		N		Y	Y	Erect Signs at the rear of the building with directions to Millicent Road . Completed 27th October	30th Oct 20	All Internal Signage has recently been replaced, however it has been noted that we have no external signs outside the building to guide to safety.

4.3	Is there a risk of a fire in the premises starting or spreading quickly?	Y			N				The risk is low except when using low pressure gas LPG which readily ignites and can spread rapidly. ResP are required to perform a risk assessment and consider additional precautions in preparation for such use. (Details in FSIP)
4.4	What distances do people need to cover to reach an exit?.	~	~	N/A	~				The furthest distance to a fire exit is sub 13 meters – this is not considered to be a significant risk..
4.5	Are all fire exits clearly indicated by a "Green running man" on a white background, with an arrow showing direction of escape?	Y			Y				
4.6	Are all fire exit routes including corridors, and the points of exits clear of obstructions?	Y			Y				ResP is required to check this - see Fire Safety Information Pack (FSIP)
4.7	Are all floor surfaces free of slipping and tripping hazards?	Y			Y				
4.8	Are escape routes adequately lit and is all lighting on escape routes fully operational?		N		Y	Y	Investigate as we can't find switch. Advise Church if these need to be fixed.	30th Oct 20	External lighting is not working at rear of building
4.9	Do all fire exits lead to a place of safety?	Y			Y				Exits have direct access to the public roads.
4.10	Are Fire Action notices clearly displayed around the premises?	Y			Y				ResP includes Fire Exits and Assembly Points in procedures. These notices are to be produced and posted.
4.11	*This is purposely left blank*								

5. FIRE DOORS, EXIT DOORS AND COMPARTMENTATION

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
5.1	Are final exit doors always unlocked when the hall is in use?	Y			Y				.
5.2	Are devices securing final exits easily opened immediately without a key?	Y			Y				The only lockable door is the main entrance, kept open during use. The

									doors are secured with a thumb wheel internally and not a lock. Kitchen and Store room Doors are not locked but bolted from the inside.
5.3	Are self closers on doors operating correctly?	Y			Y				
5.4	Do the doors on escape routes open in the direction of travel?	Y			Y				All open in the appropriate direction
5.5	Have other measures been taken to ensure that smoke and flames cannot spread from one part of the hall to another?	Y			Y				Strong fire resistant doors have been fitted
5.6	*This is purposely left blank*								

6. FIRE FIGHTING EQUIPMENT

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
6.1	Do you have sufficient fire fighting appliances throughout the hall?	Y			Y				3 x Water, 2 x CO2 and 1x Fire Blanket.
6.2	Are fire fighting appliances and blankets positioned properly and located near areas at greatest risk?	Y			Y				Water in the hall. Fire Blanket and CO2 in the kitchen. CO2 on the stage.
6.3	Are portable extinguishers of the correct type for the fire risk and properly colour coded?	Y			Y				
6.4	Are all fire extinguishers regularly tested?	Y			Y				In line with the Fire Safety Policy and carried out by the Church.
6.5	Have ResP been instructed when to use the equipment.	Y			Y				The Fire Safety Information Pack states that the equipment may be used on small fires, but to evacuate and call the fire service if the fire is, or is potentially, dangerous.
6.6	Are ResP trained in the use of the fire fighting equipment?		N		Y				Principles are shown in Fire Safety Information Pack. Scout Leaders are briefed.
6.7	*This is purposely left blank*								

7. FIRE ALARM SYSTEMS

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
7.1	Do the premises require an electrical or mechanical fire alarm?		N		N				Premises are small and open and there are no major barriers to communication.
7.2	Are smoke detectors fitted in the hall?	Y			Y				Tested regularly by the GSL – data sheet kept in Kitchen.
7.3	*This is purposely left blank*								

8. FIRE PREVENTION – NEATNESS, TIDINESS AND HEATERS

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
8.1	Are Responsible Persons instructed to keep the premises tidy?	Y			Y				Reference to untidiness linked to being a Fire Hazard is included in the Fire Information Safety Pack,
8.2	Is waste deposited in a safe, secure place pending disposal?	Y			Y				
8.3	Is burning of rubbish on site prohibited?		N		N				
8.4	Are heaters used on the premises?		N		N				The hall is served by a central heating system..
8.5	Is upholstery and furniture in good condition?	Y			Y				There is no upholstery in the hall, and tables and chairs have steel frames and are largely plastic.
8.6	*This is purposely left blank*								

9. FIRE PREVENTION – STORAGE AND FLAMMABLES

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
9.1	Are flammable products used on the premises?	Y			Y		Risk assessment to be performed and countermeasures devised if necessary/		Used on occasions for activities / maintenance but ***not*** as part of ongoing work activities as in a factory. See Fire Safety Information Pack.
9.2	Is sufficient storage available for combustible materials, flammable liquids and gases?	Y			Y		Provide new signage to outside gas store showing it contains flammable gases. Complete 27th October	30th Oct 20	Gas bottles are stored in a store away from the main hall – access to the store is through a locked gate. Other flammable liquids are stored in the garage/store and away from sources of ignition.
9.3	Are the quantities of flammable products used for activities kept to the minimum needed?	Y			Y				
9.4	Are the storage areas containing flammable material, secure and are warning signs displayed?	Y							In respect of gas. Other flammable materials are domestic quantities stored in the garage/store which is not generally accessible to anyone but Scout leaders for storing and fetching camping and other equipment.
9.5	Do fire resistant walls protect storage areas containing flammable material?	Y			Y				A gas store is located outside at the side of the Friary dropin well away from the main hall and meeting room both of which are where the principal activities take place. The Store room is stand alone building.
9.6	Are stacks and shelves used to store inflammable liquid, free of light fittings and hot service pipes?	Y			Y				
9.7	Are there adequate gangways between shelves of stored inflammable materials?	Y			Y				
9.8	*This is purposely left blank*								

10. FIRE PREVENTION – ELECTRICAL INSTALLATION AND EQUIPMENT

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
10.1	Within the last five years has the electrical installation been subjected to an insulation test by a qualified electrician to IEE standards?	Y			Y				The building was last tested in May 2018. See log for scheduled inspections.
10.2	Are all items of electrical equipment working properly, inspected regularly (PAT testing), and do they have the correct fuses?	Y			Y				PAT testing was last completed in Aug 2020. See log for PAT scheduled inspections.
10.3	Is the use of extension leads and multipoint adapters kept to a minimum.	Y			Y				
10.4	Are cables and leads run in safe places to avoid being a tripping hazard and any damage to cables and leads.?	Y			Y				This is emphasised in the Fire Safety Information Manual.
10.5	Are isolators and mains electricity switches clearly signed?	Y			Y				Located in the Lobby of the hall.
10.6	*This is purposely left blank*								

11. FIRE PREVENTION – SMOKING

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
11.1	Have all enclosed and partially enclosed smoking areas been removed?	Y			Y				No such areas exist in the new hall – as with the old hall.
11.2	Are "No Smoking" signs of a minimum A5 size, (with international no smoking sign and "it is against the law to smoke in these premises displayed in a prominent position near the main entrance.?	Y			Y				Terms and conditions for hall users is strictly "No Smoking"
11.3	*This is purposely left blank*								

11. FIRE PREVENTION – ARSON

		Y	N	N/A	A I M	Action Req'd Y or blank	Specify Action To Be Taken	Action Target Date	Notes/Observations
12.1	Have suitable measures been taken to defend the hall against unauthorised access or intruders?								
12.2	*This is purposely left blank*								
12.3	*This is purposely left blank*								

Appx 1

FIRE DRILL RECORD
3rd West Bridgford Friary Scout Hall

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This report is to be completed by the Responsible Person (ResP) after each fire drill. It is sent to the Group Chairman in a timely manner for review the 3rd West Bridgford Group executive Committee.

Name of person conducting drill	Group of People Involved in drill	Total Number Of People Present	Date Of Drill	Time Alarm Given
Name	Group name e.g. "Cub Section" or "Arts Class"			

Purpose Of Drill

***Announced simulation / Unannounced simulation / Education / Else** (*Delete as applicable)

Note here any extra information, including any specific assessments being made

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Time of Alarm	Time Fully Evacuated	Evacuation Time	Name Of Observer	Date results passed to Bookings Secretary

CRITIQUE (By Observer)

1. Were fire safety procedures in the briefing correctly observed by Responsible Person? Y / N
2. Did hall occupants fully follow the Fire Evacuation Procedures? Y / N
3. Did hall occupants need prompting about how to exit and the Fire Assembly Point? Y / N
4 Did everyone arrive at the designated Fire Assembly Point? Y / N
5. Did the Responsible Person take the Roll Call list to the Assembly Point? Y / N
6. Did the Responsible Person take the Fire Safety Information Pack to the Assembly Point? Y / N
7. Did the roll call identify all present? Y / N

IF THE ANSWER IS "NO" TO ANY OF THE ABOVE – PROVIDE MORE INFORMATION ON REVERSE OF THIS SHEET

8 Did you, as the observer, see any other areas that need attention? If so give details below Y / N

……

9. Did you observer any shortcomings or lack of clarity in briefings given or documentation? Y / N

……

10. Observer should provide further information on any of the above, and note any other concerns or observation overleaf.

Appx 2

3rd West Bridgford Scout Group

FIRE DRILL LOG BOOK

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Date Of Drill	Which Scout Section, or Group was drilled?	Announced or Unannounced?	Name of Responsible Person	Name of Observer	Evacuation Time?	Notes
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3rd West Bridgford Scout Hall

Incident And Issue Report Form

Appx 3

Use this form to report "Incidents", "Near Misses" and "Safety Issues" (e.g. incorrect emergency documentation, broken panic bars, fire safety equipment missing or not working; protruding nails. An "Incident" is an unplanned event that caused injury, illness, environmental damage or disruption. A "Near Miss" is a circumstance that potentially could cause an Incident. An "Issue" is a concern about something that needs correcting to eliminate or at least reduce risk.

Date Form Completed	dd/mm/yy	**Completed By**	Name of Person Reporting	Position / Role of Person Reporting	**Incident Number**	Take next Number From Incident Logbook

Incidents and Near Misses

Date Of Occurrence	dd/mm/yy	**Time Of Occurrence**	HH:MM	**Location**	State the location where the occurrence took place
Incident Details	Record exactly what happened (Continue on separate sheet if necessary)				
Names of Others Present (Adults First)					

Details of Anyone Injured or Ill (Complete an accident form relevant to your organisation)	**Name(s)**	**Nature Of Injury/Illness**	**What Is Current Status?**

Issues

Describe the issue of concern.	State clearly the issue that needs attention.
What do you think needs to be done?	State the remedial action that should be taken in your opinion

What next?

1. **Make an entry in the Incidents and Issues Logbook, summarising the content of this form.**
2. **Send this form, and a copy of any Accident Report or other documentation to the Group Chairman or Hall Bookings Secretary**

3rd West Bridgford Scout Hall

List of Keyholders

Appx 4

In an emergency, Organisers / Individuals Responsible for user sessions or other events should attempt to contact the Hall Bookings Secretary in the first instance.

Group	Alan	Hubber				1
Group	Tim	Boxford				old set
Group	Mike	Leverton-smith				1
Exec	Maria	Loughran				1
Beavers T	Tricia	Dearnley				1
Beavers T	Hilary	Frost				1
Beavers F	Alison	Bennett				1
Beavers F	Marsha	Cockram				1
Beavers F	Cathrine	Riggott				1
Cubs	Kiran	Patel				1
Cubs	James	Hollingworth				1
Scouts	Jenny	Pike				1
Scouts	Dave	Bolt				1
Scouts	Oliver	Ng				1
Drop In	Anne	Bremner				1
Cleaner	Rita	Smith				1
Guides	Judith	Gurd				1
Hall Hire	Clare Mockeridge					3
Hall Hire	Bowls					3
Hall Hire	Line Dancing					1

Appx 5

3rd West Bridgford Scout Group
FIRE SAFETY LOG BOOK

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Date	Record Of Activity e.g. Test Smoke Alarm, Fire Drill (also see separate sheet), complete Fire Safety Checklist, Fire Fighting equipment Maintenance , PAT or Electrical Testing, Gas Servicing and Maintenance, Repairs to Electrical and Gas equipment. else	Entry Made By	Incident Report No. Create an IR if necessary, to ensure actions are considered and prioritised.	Notes Add any notes including any recommended actions or outstanding work relating to this activity.

	Sheet Reviewed By	Name	Date
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~