

# Building and Fire Risk Assessment

## 1st Nanpantan Scout Group Scout Hut

**Location:** Nanpantan Scout Hut

**Assessment Completed By:** Carl Travis-Roberts – Group Lead Volunteer / Trustee

**Date of Assessment:** Sept 2026

**Next Review Due:** Sept 2027

### 1. Building Risk Assessment

| Area                                            | Hazard                                                                 | People at Risk  | Risk Level (L/M/H) | Control Measures in Place                                                                                                                                                | Further Action Needed                                                   |
|-------------------------------------------------|------------------------------------------------------------------------|-----------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Main Hall                                       | Blocked fire exits. Trips during activities. Poor emergency lighting.  | All users       | M                  | Fire exits clearly marked and kept clear. Emergency lighting installed. Furniture arranged to allow clear routes.                                                        | Regular fire exit inspections. Remind hirers about keeping exits clear. |
| Mezzanine / Meeting Room                        | Unsafe stairs. Fingers trapped in doors.                               | All users       | M                  | Handrail. Supervision of children. Fire doors kept shut.                                                                                                                 | Inspect fixings.                                                        |
| Kitchen                                         | Burns. Cuts. Slips. Hygiene                                            | All users       | M                  | Restricted access. PAT testing. Fire blanket. Slip-resistant floor. Regular cleaning.                                                                                    | Monitor for hygiene.                                                    |
| Accessible Toilet / Shower Room / Baby changing | Slips. Blocked drains. Fall. Improper disposal of waste. Poor hygiene. | All users       | L                  | Cleaning schedule. Slip-resistant flooring. Emergency pull cords. Use straps on baby change. Supervision of baby at all times. Regular cleaning. Bins emptied regularly. | Regular inspections. Ensure accessibility features work.                |
| Toilets (3 Cubicles + Trough Sink)              | Slips. Poor hygiene. Hot water.                                        | All users       | L                  | Controlled water temps. Regular cleaning. Hygiene signage.                                                                                                               | Monitor for plumbing issues and hygiene.                                |
| QM Store (Quartermaster)                        | Ladder use. Heavy lifting. Trip hazards.                               | Leaders, adults | M                  | Ladder safety guidance. Items stored safely on shelves. Floor kept clear. No                                                                                             | QM to regularly check area.                                             |

|                                                       |                                                                                                                     |                       |   |                                                                                                                                                                                                                |                                                                       |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|                                                       |                                                                                                                     |                       |   | climbing on shelving. Sharp items stored in lockable cabinet.                                                                                                                                                  |                                                                       |
| <b>Hall Store (Chairs &amp; Tables)</b>               | Lifting injuries. Trapped fingers. Falling stacks.                                                                  | Leaders, older Scouts | M | Use of chair trolley. Safe stacking guidance.                                                                                                                                                                  | Poster for safe chair handling. Inspect trolleys.                     |
| <b>Storage Containers</b>                             | Manual handling. Poor lighting. Trip hazards.                                                                       | Adults, leaders       | M | Proper shelving. Heavy items at base. Torches available.                                                                                                                                                       | Structural condition checks.                                          |
| <b>Car Park (Front of Building)</b>                   | Vehicle movement. Poor lighting. Trip hazards. Gates blowing shut.                                                  | All users             | M | Marked accessible bay. Supervision during events. Gates to be fully opened and secured using drop bolts to prevent wind from blowing them shut.                                                                | Inspect drop bolts regularly for wear.                                |
| <b>Meter Room</b>                                     | Electric shock. Fire risk.                                                                                          | Adults only           | H | Locked door. Warning signage. No flammables stored.                                                                                                                                                            | Annual inspection. PAT records up to date.                            |
| <b>Gas Store</b>                                      | Fire risk. Gas leak risk.                                                                                           | Leaders only          | H | Locked cage. Warning signage. Leader / QM access only.                                                                                                                                                         | Regular checks.                                                       |
| <b>Campfire Circle &amp; Log Store / Cutting Area</b> | Burns. Uncontrolled fire. Trip hazard. Falling timber. Injury from axe.                                             | All users             | H | Supervised fires only. Defined fire area. Water/sand buckets. Fire extinguisher on site. Area to be restricted when chopping wood. Wood chopping undertaken under adult supervision and with correct training. | Fire safety briefing before use. Restricted access when unsupervised. |
| <b>Grounds</b>                                        | Uneven surfaces. Overgrown vegetation. Animal waste. Slipping on wet grass/bank. Heating units at rear of building. | All users             | M | Regular grounds maintenance. Clear pathways. Signage for hazards.                                                                                                                                              | Regular inspections. Encourage users to report issues.                |

## 2. Fire Risk Assessment

| Element                | Details                                                                                                                                             |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Who is at Risk?</b> | Scouts, leaders, visitors, and overnight users                                                                                                      |
| <b>Fire Hazards</b>    | Kitchen appliances and sockets. Electrical faults. Campfire use. Stored combustible items (QM Store, meter Room, Gas Store). Blocked escape routes. |

|                                  |                                                                                                                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Sources of Ignition</b>       | Heaters, cooking, electrics, open flames.                                                                            |
| <b>Sources of Fuel</b>           | Wood, paper, stored gear, cleaning products, waste, gas.                                                             |
| <b>Detection &amp; Warning</b>   | Smoke/heat detectors. Audible alarm throughout building.                                                             |
| <b>Means of Escape</b>           | All exits clearly signed and unobstructed. Emergency lights in key areas, including Main Hall and Mezzanine.         |
| <b>Fire Fighting Equipment</b>   | CO <sub>2</sub> and water extinguishers in key areas. Fire blanket in kitchen. Water at campfire.                    |
| <b>Emergency Procedures</b>      | Evacuation plan displayed. Muster point: car park. Fire drills at least once per year.                               |
| <b>Main Hall Fire Notes</b>      | Fire exits checked regularly and kept clear. Emergency lighting tested monthly. No storage allowed in exit pathways. |
| <b>Training &amp; Briefings</b>  | Fire safety briefings for leaders and hirers for daytime usage and overnight stays.                                  |
| <b>Overnight Use Precautions</b> | No sleeping across exit routes. Fire exits and emergency lights must be active overnight.                            |
| <b>Overall Fire Risk Rating</b>  | Moderate – Risk managed with regular reviews, signage, and maintenance.                                              |

### 3. General Safety Notes

|                               |                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>First Aid</b>              | Available in kitchen and meeting room. First aider always present during activities.                                 |
| <b>Safeguarding</b>           | Supervision at all times. Internal doors with windows. Separate facilities for leaders/children if needed.           |
| <b>Accessibility</b>          | Ramp entry. Compliant accessible toilet/shower. Low-level controls.                                                  |
| <b>Maintenance Checks</b>     | Electrical, plumbing, fire systems checked and logged as per schedule.                                               |
| <b>Hirer Responsibilities</b> | All users briefed on fire safety, hall layout, and emergency contacts. Usage agreement includes fire safety clauses. |

### Sign-Off

|                          |                                |
|--------------------------|--------------------------------|
| <b>Name of Assessor:</b> | Carl Travis-Roberts            |
| <b>Role/Position:</b>    | Group Lead Volunteer / Trustee |
| <b>Signature:</b>        |                                |
| <b>Date:</b>             |                                |