

# 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* 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. While this Fact sheet is aimed at the users of permanent buildings for Scouting premises, it can be applied to tented campsites. The word “premises” can be taken to include tents and other structures intended for temporary occupation.

## Who is responsible?

Whilst, as with all safety in Scouting, we all share a responsibility to be vigilant, those managers of the premises including the 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 this?

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 and the risk to people in the premises from that fire.
- Remove or reduce any fire hazard or risk from fire to those in 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 any responsible persons informed.

## **The Scout Association**

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- Prepare a written emergency plan, including a Fire Evacuation Plan.
- Train and instruct all relevant people and arrange for a regular fire drill (6 monthly) to include all adults and young people, including those with special needs. Keep a written record of fire drills.

## 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 some sort of fire extinguisher provision, ideal for dealing with a small fire BUT still no substitute for calling the fire service.

An essential fire precaution is the identification of a safe means of escape for all premises used for Scouting. Escape exits should be clearly marked and, together with escape routes, kept clear of obstructions at all times.

### Particular Considerations...

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

Extra consideration should be made to the need for a safe means of escape from premises by people who have special needs, especially those with limited mobility and visual impairment. Where appropriate, a personal emergency evacuation plan [PEEP] should be agreed for users of the premises. In some circumstances it may be necessary of leaders to designate in advance assistants to help people with special needs escape from premises should a fire break out. A guide is available via the link below.

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

### 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.***

Guidance on safe means of escape for people with special needs is to be found in ***Fire Risk Assessment Supplementary Guide. Means of Escape for Disabled People.***

These publications are 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](mailto:communities@twoten.com).

These, and a range of other guides relating to the Order are available at

[www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)