

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises name:
SUMMER CAMP FOR GIRLS/ WALLASEY GIRLGUIDING HQ

Address: 138 Leasowe Road
Wallasey, CH45 8PD

Tel no:

Use of Premises: weekly meetings by youth organisations, Girlguiding and community groups.

Owner/Employer/Person in control of the workplace:

Building is owned and maintained by the charity known as SUMMER CAMP FOR GIRLS

Trustees are WALLASEY DIVISION COMMISSIONER, DISTRICT COMMISSIONERS OF MOSSLANDS, NEW BRIGHTON, WHEATRLAND AND HARRISON DISTRICTS

Date of Risk Assessment: 1ST JANUARY 2025

Date of Review: JANUARY 2026

Name and relevant details of the person who carried out the Fire Risk Assessment:
JUDI SMITTON
RICHARD LONG
PAM BAKER

2 GENERAL STATEMENT OF POLICY

Statement:

It is the policy of the Summer Camp for Girls to endeavour to keep everyone who uses the property safe at all times. This can be achieved primarily by ensuring that an outbreak of fire does not occur. However, if a fire should occur it must be detected rapidly, contained effectively (fire doors, fire proof building materials etc.) and the building evacuated quickly and safely. Persons must only attempt to extinguish a fire with the equipment provided if it is relatively small in size and they are competent to do so, or the fire blocks their means of escape. In cases of the former attempts to extinguish the fire should only be made once the alarm has been raised and the building evacuated safely and quickly.

Signed:

Print Name:

Date:

3 MANAGEMENT SYSTEMS

Commentary:

The Summer Camp for Girls is operated by the Trustees who are the Division and District Commissioners of Wallasey Girlguiding. The Trustees have delegated responsibilities for roles.

Bookings are overseen by the Division Commissioner and the Booking Secretary.

Checks of the Fire Safety system are carried out weekly by RL and records are kept.

Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Company checks are carried out 6 monthly and 12 monthly according to the inspection records.

On arrival hirers are made aware of fire safety, fire exits and matters pertaining to fire risk assessment.

TRUSTEES: WALLASEY DIVISION COMMISSIONER, DISTRICT COMMISSIONERS OF MOSSLANDS, NEW BRIGHTON, WHEATLAND AND HARRISON DISTRICTS

GENERAL MAINTENANCE : Richard Long and Judi Smitton

EQUIPMENT CHECKS and MAINTAINING FIRE SYSTEM WEEKLY : Richard Long (in his absence Pam Baker

6 AND 12 MONTH CHECKS: Company checks

AUDIT OF CHECKS : Noreen Nokes

COMPILING ASSESSMENT PAPERWORK; Judi Smitton/ Pam Baker

AUDIT OF PAPERWORK : Noreen Nokes

BOOKINGS: Richard Long

Arrivals : any Trustee or Richard Long

4 GENERAL DESCRIPTION OF PREMISES

Description:

The Premises consists of two buildings and large grassed areas to the front and back. The main building comprises two halls and several other rooms and is constructed in brick and tile. The second building is one large room constructed in 2016 from brick, tile and wood.

Both buildings meet all current building regulations regarding fire hazard and disabled access.

Cooking and water-heating is by electricity and gas.

All parts are available to hire for both private and public events.

There is parking on the front grassed area and a paved drive to hardstanding for deliveries and access for disabled users.

There are five exits from the main building **three of which are designated emergency exits** and lead directly out of the building.

There are two exits on the new building at each end of the room.

They are clearly lit with **emergency lighting**. The premises meet all the requirements of the current disability legislation.

There are two designated ASSEMBLY POINTS.

Point 1 is the gates on Leasowe road.

To the rear of the building is a large grassed area, a path beside the large wooden shed leads to a fence and a gate to a side road which is assembly point 2

Both buildings have a fully serviced fire alarm.

The Hall is **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **IGNITED CANDLES** are permitted on the premises without permission from the trustees.

Occupancy:

Times the premises are in use: **Youth organisations Monday to Friday. Occasional use over the weekends.**

The total number of persons employed within the premises at any one time: n/a

The total number of persons who may resort to the premises including the new building at any one time: 250

Size:

Building footprint (metres x metres):

Number of floors: 1

Number of stairs: n/a

5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Break glass boxes can be found in the front hall, main hall and foyer and in the new building. Sounders and detectors located in front hall, main hall, toilet area are all linked.

The new building has a separate system of sounders, detectors and break glass boxes.

1 Panel 1 x C-Tec 2 Zone Fire Alarm Panel to be located at the front entrance 1 Fuse Spur 1 x Fuse Spur to be fitted next to fire alarm panel fitted by other 3 Call Points 2 x Manual call Point to be located at front entrance/main hall and small hall fire exits

9 Smoke Detector

9 x Smoke detectors to cover panel, main hall, small hall, kitchen, cadet area and all voids.

3 Sounder Beacons

Sounders to cover main hall, kitchen & cadet area

1 Heat Detector

To cover main kitchen area

1 VAD Visual Alarm device to cover toilets 1 Zone Plan Zone Plan to be located above main control panel.

Fire Hazard is low, and therefore RISK IS LOW.

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Emergency lighting can be found over fire exit doors and will illuminate on mains power failure .

Serviced annually

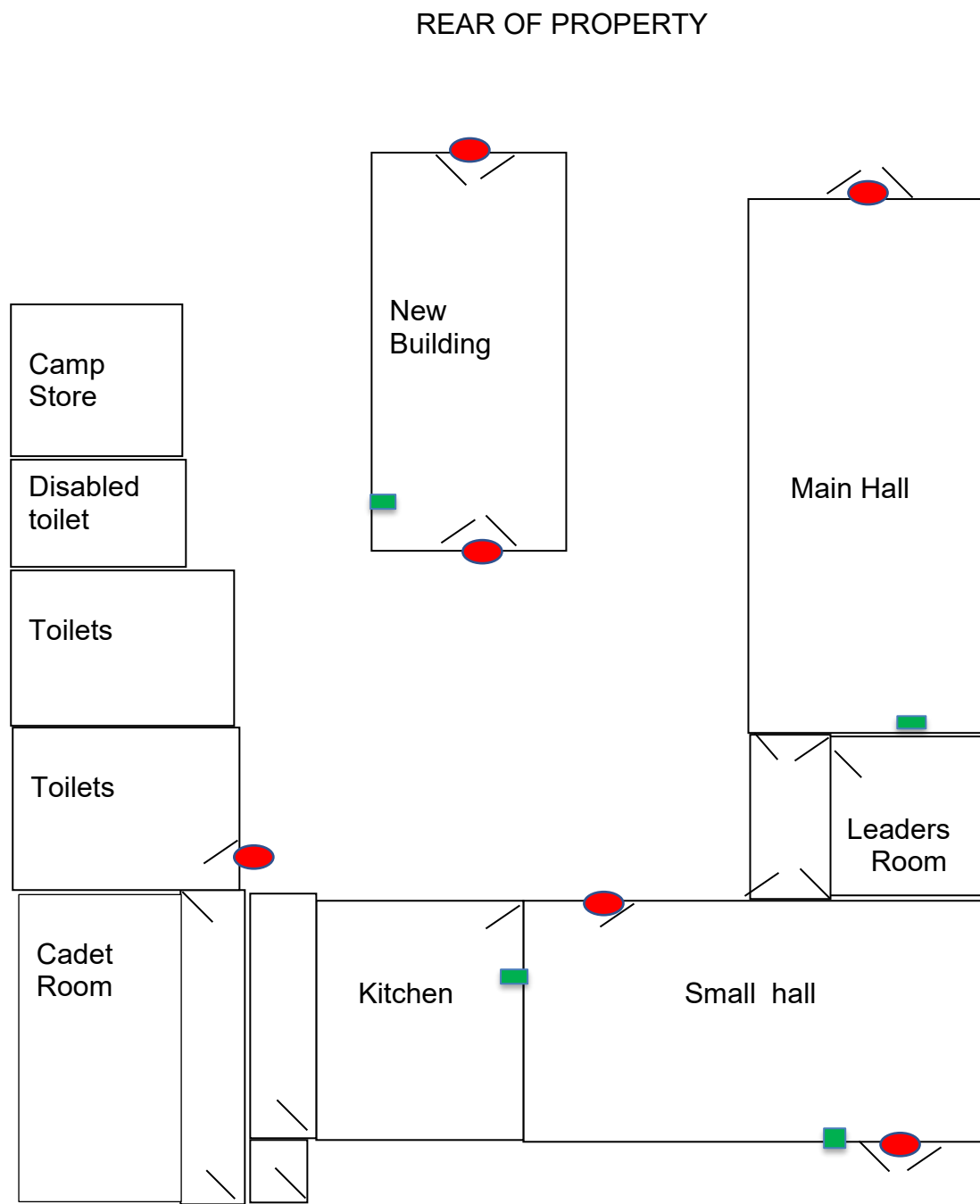
Other: (i.e. Sprinkler system to LPC rules BS 5306)

There is no sprinkler system or automatic fire doors installed in either building.

There are fire extinguishers and fire blankets.

6 PLAN DRAWING

Fire Exits ● FIRE EXTINGUISHERS ■



FRONT OF PROPERTY

7 IDENTIFY FIRE HAZARDS

Sources of Ignition:

- a) Main power supply fault
- b) Portable electrical appliances fault
- c) Kitchen equipment faults (other than portable electrical appliances)
- d) Cooking accidents
- e) Waste (accidental ignition)
- f) Soft furnishings – accidental ignition
- g) Deliberate ignition
- h) Equipment brought onto site by contractors
- i) Smoking on the premises
- j) Dangerous chemicals
- k) Portable heaters
- l) Bonfires
- m) Poor standards of house keeping can contribute to fire hazard.

Sources of Fuel:

Mains Gas

Locked outdoor shed may store combustible materials

Work Processes:

Approved contractors are employed to carry out any necessary gas or electric work.

Safe systems of work are encouraged.

All buildings are non smoking

Portable appliances are PAT tested yearly.

NB

No portable devices are to be left on charge overnight anywhere in the buildings. All cables to be unplugged once charge is complete

Structural features that could promote the spread of fire:

Void spaces in the ceiling

Soft furnishings

Wood on the outside of the new building

IN THE EVENT OF A FIRE ALL BUILDINGS SHOULD BE EVACVUATED

8 IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place:

Disabled Persons: At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the areas or ramps outside, which are either tarred or paved, so there are no barriers to wheel chairs. Level access to all areas. Toilet for those with disabilities. Shower for those with disabilities. All doorways wide enough for wheelchair access. Level exit at rear of building. Ramp leading to new building, both exits .New build has double doors which both open

Children: It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation.

Trades People: The Trustees employ local trades people on both an ad-hoc and scheduled basis for the purposes of safety checks and building maintenance.

Users (up to 250 inside at any time): These will generally be familiar with the premises. The main hall area is open plan and has easily identifiable fire exits . Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There is a fire door in the main hall that exit directly outside and is fitted with a push-bar release.

LEADERS OF GROUPS WHO MEET REGULARLY AND HIRERS OF THE SCFG SHOULD FAMILARISE THEMSELVES WITH EMERGENCY EVACUATION PROCEDURES ON ARRIVAL

LEADERS OF GROUPS WHO MEET REGULARLY AND HIRERS OF THE SCFG premise are required to organise and carry out regular FIRE DRILLS

IN THE EVENT OF AN ALARM SOUNDING ALL BUILDINGS ARE TO BE EVACUTED.

LEADERS OF GROUPS HIRING THE HALL SHOULD NOMINATE A “BUDDY” TO SUPPORT EVACUATION. THIS INCLUDES ARRANGING A “BUDDY” TO SUPPORT AN DISABLED PEOPLE

9 MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

SCFG/Wallasey Girlguiding HQ is all on one level.

Fire exit at the rear of the main / big hall is a push bar exit door. THIS MUST NOT BE OBSTRUCTED IN ANY WAY. Hirers are reminded at the time of arrival.

All fire exits are a twist knob exit from the inside of the door.

There is a level exit via the fire exit at the rear of the main /big hall.

There is a ramp exit from the front hall.

Low level lighting is installed at the rear of the building to guide the way in the event of an emergency evacuation and sensor lighting is installed at the front of the building.

10 MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

11 FIRE SAFETY SIGNS AND NOTICES

Commentary:

Fire Safety notices are located on or next to emergency exits.

Illuminated walking man signs signs are located on emergency lighting

What to do in the event of a fire signs by emergency exits.

12 FIRE WARNING SYSTEM

Commentary:

1 Panel 1 x C-Tec 2 Zone Fire Alarm Panel to be located at the front entrance 1 Fuse Spur 1 x Fuse Spur to be fitted next to fire alarm panel fitted by other 3 Call Points 2 x Manual call Point to be located at front entrance/main hall and small hall fire exits

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13 EMERGENCY LIGHTING SYSTEM

Commentary:

Emergency lighting is positioned over the fire exits and will illuminate in the dark and when mains power is lost .

Frog spots are installed at the rear of the building to support safe evacuation during darkness. GRAB BAGS containng high viz jacket, torches and paper and pen are located at 2 emergency exits (front hall and main hall)

The front of the building has been assessed as having sufficient ambient street ;lighting to support evacuation during the night.

14 FIRE FIGHTING EQUIPMENT

Commentary:

The equipment currently consists of the following:

2 extinguishers: 1 x 2kg CO2, 1 x 6 litre Water;
a Fire Blanket (in the kitchen)

Weekly visual inspection

Serviced annually

15 MANAGEMENT - MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises?

Yes No

Commentary:

Weekly inspection

Annual service

Documented

Are regular checks of fire resisting doors, walls and partitions carried out?

Yes No

Commentary:

n/a

Are regular checks of escape routes and exit doors carried out?

Yes No

Commentary:

Weekly inspection

It is the responsibility of the hirer of SCFG/ Wallasey HQ building to ensure ALL fire exits are kept clear of obstruction.

Are regular checks of fire safety signs carried out?

Yes No

Commentary:

Weekly inspection

Documented

Is there a maintenance regime for the fire warning system?

Yes No **Weekly** **Annually**

Commentary:

Weekly inspection and testing

6 monthly service

Documented

Is there a maintenance regime for the emergency lighting system?

Yes No **Weekly** Monthly **Annually**

Commentary:

Weekly inspection and testing

Annual service

Documented

Is there maintenance of the fire fighting equipment (by competent person)?

Yes No **Weekly** **Annually**

Commentary:

Weekly visual check

Annual service

Documented

Are records kept and their location identified?

Yes No

Commentary:

All documentation is kept in the red file labelled Wallasey HQ and kept in the leaders room (key in key box in the kitchen labelled "office"

Fire system log book is kept in the kitchen above the fuse box.

16 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

Specify:

In the event of a Fire

DIAL 999

The *Responsible Person* will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the ASSEMBLY POINT S

A Roll Call should be taken.

NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. There is no telephone on the premisses.

If you have a mobile phone, **Dial 999 or 112** and give this address:

138 Leasowe Road Wallasey CH45 8PD

The *Responsible Person* should ensure that once the premises has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

On the arrival of the Fire Brigade, the *Responsible Person* should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform him/her of anyone who is missing from their last known position.

Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building.

NOTE: All incidents no matter how small have to be reported to the premises manager.

ASSEMBLY POINTS

1. At the front of the property by the hedge on Leasowe Road
2. At the rear of the property along the fence.

17 EMERGENCY ACTION PLAN (EAP)

Commentary:

Every Session:

Know who is in charge of the session

Know where the fire exits are and that they are clear and unobstructed.

Complete a register to know who is on the premises

Leaders have charged mobile phones on them

Termly:

Carry out a fire drill with your group

If there is a fire:

Raise the alarm

Evacuate the building by the nearest fire exits and go to the assembly point

If possible close all doors and windows.

If external visitors are on the premises ensure they accompany you out of the building

Telephone the fire brigade on 999 and give the address **138 Leasowe Road Wallasey CH45 8PD** informing the emergency services that there are children present

ASSEMBLY POINTS

1. At the front of the property by the hedge on Leasowe Road

2. At the rear of the property along the fence.

At the assembly point

Take a roll call and gather all information regarding the evacuation

If multiple exits used adults to communicate via mobile phone

Leader in charge to phone emergency services dialling 999. Ensure they are informed that children have been evacuated from the premises

DO NOT re enter the building until told to do so

Liaise with the fire brigade once they arrive.

When safe to do so inform booking secretary that an incident has occurred.

See Girlguiding Action Plan

18 TRAINING

Commentary:

Approved contractors are used and any training is undertaken by the booking secretary.

Risk Assessments and policies are reviewed at Trustee meetings.

Six-monthly training meetings are held to remind Girlguiding units who meet on the premises of what to do in the event of fire. Also included – How to call the Fire Service, and How to operate the fire alarm system.

19 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
Purchase and install 2x Muster point signs.	2	End of July 2025	
* Insert additional pages if required			

20 SIGNIFICANT FINDINGS

Significant Finding	Control Measure/Action

* Insert additional pages if required

21 ADDITIONAL HAZARDS

Specify:

Need to consult Fire and Rescue Service? Yes No

TO BE GIVEN TO ALL HALL USERS AND HIRERS ALONG WITH THE HIRERS AGREEMENT

**FIRE SAFETY CHECK LIST for users of
SUMMER CAMP FOR GIRLS /GIRLGUIDING HQ**

- * All Hall users should make themselves aware of positions of fire extinguishers, fire blankets, fire exits and fire assembly points
- * All fire exits should be kept clear at all times
- * Smoking is not allowed inside the premises or grounds.
- * Naked flames or fires are not allowed inside the buildings
- * Gas isolation valve is located to the right of the hob cooker hood
- * A Guide to the fire alarm safety system is located on the front of the panel.

Every Session:

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Know where the fire exits are and that they are clear and unobstructed.

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If external visitors are on the premises ensure they accompany you out of the building

Telephone the fire brigade on 999 and give the address **138 Leasowe Road Wallasey CH45 8PD** informing the emergency services that there are children present

At the assembly point

Take a roll call and gather all information regarding the evacuation

If multiple exits used adults to communicate via mobile phone

Leader in charge to phone emergency services dialling 999. Ensure they are informed that children have been evacuated from the premises

DO NOT re enter the building until told to do so

Liaise with the fire brigade once they arrive.

When safe to do so inform a member of the Committee that an incident has occurred.

Richard Long 07879465027

Judi Smitton 07530736865

Pam Baker 07504312139