



CSG Scout Hall Fire Risk Assessment September 2025

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1. Introduction

This Fire Risk Assessment outlines the fire hazards, prevention measures, and emergency procedures for the CSG Scout Hall to ensure the safety of all users. This document complies with the Scouts' Safety Policy (POR 2.5.2.5) and follows best practices as recommended by the Health and Safety Executive and other fire safety organisations.

The risk assessment is reviewed annually and whenever significant changes occur. All safety measures are implemented in accordance with UK fire safety regulations.

A physical copy of this FRA is maintained at the Scout Hut, and a digital copy is available on our website.

2. Organisation and Fire Safety Governance

2.1 Responsibility for Fire Safety

The 1st Chalfont St Giles Scout Hall serves as the headquarters for the Scout Group. While all adult members of the Scout movement are responsible for safe activities, the Trustee Board holds overall responsibility for the safety and compliance of the premises.

The designated responsible person is the Chairperson of the Trustee Board. If this position is vacant, the responsibility falls to the Group Lead Volunteer (GLV).

2.2 Fire Safety Monitoring & Oversight

- The Trustee Board meets three times a year, with fire safety as a standing agenda item.
- Responsibilities include monitoring, reviewing, and improving fire safety systems.
- The Group Lead Volunteer (James Blachford) acts as the responsible manager in line with POR 2.5.2.4.
- Regular informal checks are conducted by hall users.
- The hall is equipped with fire-fighting devices, which undergo annual servicing.

2.3 Evacuation Procedures & Drills

- An evacuation plan is in place and must be practiced annually.
- Younger sections (Beavers, Cubs) are encouraged to practice more frequently.
- External hall users receive a fire safety briefing.
- All evacuation practices and fire extinguisher checks are documented in the HQ Safety Folder.

3. General Description of the Premises

The Scout Hut was constructed in the 1960s and extended in the early 2000s. The building is situated on a sloping site with an external mezzanine leading to the first-floor office and external store below.

3.1 Building Layout

The building consists of:

- Entrance Hall
- Main Assembly Hall
- Storage Areas
- Meeting Room (Starkey Room)
- Toilet Facilities (Male, Female, Disabled)
- Kitchen
- Office (Dodds Room)
- External areas, including a Scout Garden

The garden features a fire pit, which is used for Scouting activities throughout the term. When the fire pit is in use, Leaders will have multiple buckets of water nearby for fire safety and to fully extinguish the fire at the end of the activity. Fire-based activities, including the use of the fire pit, are subject to a separate risk assessment to ensure appropriate safety measures are in place.

3.2 Fire Exits & Emergency Lighting

- Three fire exits:
 1. Main Front Entrance
 2. Side Fire Exit (next to toilets)
 3. Rear Fire Exit (via Starkey Room)
- Emergency lighting is installed at key locations.

4. Fire Safety Systems

4.1 Fire Detection & Alarms

A Fike TWINFLEX[®]pro² two-wire fire detection and alarm system was installed at the Scout Hall in 2025. The system provides automatic detection (smoke/heat), manual call points, integral sounders, and zoned indication via the control panel in the Entrance Hall. The system is divided into two zones, with a zone plan displayed adjacent to the panel.

4.1.1 System Operation

- On activation of a detector or manual call point, all sounders operate, the panel buzzer sounds, and the fire zone in alarm is displayed.
- Leaders must implement the evacuation plan immediately.
- Once safe, the panel can be silenced and reset by the responsible person or a trained leader:
 - Enable controls with the panel key or user code (8737).
 - Press SILENCE ALARMS.
 - Investigate cause.
 - Reset activated call points with the call point reset key before pressing RESET SYSTEM.
 - Record all activations in the Fire Log Book.

4.1.2 Maintenance

- The system receives an annual service by the fire alarm company.

4.1.3 Documentation & Keys

- Fire alarm panel keys and call point reset keys are kept in the key safe.
- The user manual is stored in the CCTV cupboard.
- Service company contact details are displayed at the fire alarm panel.

4.2 Fire-Fighting Equipment

Location	Number	Type
Entrance Foyer (right side)	2	Foam & Carbon Dioxide
Kitchen (behind the door)	1	All Fires
Fire Exit (next to the toilets)	2	Foam & Carbon Dioxide
Dodds Room (near fire exit)	1	Foam

Starkey Room (next to the door)	1	Foam
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Fire Blanket

- A fire blanket is located in the kitchen, positioned near the cooker/convection hob for immediate use.
- The condition of the fire blanket is checked regularly, and this is recorded in the HQ Safety Folder.

4.3 Heating & Boiler System

- Boiler servicing is performed annually.

4.4 Fire Safety for Outdoor Activities

- While this FRA focuses on fire safety measures within the Scout Hall, fire-based activities conducted in the Scout Garden, including the use of the fire pit, are subject to a separate activity-specific risk assessment.
- This assessment ensures that all necessary precautions are in place, including:
 - Supervision by trained Leaders.
 - Safe fire-lighting and extinguishing procedures.
 - Ensuring water buckets are readily available at all times.
 - Proper storage and handling of firewood and fuels.
- Leaders must ensure these measures are followed whenever fire-based activities take place. Emergency procedures for outdoor fire activities are covered in the respective risk assessments.

5. Risk Assessment and Significant Findings

- Fire risks have been assessed based on ignition sources, fuel sources, and oxygen availability.
- Measures are in place to reduce fire hazards.

6. Emergency Procedures

- If the fire alarm system activates (sounders operating, panel in FIRE state), **all occupants must evacuate immediately** via the nearest exit.
- Leaders are responsible for guiding young people and visitors, and assisting those with disabilities.
- Do not collect belongings.

- Assembly Point: Corner of Silver Hill & School Lane (opposite old Fox & Hounds pub – see map below).
- A register is taken at the assembly point. Report any missing persons to emergency services.
- Once safe:
- Responsible leader silences the alarm at the panel (key or code 8737 → press **SILENCE ALARMS**).
- Investigate cause of activation and reset any call points with the reset key.
- Reset system at the panel (**RESET SYSTEM**).
- All incidents logged in the Fire Log Book.
- If in doubt or if the alarm re-triggers, call the fire service immediately and do not re-enter the building.



7. Training and Drills

- Leaders receive fire safety training every 3 years.
- Fire drills are conducted annually and recorded in the Fire Logbook.

8. Fire Safety Maintenance & Review

- Fire extinguishers are checked regularly.
- Electrical, heating, and gas system inspections must be recorded.
- Fire exits must remain unobstructed.

9. Compliance with UK Fire Safety Regulations

This risk assessment follows the UK government fire safety regulations under the Regulatory Reform (Fire Safety) Order 2005.

10. Contractors & Building Work Fire Safety

- All contractors working on-site must follow fire safety guidelines.
- Any hot work (welding, cutting, grinding, etc.) requires a permit-to-work system.
- Contractors must ensure fire hazards are minimised, and fire-fighting equipment is accessible.

11. Firefighter Liaison & Building Plan

- A detailed floor plan of the Scout Hall will be created in 2025.
- This plan will be provided to emergency services upon request.

12. Fire Risk & External Events

- The Scout Hall is routinely used for external events and hires.
- Event organisers are responsible for reviewing fire safety procedures and ensuring that all attendees are briefed.
- The physical copy of the Fire Risk Assessment is maintained at the Scout Hut and is also available on the group's website.

Date Written: 3 March 2025

Next Review Date: September 2026

Appendix

Leader Quick Guide – Fire Alarm System

Chalfont St Giles Scout Hall

(System: Fike TWINFLEX[®]pro² – 2 Zone)

If the Fire Alarm Activates

- **All sounders operate** and the panel shows **FIRE**.
- **Evacuate immediately** – follow the fire drill.
- Guide young people, visitors, and those with disabilities.
- Assembly Point: Corner of Silver Hill & School Lane (opposite old Fox & Hounds pub).

Once Safe

1. At the panel, **enable controls** (key or code 8737).
2. Press **SILENCE ALARMS**.
3. Investigate the cause of activation.
4. **Reset any call points** with the reset key.
5. Press **RESET SYSTEM** at the panel.
6. Record the incident in the **Fire Log Book**.

If alarm re-triggers or cannot be reset → **call Fire Service** and do not re-enter.

Faults / Buzzer Only

- If only the buzzer sounds and **FAULT** shows:
 - Enable controls → press **SILENCE BUZZER**.
 - Note panel lights/messages.
 - Report to the responsible person / service company.

Key Information

- **Panel & Call Point Keys** → kept in the **key safe**.
- **User Manual** → stored in the **CCTV cupboard**.
- **Service company contact** → displayed on the fire panel.

Maintenance

- The system receives an **annual service** by the fire alarm company.