

**BARTON CAMP
BARTON
Nr WINSCOMBE
SOMERSET
Tel: 01934 842145**

Date of assessment: April 17th 2007

Carried out by: Geoff Dowle

Position: Safety Officer

Carried out by: Bert Hurditch

Position: Caretaker/Handyman

1. Fire hazards Identified

Sources of ignition

Electric fittings

Electric fuse boxes/panels

Propane Gas cooker

Kitchen activities

Sources of fuel

Wooden seating

Heating oil

Propane gas

Wooden beds/Furniture

Blankets

Sources of oxygen

Natural air

2. People at risk

Children: Generally 90% of residential visits are for children of Primary school age. Very occasionally, children of teenage years are accommodated at the camp. Main dormitories can sleep up to 24 in each split on two levels. Smaller rooms sleeping up to 4 are also available

Teachers/Helpers: Adjoining rooms sleep up-to 8 supervising staff in main dormitories; smaller rooms sleeping up-to 2 supervising staff/helpers are also available.

Visitors and Contractors: Are requested to sign in and out in the signing in book at reception.

Camp Staff: Regularly patrol the camp ensuring fire exits remain clear and no rubbish accumulates which could pose an arson threat. Access to oil storage tanks is restricted to authorised personnel.

3. Evaluate, remove, reduce and protect from risk

3a. Preventative measures

- No Smoking policy adopted for the camp site.
- Flammable materials, paper/card, cleaning materials etc not stored in large quantities.
- Only authorised personnel have access to the boiler rooms and gas cupboard.
- Boilers serviced as per manufacturers guidelines.
- Fire drill practiced at regular intervals.
- Portable Appliance Testing (PAT) carried out annually on all electrical equipment and appliances.
- Waste materials are not allowed to accumulate, waste bins emptied daily.
- Refuse bins stored away from the building.

3b. Protective measures

- Fire fighting equipment serviced annually.
- Fire fighting equipment available at all points within the camp buildings.
- All maintenance on emergency lighting, alarms and sounders carried out as per manufacturer's recommendations.
- Stairs and stair wells not used to store equipment or anything else.
- Emergency exits are signposted with Green Running Man signage.
- Fire detection systems maintenance carried out as per manufacturers instructions.
- Fire action notices displayed in appropriate positions within the buildings.

4. a. Recording, b. Planning, c. Informing, d. Instruction e. Training

4a. Recording significant findings

- Emergency signage well displayed throughout the whole of the camp site buildings.
- Each area has multiple exit routes for evacuation.
- Fire fighting equipment available in all areas.
- Door closers fitted to all emergency doors

4b. Planning

- A Site Map detailing emergency arrangements, fire fighting equipment, break glass units, emergency exits, assembly areas and emergency lighting is displayed at the camp reception area for visiting groups.
- Line drawings accompany the Fire Action notices showing routes of escape and assembly areas.
- If any person with mobility difficulties attends the camp, accessible toilets are available but their location would require an Evacuation Chair to be installed and the staff given instruction in its use and maintenance.

4c/d. Information & Instruction

- Camp staff are made aware of their duties and responsibilities if an emergency arises, who calls the emergency services and where the assembly area is located.
- On arrival at the camp, Group Party Leaders are shown the emergency procedures and what to do in the event of an emergency.
- The Fire risk assessment will be available for inspection for the Fire Service premises inspection

4e. Training

- Supervising camp staff attends a fire awareness training session.

5. Assessment Review

Assessment reviewed **31st July 2007.** Carried out by **G Dowle.** Signature:

Nest review: July 2009

Review outcome: (where substantial changes have occurred a new record sheet should be used)

I.e. Any room has a change of use; new equipment is installed, structural works, alterations to the fabric of the buildings etc.

If a person with a disability or with accessibility requirements works at or attend the camp.

FIRE RISK ASSESSMENT

Page 3

Section No:	Floor Area:	Use:
1	Top Floor (Swimming pool area)	Storeroom and swimming pool area

1. Fire Hazards Identified			
Sources of ignition:	Sources of fuel:	Sources of Oxygen:	
Light switch	Foam buoyancy aids	Natural air	
2. People at risk			
Children	Teachers	Helpers	Camp centre staff
3. Evaluate, remove, reduce and protect from risk			
<p>(3.1) Evaluate the risk of a fire occurring. Faulty light switch People smoking on site</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Evacuation procedures not practiced or unknown Emergency exits blocked or locked</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No smoking policy across the whole site No hot work undertaken unless by approved contractors or when the camp is in use</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available. Emergency signage displayed Emergency procedures told to supervising adults with new arrivals</p>			
Section No:	Floor Area:	Use:	
1	Top Floor (new build)	Medical Room & Overspill Room	
1. Fire Hazards Identified			
Sources of ignition:	Sources of fuel:	Sources of Oxygen:	
Fuse Board Light switch	Wooden furniture Plastic furniture Mattresses	Natural air	
2. People at risk			
Children	Teachers	Helpers	Camp centre staff
3. Evaluate, remove, reduce and protect from risk			
<p>(3.1) Evaluate the risk of a fire occurring. Faulty light switch People smoking on site</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Evacuation procedures not practiced or unknown Emergency exits blocked or locked</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No smoking policy across the whole site No hot work undertaken unless by approved contractors or when the camp is in use</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available. Emergency signage displayed Emergency procedures told to supervising adults with new arrivals</p>			

FIRE RISK ASSESSMENT			Page 4
Section No:	Floor Area:	Use:	

1	Top Floor (new build)	Staff Room, Landing & IT Room	
1. Fire Hazards Identified			
Sources of ignition: Alarm Panel IT equipment	Sources of fuel: Furniture Plastic casings	Sources of Oxygen: Natural air	
2. People at risk			
Children	Teachers	Helpers	Camp centre staff
3. Evaluate, remove, reduce and protect from risk			
<p>(3.1) Evaluate the risk of a fire occurring. Faulty switches, electrical equipment/appliances left on for long periods People smoking on site Electrical equipment/appliances not electrically tested for safety (Portable Appliance Testing – PAT)</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Evacuation procedures not practiced or unknown Emergency exits blocked or locked</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No smoking policy across the whole site No hot work undertaken unless by approved contractors or when the camp is in use Electrical equipment/appliances annually PAT tested for safety</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available. Emergency signage displayed Emergency procedures told to supervising adults with new arrivals</p>			
Section No:	Floor Area:	Use:	
2	Ground Floor (new build)	Changing Rooms, Toilets & Drying Room	
1. Fire Hazards Identified			
Sources of ignition: Electrical fittings	Sources of fuel: Wooden seating	Sources of Oxygen: Natural air	
2. People at risk			
Children	Teachers	Helpers	Camp centre staff
3. Evaluate, remove, reduce and protect from risk			
<p>(3.1) Evaluate the risk of a fire occurring. Electrical appliances not annually tested for safety Unauthorised access to electrical appliances and the drying room People smoking on site</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Evacuation procedures not known Emergency exits blocked or locked No system to give the warning of a fire starting on the premises</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No smoking policy on site Only authorised personnel can access the drying room Appliances tested for electrical safety</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Multi escape routes to a safe place, escape routes all less than 2 meters to a place of safety Sounders and smoke alarms fitted to give a warning</p>			
FIRE RISK ASSESSMENT			
Page 5			
Section No:	Floor Area:	Use:	
2	Ground Floor (new build)	Boiler House	

1. Fire Hazards Identified				
Sources of ignition: Electric fittings	Sources of fuel: Heating oil	Sources of Oxygen: Natural air		
2. People at risk				
Children	Teachers	Helpers	Camp centre staff	Contractors
3. Evaluate, remove, reduce and protect from risk				
<p>(3.1) Evaluate the risk of a fire occurring. Electrical fault Contractors or camp manager smoking Boilers not serviced in line with manufacturers recommendations</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Emergency procedures not known No system in place to give a warning (smoke/heat detectors)</p> <p>(3.3) Remove and reduce the hazards that may cause a fire Boilers serviced in line with manufacturers recommendations. Servicing carried out on all electrical equipment No smoking policy</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Emergency lighting, heat and smoke detectors fitted.</p>				
Section No:	Floor Area:	Use:		
3	Ground Floor (new build)	Storage Room, Laundry and Office		
1. Fire Hazards Identified				
Sources of ignition: Electric fittings Fuse Board	Sources of fuel: Occasionally laundry bags Paper	Sources of Oxygen: Natural air		
2. People at risk				
Children	Teachers	Helpers	Camp centre staff	
3. Evaluate, remove, reduce and protect from risk				
<p>(3.1) Evaluate the risk of a fire occurring. Electrical appliances not annually tested for safety Unauthorised access to electrical appliances and the laundry room, office and storage room People smoking on site</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Evacuation procedures not known Emergency exits blocked or locked No system to give the warning of a fire starting on the premises</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No smoking policy on site Only authorised personnel can access the drying room Appliances tested for electrical safety</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Multi escape routes to a safe place, escape routes all less than 2 meters to a place of safety Sounders and smoke alarms fitted to give a warning</p>				
FIRE RISK ASSESSMENT				
Page 6				
Section No:	Floor Area:	Use:		
3	Ground Floor (new build)	P.E. Store and General Storage		

1. Fire Hazards Identified		
Sources of ignition: Electric fittings	Sources of fuel: Wooden/Plastic P.E. equipment Paints/Thinners	Sources of Oxygen: Natural air
2. People at risk		
All site users, children, staff, helpers, camp staff and contractors		
3. Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of a fire occurring. People smoking on site Chemicals and substances stored in large quantities and not in segregation		
(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Fire could release toxic fumes		
(3.3) Remove and reduce the hazards that may cause a fire No hot work undertaken on site Paints etc stored in limited quantities, in segregation and away from sources of heat No Smoking policy adopted for the whole site Ventilation vents provided for paint/thinners storage room Access is restricted to authorised staff only		
(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available and smoke/heat detectors fitted. Present controls adequate for the level of risk		
Section No:	Floor Area:	Use:
4	Ground Floor	Boiler House
1. Fire Hazards Identified		
Sources of ignition: Electric panels	Sources of fuel: Heating Oil	Sources of Oxygen: Natural air
2. People at risk		
Camp staff and all users of the camp		
3. Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of a fire occurring. Electrical fault Contractors or camp manager smoking Boilers not serviced in line with manufacturers recommendations		
(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Emergency procedures not known No system in place to give a warning (smoke/heat detectors)		
(3.3) Remove and reduce the hazards that may cause a fire Boilers serviced in line with manufacturers recommendations. Servicing carried out on all electrical equipment No smoking policy Access is limited to authorised staff only		
(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Emergency lighting, heat and smoke detectors fitted.		

FIRE RISK ASSESSMENT			Page 7
Section No:	Floor Area:	Use:	
4	Ground Floor	Propane Gas storage room	

1. Fire Hazards Identified		
Sources of ignition: Light switch	Sources of fuel: Propane Gas	Sources of Oxygen: Natural air
2. People at risk		
All site users, children, staff, helpers, camp staff and contractors		
3. Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of a fire occurring. People smoking on site Faulty electric switch/es Incorrect fittings used (Brass only should be used)		
(3.2) Evaluate the risk to people from a fire starting in the premises Build up of Gas could cause an explosion Camp manager or contractors could be overcome by toxic fumes Fire could quickly spread		
(3.3) Remove and reduce the hazards that may cause a fire Access severely restricted to authorised persons only Equipment annually serviced by CORGI registered engineers No hot work undertaken and No Smoking policy adopted for the whole site		
(3.4) Remove and reduce the risks to people from a fire Access will remain restricted to authorised people only Vents to be fitted in both doors Safety Data Sheets (SDS's) and product information to be available Fire fighting equipment available		
Section No:	Floor Area:	Use:
5	Ground Floor	Sports Hall
1. Fire Hazards Identified		
Sources of ignition: Light fittings	Sources of fuel: Timber roof	Sources of Oxygen: Natural air
2. People at risk		
All users of the camp		
3. Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of a fire occurring. People smoking on site Faulty electrical switches or equipment		
(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Emergency evacuation procedures not known by supervising adults		
(3.3) Remove and reduce the hazards that may cause a fire No smoking policy Electrical equipment PAT tested annually		
(3.4) Remove and reduce the risks to people from a fire Multiple exit routes Fire fighting equipment available		

FIRE RISK ASSESSMENT			Page 8
Section No:	Floor Area:	Use:	
5	Ground Floor	Study Centre/Kitchen/Lounge	

1. Fire Hazards Identified		
Sources of ignition: Electric fittings Toaster/kettle/cooker	Sources of fuel: Furniture/carpets Cooking oil Wooden Cladding	Sources of Oxygen: Natural air
2. People at risk		
All users of the site		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. Electrical equipment and appliances not electrically tested for safety People smoking Cooking activities are unsupervised Cooking oil overheating and igniting</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Emergency procedures not known (Assembly points) Emergency exits locked or blocked by waste bins, furniture or suitcases</p> <p>(3.3) Remove and reduce the hazards that may cause a fire Only authorised staff is permitted to use cooking equipment and other electrical equipment. No Smoking policy Electrical equipment/appliances tested for safety (PAT)</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Multiple exit routes Heat/smoke detectors fitted to ceilings Equipment serviced as per manufacturers recommendations Fire procedures given to supervising staff upon arrival at the camp</p>		
Section No:	Floor Area:	Use:
5	Ground Floor	Bedrooms x 5
1. Fire Hazards Identified		
Sources of ignition: Electric fittings	Sources of fuel: Wooden beds Linen/Bedding	Sources of Oxygen: Natural air
2. People at risk		
All users of the camp		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. People smoking Electrical equipment/appliances not tested for safety Naked flames</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Exit routes blocked or locked Visitors unaware about fire or evacuation procedures</p> <p>(3.3) Remove and reduce the hazards that may cause a fire Under floor heating, no hot work undertaken No Smoking policy No naked flames permitted No hot work undertaken unless authorised by the camp manager</p> <p>(3.4) Remove and reduce the risks to people from a fire Multiple exit routes through push bar systems Fire fighting equipment easily available Fire instructions given at the start of each camp to party leaders about assembly areas and procedures</p>		

FIRE RISK ASSESSMENT		Page 9
Section No:	Floor Area:	Use:

6	Main Building	Activity Room
1. Fire Hazards Identified		
Sources of ignition: Electric fittings	Sources of fuel: Plastic chairs Wooden tables	Sources of Oxygen: Natural air
2. People at risk		
All users of the camp		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. Faulty switches, electrical equipment/appliances left on for long periods People smoking on site Electrical equipment/appliances not electrically tested for safety (Portable Appliance Testing – PAT)</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Evacuation procedures not practiced or unknown Emergency exits blocked or locked</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No smoking policy across the whole site No hot work undertaken unless by approved contractors or when the camp is in use Electrical equipment/appliances annually PAT tested for safety</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available. Emergency signage displayed Emergency procedures told to supervising adults with new arrivals</p>		
Section No:	Floor Area:	Use:
6	Main Building	Dining Hall & Kitchen
1. Fire Hazards Identified		
Sources of ignition Electrical equipment Matches/Lighters	Sources of fuel Bottled Gas Wooden furniture	Sources of Oxygen Natural air
2. People at risk		
All users of the camp		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. Electrical equipment and appliances not electrically tested for safety People smoking Cooking activities are unsupervised Cooking oil overheating and igniting</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Emergency procedures not known (Assembly points) Emergency exits locked or blocked by waste bins, furniture or suitcases</p> <p>(3.3) Remove and reduce the hazards that may cause a fire Only authorised staff/teachers access the kitchen area to use the cooking equipment or oven Regular servicing carried out on all electrical and gas equipment No Smoking policy</p> <p>(3.4) Remove and reduce the risks to people from a fire Heat and smoke detectors fitted to ceiling Fire fighting equipment readily available Multiple exits to the assembly area (Sports field)</p>		

FIRE RISK ASSESSMENT			Page 10
Section No:	Floor Area:	Use:	

7	Main Building	Boiler House
1. Fire Hazards Identified		
Sources of ignition: Electric Fuse Panels	Sources of fuel: Heating Oil	Sources of Oxygen: Natural air
2. People at risk		
All users of the camp		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. Electrical fault Contractors or camp manager smoking Boilers not serviced in line with manufacturers recommendations</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Fire could spread quickly Emergency procedures not known No system in place to give a warning (smoke/heat detectors)</p> <p>(3.3) Remove and reduce the hazards that may cause a fire Only authorised staff has access to the boiler room Boiler serviced as per manufacturers recommendations</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Multiple exit routes to assembly area Oil storage tanks are sites at least 50 meters from the building</p>		
Section No:	Floor Area:	Use:
7	Main Building	Dormitories
1. Fire Hazards Identified		
Sources of ignition: Light switches Electric fittings	Sources of fuel: Wooden beds Linen/bedding	Sources of Oxygen: Natural air
2. People at risk		
All users of the camp		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. People smoking Electrical equipment/appliances not tested for safety Naked flames</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises Exit routes blocked or locked Visitors unaware about fire or evacuation procedures</p> <p>(3.3) Remove and reduce the hazards that may cause a fire No Smoking policy No hot work or naked flames permitted Dormitories supervised by adult staff, teachers or helpers Site map displayed showing assembly areas and routes of escape in all dormitories and bedrooms</p> <p>(3.4) Remove and reduce the risks to people from a fire Multiple exit routes Emergency lighting available, less than 5 meters to a place of safety Instruction given to school parties etc upon arrival at the camp</p>		

FIRE RISK ASSESSMENT

Section No:	Floor Area:	Use:
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7	Main Building	Cleaner's Cupboard
1. Fire Hazards Identified		
Sources of ignition: Light switch	Sources of fuel: Cleaning materials	Sources of Oxygen: Natural air
2. People at risk		
Cleaner's and all users of the camp		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring. Cleaning materials and substances stored in large quantities and not in segregation Electrical cleaning equipment not annually tested for safety by a competent person Accumulations of waste materials etc not correctly disposed of away from the building Smoking on site</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises. Evacuation or emergency procedures not known or practiced Emergency exits blocked or locked No fire action notice detailing assembly areas</p> <p>(3.3) Remove and reduce the hazards that may cause a fire. Only authorised staff has access to the cleaner's cupboard Cleaning materials are stored in small quantities and in segregation to avoid cross contamination No hot work is carried out Cleaning machines are serviced in line with manufacturer's recommendations Products Safety Data Sheets (SDS's) guidelines are followed</p> <p>(3.4) Remove and reduce the risks to people from a fire Fire fighting equipment available Multiple exit routes to assembly area Evacuation routes well signposted</p>		
RECORD OF SIGNIFICANT FINDINGS		
1. Fire Hazards Identified		
2. People at risk		
3. Evaluate, remove, reduce and protect from risk		
<p>(3.1) Evaluate the risk of a fire occurring.</p> <p style="text-align: center;">Risk considered to be LOW</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises.</p> <p style="text-align: center;">Risk considered to be LOW</p> <p>(3.3) Remove and reduce the hazards that may cause a fire.</p> <p>The fitting of ventilation grilles in the Gas storeroom doors would reduce the potential for a build up of gas.</p> <p>(3.4) Remove and reduce the risks to people from a fire:</p> <p style="text-align: center;">The current fire precautions have been assessed and in view of this assessment, the present precautions are considered adequate for the camp site.</p>		
4. Recording, Planning, Informing, Instruction & Training – see page 2.		
5. Assessment review		
Review Date: July 2009.	Completed by: G Dowle	Signature: