



Fire Risk Assessment

Barton Camp
Barton
Nr Winscombe
Somerset

Tel: 01934 842145

1. Fire hazards Identified

Sources of ignition	Sources of fuel	Sources of oxygen
Electric fittings	Wooden seating	Natural air
Electric fuse boxes/panels	Heating oil	Propane Gas cooker
Propane gas	Kitchen activities	Wooden beds/Furniture
Blankets		

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 manufacturer's 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

All policies and assessments are reviewed annually in September.

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

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

1. Fire Hazards Identified

Sources of ignition: Light switch **Sources of fuel:** Foam buoyancy aids **Sources of Oxygen:** Natural air

2. People at risk

Children, Teachers, Helpers, Camp centre staff

3. Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of a fire occurring.

Faulty light switch
People smoking on site

(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

(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

(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

Section No: 1 **Floor Area:** Top Floor (new build) **Use:** Medical Room & Overspill Room

1. Fire Hazards Identified

Sources of ignition: Fuse Board **Sources of fuel:** Wooden furniture **Sources of Oxygen:** Natural air
Light switch Plastic furniture
Mattresses

2. People at risk

Children, Teachers, Helpers, Camp centre staff



3. Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of a fire occurring

Faulty light switch
People smoking on site

(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

(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

(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

Fire Risk Assessments

Section No: 1	Floor Area: Top Floor (new build)	Use: Staff Room, Landing & IT Room
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1. Fire Hazards Identified

Sources of ignition: Alarm Panel IT equipment	Sources of fuel: Furniture Plastic casings	Sources of Oxygen: Natural air
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2. People at risk

Children, Teachers, Helpers, Camp centre staff

3. Evaluate, remove, reduce and protect from risk

(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)

(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

(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

(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

Section No:

2

Floor Area:

Ground Floor (new build)

Use:

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, reduces and protect from risk

(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

(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

(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

(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



Fire Risk Assessment

Section No: 2 **Floor Area:** Ground Floor (new build) **Use:** Boiler House

1. Fire Hazards Identified

Sources of ignition: Sources of fuel: Sources of Oxygen:
Electric fittings Heating oil Natural air

2. People at risk

Children, Teachers, Helpers, Camp centre staff, Contractors

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

(3.4) Remove and reduce the risks to people from a fire

Fire fighting equipment available
Emergency lighting, heat and smoke detectors fitted.

Section No: 3 **Floor Area:** Ground Floor (new build) **Use:** 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

(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

(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

(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

(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

Fire Risk Assessment

Section No: Floor Area: Use:

3 Ground Floor (new build) P.E. Store and General Storage

1. Fire Hazards Identified

Sources of ignition: Sources of fuel: Sources of Oxygen:
Electric fittings Wooden/Plastic P.E. equipment Natural air
Paints/Thinners

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: Sources of fuel: Sources of Oxygen:
 Electric panels Heating Oil Natural air

2. People at risk

Camp staff and all users of the camp

3. Evaluate, remove, reduces 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 Assessments

Section No: 4 **Floor Area:** Ground Floor Propane **Use:** 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
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: 5 **Floor Area:** Ground Floor **Use:** 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

Section No:

5

Floor Area:

Ground Floor

Use:

Study Centre/Kitchen/Lounge

1. Fire Hazards Identified

Sources of ignition:

Electric fittings

Toaster/kettle/cooker

Wooden Cladding

Sources of fuel:

Furniture/carpets

Cooking oil

Sources of Oxygen:

Natural air

2. People at risk

All users of the site

3. Evaluate, remove, reduce and protect from risk

(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

(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

(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)

(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

Section No:	Floor Area:	Use:
5	Ground Floor	Bedrooms x 5

1. Fire Hazards Identified

Sources of ignition:	Sources of fuel:	Sources of Oxygen:
Electric fittings Linen/Bedding	Wooden beds	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
 Electrical equipment/appliances not tested for safety
 Naked flames

(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

(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

(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

Fire Risk Assessment

Section No:

6

Floor Area:

Main Building

Use:

Activity Room

1. Fire Hazards Identified

Sources of ignition:

Electric fittings

Wooden tables

Sources of fuel:

Plastic chairs

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

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)

(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

(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

(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

Section No:	Floor Area:	Use:
6	Main Building	Dining Hall & Kitchen

1. Fire Hazards Identified

Sources of ignition Sources of fuel Sources of Oxygen
Electrical equipment Bottled Gas Natural air
Matches/Lighters Wooden furniture

2. People at risk

All users of the camp

3. Evaluate, remove, reduces and protect from risk

(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

(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

(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

(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)

Fire Risk Assessment

Section No:	Floor Area:	Use:
7	Main Building	Boiler House

1. Fire Hazards Identified

Sources of ignition: Sources of fuel: Sources of Oxygen:
Electric Fuse Panels Heating Oil 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

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

Only authorised staff has access to the boiler room

Boiler serviced as per manufacturers recommendations

(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

Section No:

7

Floor Area:

Main Building

Use:

Dormitories

1. Fire Hazards Identified

Sources of ignition:

Light switches

Sources of fuel:

Wooden beds

Electric fittings Linen/bedding

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

Electrical equipment/appliances not tested for safety

Naked flames

(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



(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

(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

Fire Risk Assessment

Section No:

7

Floor Area:

Main Building

Use:

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

Cleaners and all users of the camp

3. Evaluate, remove, reduce and protect from risk

(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

(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

(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

(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

Record of Significant Findings

1. Fire Hazards Identified

2. People at risk

3. Evaluate, remove, reduces and protect from risk

(3.1) Evaluate the risk of a fire occurring.

Risk considered to be LOW

(3.2) Evaluate the risk to people from a fire starting in the premises.

Risk considered to be LOW

(3.3) Remove and reduce the hazards that may cause a fire.

The fitting of ventilation grilles in the Gas storeroom doors would reduce the potential for a build up of gas.

(3.4) Remove and reduce the risks to people from a fire:

The current fire precautions have been assessed and in view of this assessment, the present precautions are considered adequate for the camp site.

4. Recording, Planning, Informing, Instruction & Training - See above

5. Assessment review

All policies and assessments are reviewed annually in September.