

Risk assessment management plan.

Address of property

8th St. Marylebone Scout Group (the Diehards)
The Mansergh, 26 Hill Road, St. Johns Wood, London, NW8 9QG.
Telephone – **0844 414 5459 or 0207 286 8210.**

Management system

Organisation

The site is the HQ building for the 8th St. Marylebone Scout Group. It is also used by the 11th St. Marylebone Scout Group & The Intents District Explorer Scout Group on a weekly basis throughout the year.

The Building is also used by The Abercorn School, Perform (Performing Arts Group) & various private rentals (Youth based).

Safety within the Scout Group is managed by the Group Executive. Their role is to ensure the safety of the premises within which activities, led by the Section Leaders, take place. The Chair of the Group Executive is the Responsible Person.

The safety of the other occupants within the building (when rented or leased) is managed by the Mansergh Management Committee.

Control & Monitoring

The Group Executive meets quarterly (at the Mansergh) and safety is always an item on the agenda. It is their role to monitor, review and improve the Health, Access & Fire safety systems that are in place for the site.

Regular checks are made by users of the HQ. Smoke alarms/fire alarms for the building are tested and maintained by contractors on a regular maintenance basis.

It has a number of fire extinguishers at designated points throughout the building (indicated on a site plan positioned by the main entrance). An evacuation plan is in place and it is practised twice per year by all of the sections regularly using the hall.

All other equipment, i.e. climbing wall & major plant are maintained once a year & checked on a regular basis.

All regular users of the premises are inducted into the H&S procedures at the start of their hire of lease agreement & responsibility lies with them to induct any further users within their group. All evacuation practises are recorded in the fire log book (the red folder kept in the servery cupboard).

Review

The latest fire risk assessment has been completed during February 2017 and will be reviewed thereafter in January & shall be done annually.

General description of the premises

The HQ consists of 1 building: 24/7 usage. Maximum usage of 150 persons.

Ground Floor.

Comprising of a ground floor entrance, Front Office, Board Room, Plant Room, Explorer Scout meeting room & a mezzanine balcony with 5 x Walk in Cupboards positioned off of walkway.

Basement.

Access via 2 x Staircases (one from main Lobby area on ground floor with Disabled lift access & one from the mezzanine walkway in the main hall).

Lobby to main Hall, Main Hall with Scout Den, Games Store, Stage/Chair Store, Climbing Wall, Sanctum & access to Kitchen areas are all within the Main Hall.

Kitchen area is accessed from Hall & Lobby. Within Kitchen area is a store cupboard. Between Lobby & Kitchen is a Store Cupboard.

Off of Lobby is Male, Female & Disabled WCs/Showers & Utility room (Cleaners equipment).

Also access to the Tent/Camping Store (under main staircase & entrance lobby). Within the Camping store is a store cupboard, electrical intake room, Gas intact cupboard & water services (behind toilets) cupboard.

Headquarters hall

- Consists of concrete type brick walls and wooden sprung floor (c2005) around 35mL x 12mW x 9mH. Climbing wall positioned at east end of hall.

It has smoke detectors (hard wired). It has emergency lights over the exit doors & positioned as part of the escape lighting.

Stores/Rooms/Kitchen within the building

Wooden Floors throughout Except in Camp Store & Kitchen. Fire safety designed smoke detectors throughout all rooms & Heat detector in the Kitchen. Fire Doors between all rooms. Secure cabinet for Gas Bottles or hazardous materials is positioned within the Camp Store.

Fire safety systems within the premises

Fire warning systems

It has smoke detectors (hard wired) in all the rooms in the main building. These are checked by engineers on a quarterly basis.

It has a smoke evacuation alarm & Smoke ceiling mounted doors for Fire safety use. These are checked by engineers on a Bi-yearly basis.

These checks are recorded in the fire log book.

Emergency Lighting

These are maintained lighting units. They are checked monthly (10 Mins) by the GSL and annually (full discharge) by a contractor.

Method for calling the fire service

This should be done by anyone finding a fire at the soonest opportunity. They need raise the alarm via one of the fire alarm break glass units & if possible dial 999 and ask for the fire service. Use a mobile phone, or the nearest phone box. There is a phone in the Kitchen, Front Office & Boardroom.

Emergency action plan (EAP)

Below are the emergency procedures which are clearly displayed in a number of key points around the buildings.

Emergency procedures at 8th St. Marylebone Scout Group HQ The Mansergh.

Emergency procedures notice

These Instructions are prominently displayed around the building. It is drawn to the attention of all users as part of the Rental/Lease agreements & responsibility of the person in charge.

Emergency Exits & escape routes are clearly marked with emergency lighting at all major turns or hazards that will come on should the main lighting fail.

Part of the escape route is via the private occupied premises above our headquarters.

Access from the basement using their staircase within the private occupied premises domain onto the ground floor & out through the main private premises front lobby.

Access on the ground floor is via our boardroom & out through the private premises ground floor lobby. **Please note** the change in level (one step) from our boardroom to the access corridor leading to the ground floor private premises lobby.

Discovery of a fire

Raise the alarm by shouting 'FIRE!' and warn people in the vicinity of the fire. Do not put yourself at risk. Leave the building straight away. Use alarm break glass.

Alarms

If you hear the smoke alarm, follow the evacuation procedures without delay.

Alerting the emergency services

This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 and ask for the fire service. Use a mobile phone or the nearest phone.

Please take responsibility for any young people and visitors that may be with you and ensure they know how to follow the evacuation procedure.

Assembly point

Upon evacuating the building, proceed beyond the premises external gates to the pavement.

Traffic management

Parking, at all times, is not permitted outside the fire doors. You are asked to park sensibly and considerately as failure to do this could seriously hinder the efforts of the emergency services and endanger the lives of others.

Training

All Leaders receive fire safety training when they start, including basic theory about how and which fire extinguisher to use. Additionally, fire evacuation is practised twice a year.

All external groups are given H&S induction at the start of their hire or lease agreement and are free to use the building for their agreed practice. Any further H&S inductions within the groups are their responsibility.

No use of the Climbing wall unless supervised/run by certified/competent adults/leaders.

Significant hazards	
Location	Hazard
Camping Store (in Basement under the ground floor entrance lobby & front office)	Secure (locked) Yellow coloured Fire rated cabinet housing Gas & other hazardous materials cabinet (situated inside of the camping store area on the East wall next to the Gas intake room).
Gas intake Cupboard within Camp Store area in Basement – Marked Gas intake Cupboard..	Contains Gas intake Meter.
Electrical Intake Cupboard in Camp Store area in basement – Marked Electrical Intake Room.	Electrical accessories ie: - Spare lamps/fittings & Electrical & IT meters & intakes.
Immersion heater cupboard situated at the rear of the Disable WC off of the basement Lobby.	Contains one Immersion cylinder & electrical controls.
Mechanical plant room, located in the ground floor Lobby (diagonally opposite the main staircase). It has two doors which can access the plant.	Contains mechanical & electrical equipment for the fresh air intake & extraction from the building and controls for heating. Fire extinguisher sited inside room.
Boiler plant room located on the northwest side of the mezzanine balcony area next to the music cupboard. It is accessed via double folding locked doors.	Contains main gas water boiler for the premises & associated electrical plant. Fire extinguisher sited outside room.