



## **Sherbrooke Scout Campsite**

### **Central Notts District**

#### **Fire Safety Policy**

It is the aim of Central Notts District to protect all persons including the Duty Warden, Assistant Wardens, and all other member of The Scout Association using, visiting or working at Sherbrooke Scout Camp, members of the public visiting the site and contractors working at the site from potential injury and damage to their health & Safety which might arise from work or Scouting activities within or attributed to the site and the Campsite will comply with all statutory requirements.

It is our objective to provide and maintain safe and healthy working conditions, equipment and systems of work for all volunteers and will provide such information, training and supervision as they need for this purpose.

#### **Fire Prevention and Precautions on the whole site**

##### **No Smoking Policy.**

The Campsite Operates a 'no smoking policy' on the site and this includes all tobacco products such as electronic cigarettes.

#### **Fire Risk Level**

The duty warden will assess the state of the campsite and dry weather conditions each week and display the appropriate sign within reception. The following will be adhered to:

**All Fires are not allowed to be lit on the ground anywhere on the campsite. This includes Gas Cookers and BBQs.**

#### **Fire Risk Level: - Low**

- All open fires must be under the strict supervision of a Leader or responsible adult.
- All Young people must be given suitable instruction on building, lighting and maintaining a safe fire and other safety advice.
- **NO ACCELERANTS** are be added to a fire to promote burning.
- Fires must not be left burning unattended at any time during the day.
- All Fires must be extinguished overnight by dousing with water.
- All Altar Fires must be returned to their storage area next to the wood pile after use with the ash having been disposed of and all alter fires / based are cleaned.
- Hot ash from Altar Fires must be doused with water before being tipped into the appropriate waste container – NOT in the undergrowth.
- All unburned wood must be returned to the wood pile.



### **Fire Risk Level: - Medium**

When ground conditions are dry, the ground around the Altar Fires should be dampened with water and a further supply of water positioned close-by i.e. Fire Bucket / Fire Extinguisher.

### **Fire Risk Level: - High**

All open fires will be prohibited, particularly during prolonged dry spells – The Duty Warden may allow certain fires (i.e. in the Campfire circle) if appropriate action / caution is taken.

### **Fire Prevention within Buildings on the campsite**

All users of the buildings **MUST** prevent fires by ensuring: -

- When the Barn is in use at least 'one shutter door **MUST** remain open' for an escape route.
- Internal Fire doors are neither obstructed nor wedged open.
- The roller shutter serving hatch should be closed when the kitchen is not occupied.
- Doorways, corridors and gangways are kept clear of obstructions.
- Fire Exit Doors are to remain closed and unlocked when the building is occupied.
- Fire extinguishers and First Aid Boxes are not removed from their stowage positions.
- Flammable materials are kept to a minimum.
- Flammable and incendiary materials are kept apart.
- Power sources are not overloaded and switched off overnight when not in use.
- Potential fire hazards are identified and reported immediately.
- The roller shutter should be closed when the kitchen is not occupied.
- Bottled gas must be kept in the designated stored area when not in use.
- Before retiring for the night, a responsible leader must tour the building(s) to check that routes to all fire exits are unobstructed and that non-essential ignition sources are switched off.
- Only designated Catering staff are allowed in the kitchen and participants must be supervised by a responsible adult when using the Gas Cooker.

### **GAS ISOATION:**

There is a manual 'Gas Shut Off Valve', located in the boiler cupboard In the kitchen,

- it is situated to the bottom right-hand side and is
- identified by its yellow handle
- This will shut off the gas supply to the boiler and cookers.
- There are no other gas appliances in the main centre



### **Fire Detection and alarm Systems**

A Fire alarm system covers the whole of the main centre building and activity barn, with break glass call points located throughout and audible sounders for warning persons located to ensure full coverage of the building.

The system incorporates smoke detection throughout and heat detection in the kitchen.

Emergency lighting also in place.

Fire alarm system has a 4-zone panel at the main entrance to assist in identifying affected areas for Fire officers.

Portable fire extinguishers are sited at positions designated adjacent to the escape routes; the type of extinguishers in a particular location being chosen to suit the risk of that area.

Portable First Aid Boxes are also sited at positions designated adjacent to the escape routes.

### **John Pritchard Building and Annex Lynx Cabin (Crew Quarters)**

Elec smoke detectors with battery backup with are installed in John Pritchard Lodge and in Lynx Cabins. The system incorporates smoke detection throughout and heat detection in the kitchen.

Emergency lighting also in place.

### **Testing of the Fire Alarm Systems.**

The fire alarms in the main centre, JPL & Lynx Buildings are to be tested monthly (Main centre - one zone each week) and recorded in the log book within the Wardens Office in reception.

All Fire Extinguishers are to be checked / serviced annually and at present (Dec 2018) maintained by Kent Fire Services.

The Fire Alarm System in the Main Centre is to be serviced annually and at present (June 2019) maintained by O'Heap Fire Protection & Maintenance.

Emergency lighting will be tested monthly with an annual 3- hour test when the fire system is service annually.

The smoke detectors in John Pritchard Building and Annex (Crew Quarters) are to be tested monthly and the battery replaced if necessary.

All checks are to ensure they are in working order and have not been tampered with.

### **Training of Sherbrooke Volunteers.**

- All Sherbrooke Volunteers should be briefed and take part in 'Fire Drills' annually.
- Record of training to be kept within Fire Manual by the Duty Warden.



- Training to be reviewed on a yearly basis and planned into budget.

### **Use of the Main centre and other buildings.**

On all events including 'overnight' within these buildings the Leader in charge must nominate a suitable leader as a **'Fire Marshall/Competent Person/s'** to oversee the dormitories at the start of the event. Their role is to ensure that all sleeping occupants are briefed in arrangements for 'the emergency Fire Procedures' and informed where the location of the 'Fire Assembly point' is.

- Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, members of the public and visitors and evacuations at night:
- Persons sleeping in the accommodation/dormitories: The event leader will nominate an adult(s) to rouse all sleepers in the accommodation/dormitory, direct them to the exits and check that each bedroom is empty before reporting to the incident controller/Event Leader at the assembly point. Where alcohol is permitted at an event/hire, one Competent response adult must be nominated to be the Incident Controller and be totally sober for the period on duty. (Alternatively, a rota can be set up for longer events.)
- Visitors: The Leader/Host must take responsibility for any visitor they may have, that they provide this safety information to them and that they ensure they leave the building by the nearest exit in an emergency.
- Contractors: must be given information about fire procedures and leave the building at the nearest exit.
- People with disabilities: Specific arrangements (a PEEP – Personal Emergency Evacuation Plan) may need to be made for those with disabilities. These arrangements **MUST** be made by the Event Leader and, if required, with the assistance of the Duty Warden.



## **Emergency Fire Procedure**

### **FIRE ACTION**

If you discover a Fire you must: Raise the alarm by

- Shouting 'FIRE'
- Set off the nearest fire alarm break point.
- Use the rotary hand held fire bell outside the main centre door.
- Use the 'air raid siren' adjacent to the Fire Assembly Point.
  
- Telephone immediately the Fire & Rescue Service on **999**. Location: -

**Sherbrooke Scout Campsite**

**Mansfield lane**

**Calverton**

**NG14 6HP**

- Do not attempt to extinguish the fire if it is not safe to do so.
- Do not take personal risks.
- Leave the Building by the nearest Exit.

If you hear the Emergency fire alarm sound, you must:

- Exit by the nearest safest route.

### **Do Not:**

- Delay your evacuation to collect personal items;
- Re-enter the location until it is declared safe to do so.
- Report to the designated Fire Assembly Point

### **THE FIELD IN FRONT OF THE MAIN CENTRE**

The Leader in charge must account for all within his party and report to the Fire & Rescue Service if persons are not accounted for.

In larger incidents that the 'Fire Assembly point area' cannot be used, the Duty warden or ANY Leader may need to find an area to move all persons to for a 'safer area' away from danger.

Procedures for liaising with the Fire Brigade on arrival

The Event Leader / Duty Warden will nominate an adult/ leader to go to the main campsite entrance to lead the Fire and Rescue service to the actual location of the fire on site and notifying them of any specific risks, e.g. - the location of highly flammable materials.

### **Resetting the Alarm**

This should be carried out by a member of the Duty Warden Team after it is deemed safe to re-enter the building.

Do not attempt to reset the alarm unless instructed to do so by them.