

Fire Risk Assessment

Address of property
Patshull Activity Centre The Golf House Patshull Park Estate Off Patshull Lane Nr. Albrighton South Staffordshire
Grid reference: SJ 82110 01111 Latitude 52.607482 Longitude -2.2656121 what3words: ///adjust.invite.bonfires

Management System
Organisation Patshull Activity Centre (PAC) is owned and managed by Wolverhampton Scouts, registered charity 518018. Safety within PAC is managed by the Executive Committee (Trustees) . Their role is to ensure the safety of the premises within which activities, led by our volunteers and visiting leaders, take place. The Chair of the Executive Committee is the Responsible Person . Control & Monitoring The Executive Committee meets every quarter and safety is always an item on the agenda. It is their role to monitor, review and improve the fire safety systems that are in place for the site. Regular checks are made to by volunteers and users of PAC. Smoke alarms / fire alarm for the building are tested regularly (a minimum of a monthly basis) and are maintained by contractors on a six-monthly basis. Our buildings also have several fire extinguishers which are maintained by contractors on an annual basis. An evacuation plan is in place, and it is practised periodically (a minimum of every six months). All evacuation practises are recorded in the Fire Log Book (red folder kept in the Fire Alarm Control Panel cupboard). Review The latest Fire Risk Assessment has been completed during October 2023 and will be reviewed in January 2024. It shall then be reviewed annually thereafter, in January each year. A copy of this document is shared with all users via our bookings system. A copy will also be available in the Fire Alarm Control Panel cupboard.

General Description of the Premises
PAC consists of 2 main buildings (both of which are generally utilised over weekends): The Golf House A large brick building (c1870) around 30m x 10m. It has a kitchen, dining room, leaders' lounge, 4x bedrooms, accessible toilets and male and female toilets and showers. There is one internal staircase along with an external set of stairs that lead from a 1 st floor fire exit. It has smoke/heat detectors (hard wired) throughout. It has emergency lights throughout.

The Barn and Wardens Den

A brick building (c1870) around 13m x 6m.

The Barn is a classroom/multifunctional space with tea and coffee making facilities and a sink – cooking is strictly prohibited inside this building.

It has firefighting equipment and emergency lights throughout.

Fire Safety Systems within the premises**Fire warning Systems**

It has smoke detectors (hard wired) throughout the Golf House maintained by contractors on a six-monthly basis.

Our buildings also have several fire extinguishers which are maintained by contractors on an annual basis.

These checks are recorded in the Fire Log Book – kept in the Fire Alarm Control Panel cupboard.

Emergency Lighting

These are maintained lighting units.

They are checked monthly (10 mins) by volunteers and every six months (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 to dial 999 (or 112) and ask for the Fire service.

There is a telephone in the Wardens Den or please use a mobile telephone (the best levels of signal are found at the Fire Assembly Point - the flagpole).

Often calls to 999 (or 112) will work even when you have the weakest of signal as network providers will prioritise emergency calls.

Emergency Action Plan (EAP)

Below are the Emergency Procedures which are clearly displayed in several key points around the buildings.

Emergency Evacuation Plan and Fire Alarm Instructions

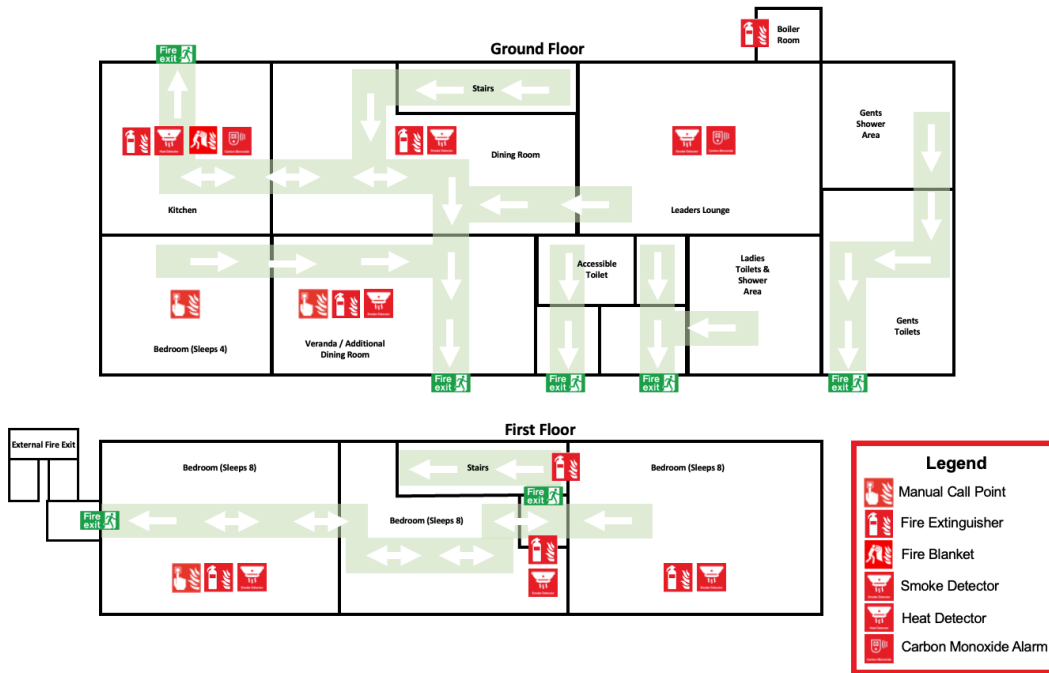
- 1. If the Fire Alarm sounds – you must evacuate the building immediately!** Directing everyone to the assembly point at the Flagpole on the main field.
- 2. Call 999 and ask for the Fire service.** Please liaise with the Duty Warden. There is a landline telephone in the Wardens Den.
- 3. If the Fire Alarm has been set off by accident or there is an error,** please follow this procedure:
 - Liaise with the Duty Warden
 - They will:
 - Firstly they will gently press 'Silence Alarm' on the Fire Alarm Control Panel
 - Secondly gently press 'Reset'
 - Finally gently press 'Alt' followed by 514, this will reset the alarm.
 - **Please note:** the Fire Alarm Control Panel has soft touch buttons that only need pressing gently. If you press them firmly it is likely to damage the touch buttons.



Fire Assembly Point



Golf House Evacuation and Fire Alarm Plan



Fire Alarm System and Fire Fighting Equipment Inspections

DIAMOND FIRE & SECURITY
Tel: 01902 722721
Head Office: 03031 239602
sales@diamondfire.co.uk
www.diamondfire.co.uk

Fire Alarm System Inspection & Maintenance Certificate

Certificate for the fire alarm service at: **Patshull Scout Club**

Proposed Premises Address: **The crown estate, off patshull lane (not undefined), Albrington, Wolverhampton, WV7 3BB**

Type of System: L1 L2 L3 L4 L5 L6 L7 L8 L9 L10 M N X

Type of Service: Monthly Visual Inspection Type of Signalling: Fire & Rescue Service? Only

This being the competent person(s) responsible (as indicated by my own signature below) for the installation of the fire alarm system, particulars of which are set out below, CERTIFY that the said work for which I have been engaged is in compliance with the best of my professional knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017 (particulars of visual inspection) of visual inspection periodic inspection and test (inspection and test over a 12 month period (define as applicable) except in the instances, if any, as stated in this certificate.

Engineer's Name: **Ben Bruton-Britnes** Signature: _____ Position: **Engineer**

For and behalf of: **Diamond Fire & Security Ltd** Address: **10, Hobbit Drive, Bridgown, Cannock, WS11 0XT**

BAFE Licence No: **302872** BAFE Code of Compliance No: **None**

Date of Last Maintenance: **October 2022** Test Date: **07/10/2023** Expiry Date & Next Due: **October 2023**

Decision No: **30633** The ID No: **15237**

Percentage of System Checked: 99 % 90 % 80 % 70 % 60 % 50 % 40 % 30 % 20 % 10 % 0 %

System Periodically Checked Every: 6 Months 12 Months 18 Months 24 Months 36 Months 48 Months 60 Months

We, being currently a BAFE "Certificated Person" in respect of Fire Detection & Fire Alarm Systems (open) we have identified above, certify the maintenance work identified in this certificate complies with the standard or code of Practice identified in the above schedule and with all other requirements as set out in the standard or code of Practice identified in the above schedule in respect of such a system.

The extent of liability of the signatory is limited to the system described below - Extent of system covered by this certificate:

Variation from the recommendations of clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):

Trading name: Diamond Fire and Security
Registered name: Diamond Fire Engineers Ltd
Company in England & Wales 0862251

BAFE SSAIB CHAS

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Fire Alarm System inspected every 6 months

DIAMOND FIRE & SECURITY
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CERTIFICATE of MAINTENANCE of FIRE FIGHTING EQUIPMENT

THIS CERTIFICATE CONFIRMS THAT DIAMOND FIRE & SECURITY LTD HAS COMPLETED THE ANNUAL SERVICE OF YOUR FIRE FIGHTING EQUIPMENT AS LISTED BELOW TO BRITISH STANDARD PART 3 AND 8

Engineer: **Clym North** Responsible Person: _____

Invoice No: **45832** Certificate Expires: **October 2023**

Customer No: **21621**

Customer Name: **Patshull Scout Club**

Address: **The crown estate, off patshull lane (not undefined), Albrington, Wolverhampton, Wolverhampton, United Kingdom**

Postcode: **WV7 3BB**

	WATER	FOAM	POWDER	CO2
QTY	NONE	NONE	TWO	ONE
	HYDRANT	FIRE BLANKETS	HOSES	SCREAMER ALARMS
QTY	NONE	THREE	NONE	NONE

Routine inspection by RESPONSIBLE PERSON.

The RESPONSIBLE PERSON should carry out visual inspections on all extinguishers regularly. The visual inspections should be carried out at least monthly. When circumstances require, inspections should be carried out more frequently. When carrying out these visual inspections, it should be ensured that: A. Each extinguisher is correctly located in the designated place; B. Each extinguisher is unobstructed and visible; C. The operating instructions of each extinguisher are clear and legible and face normally; D. Each extinguisher has not been operated and is not obviously damaged or has any missing parts; E. The reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits; F. The work and tamper indicators of each extinguisher are not broken or missing. The responsible person should record the results of these visual inspections and arrange for corrective action, where necessary, by a competent person. In the event of doubt, the responsible person should arrange for a competent person to examine the extinguisher.

Trading name: Diamond Fire and Security
Registered name: Diamond Fire Engineers Ltd
Company in England & Wales 0862251

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QC/CM/002

Fire Fighting Equipment inspected every 12 months



Training

All volunteers receive fire safety training when they start volunteers with us including basic theory about how and which fire extinguisher to use. They also complete mandatory 'Safety' training.

Additionally, fire evacuation is practised periodically (a minimum of every six months).

Completed	1st October 2023
Revised/Checked	January 2024
Annual Review	January each year