Wiltshire Scout Centre
Fire Risk Assessment

Scope

This risk assessment considers the **risk of fire within the Wiltshire Scout Centre building and immediate surrounding areas**, and the measures in place to reduce the likelihood of fire and ensure safe evacuation if one occurs.

Relevant legislation

This assessment aligns with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**, which requires suitable fire precautions in buildings used by groups and the public.

Applies To

- Internal volunteers
- Scout group or district hirers
- External hirers
- Visitors and participants

Who May Be Harmed

Young people, adults and members of the public.

Important Notes

Users of the building should:

- familiarise themselves with **fire exits and evacuation procedures**
- ensure **escape routes remain clear**
- supervise participants appropriately

Date of risk assessment	**8th March 2026**	**Date of next review**	**8th March 2027**	**Name of assessor**	**D Bavister**

What could go wrong? What hazard have you identified?	**What is the risk?** What are the risks from it?	**Who is at risk?**	**What are you going to do about it?** How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	**Review & revise** What has changed that needs to be thought about and controlled?
Electrical equipment and installations	Fire caused by electrical fault or damaged equipment	All	Electrical systems inspected periodically. Portable equipment PAT tested. Fire doors maintained and services regularly. Doors not to be wedged open and left unattended.	Maintain inspection schedule and remove faulty equipment.
Cooking equipment in kitchen	Fire caused by overheating equipment or unattended cooking	All	Cooking equipment used for normal food preparation. Fire blanket and extinguisher provided.	Reinforce safe kitchen use guidance.

You can find more information in the Safety checklist for Section Volunteers and at scouts.org.uk/safety

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			Fire doors maintained and serviced regularly. Doors not to be wedged open and left unattended.	
Open flames (candles, camp stoves etc.) inside building	Fire spreading within building	All	Open flames discouraged indoors unless managed safely and separately risk assessed with prior agreement. Fire doors maintained and services regularly. Doors not to be wedged open and left unattended.	Monitor use and provide guidance if required.
Combustible materials (paper, rubbish, stored items)	Fire spreading quickly due to fuel sources	All	Waste removed regularly and storage areas managed. Fire doors maintained and services regularly. Doors not to be wedged open and left unattended.	Maintain good housekeeping practices.
Blocked fire exits	Delay in evacuation during fire	All	Fire exits kept clear and accessible.	Remind users not to obstruct escape routes.
Escape routes within the building	Trips or congestion during evacuation	All	Escape routes maintained and kept clear.	Check during routine site inspections.
Fire detection systems	Delayed warning of fire	All	Fire alarm system installed and tested regularly.	Maintain testing schedule.
Firefighting equipment	Inability to tackle small fires safely	All	Fire extinguishers located within the building and maintained.	Service equipment annually.
Users unfamiliar with evacuation procedures	Confusion or delay during evacuation	All	Users expected to familiarise themselves with exits and assembly points.	Provide basic evacuation guidance where required.
Fire occurring during overnight use	Increased risk due to occupants sleeping	All	Fire alarm system installed to provide warning. Sleeping areas expected to maintain clear exit routes.	Reinforce safe sleeping layouts.

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Fire doors serviceability	Fire doors fail due to lack of maintenance and servicing.	All	Closures and guards fitted and maintained regularly to all internal fire doors.	Maintain closures and guards over time and check for usability and safety.

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.