

Checklist for Premises being used for Residential Events

This form must be used for all premises without fixed beds

To be completed by Leader in charge and returned to appropriate Residential adviser with the Residential Event Notification Form.

Name and type of premises	Castle Mound Campsite 3 fields, cabin 18m x 6.5m
Address of Premises	Castle Mound Girlguiding Campsite, Off Castle Close, Fillongley CV7 8PB

Safety

Window locks YES
Door Locks YES
Curtains on windows YES

Mobile signal YES
Nearest landline
Outside the Manor House Pub, turn left out of castle Close

Floor surfaces in good condition YES
Disable access YES

Emergency lighting YES
Lighting on stairs N/A
Lighting on Steps YES

Number of fire extinguishers
Kitchen -1
Fire Blanket - 1
Equipment & emergency lighting -
Annually
Fire Alarm - 6 monthly

Smoke detectors in sleeping area (hard wired) YES

Fire exits accessible and clear? YES

External security - lights, lockable gates YES

Sufficient sleeping space for number of girls going **YES/NO**

Separate sleeping area for Leaders YES

Facilities

Number of toilets 8
Number of wash basins 10
Separate male facilities YES

Fridge YES

Freezer YES

Rubbish disposal arrangements YES

Space for girls to work in kitchen YES

Number of tables 5 long

Cooking facilities YES
Condition-fully equipped

Heating YES
Type- radiators-electrical central heating

Facilities for disabled YES

Adequate ventilation & lighting in all rooms YES
 Electricity meter Coins NO
 needed

Kitchen fire blanket - 1 YES

Fire Safety Risk Assessment		(For more help with fire risk assessments see www.communities.gov.uk/fire)
Fire Hazards	What can you do to minimize the risk	
How could a fire start? What could start a fire! Think about heaters, lighting, naked flames, electrical equipment, matches and anything that gets hot or causes sparks.	A Fire warden can be appointment. No naked flames allowed. Keep inflammable items away from electric cooker. Smoke and fire curtain on hatch to be down at night if people are sleeping in the main room.	
What could burn? Packaging, rubbish and furniture could all burn. Also think about wood, paper, plastic, rubber and foam. Do the walls/ceilings have hardboard, chipboard or polystyrene on them Check outside too.	Cabin is built in 2015 from the fire retardant materials to British Standards. Rubbish bins to be emptied regularly	
People at Risk	What can you do to minimize the risk	
Everyone is at risk if there is a fire. Think whether the risk is greater for some particularly children, disabled, visitors who may not be familiar with the premises.	Everyone to be told how to open doors in emergency and where the assembly point is.	
Have you identified who could be at risk? Who could be especially at risk?	Leaders to fill this in	
Evaluate and Act		
Evaluate: With reference to the points above what are the risks of a fire starting and what are the risks to people in the building?	Have you assessed the risk of fire? -LOW / MEDIUM / HIGH Have you assessed the risk to people?- LOW / MEDIUM / HIGH	
Remove and reduce risk: How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that could burn? Could that happen the other way round?	Have you kept fuel and heat apart? - YES/NO Have you protected the premises from accidental fire? YES/NO	
Protect: Take action to protect the premises and people from fire. How can you make sure everyone is safe?	Do you have a plan to warn of fire? YES/NO Have you planned escape routes? YES/NO	
How will everyone escape?	Who will make sure everyone gets out?	
Have you made sure people will be able to safely find their way out at night?-	Does all safety equipment work? YES	
Who will call the Fire Service?	Have you planned a fire drill? YES/NO	

As members will be sleeping in this building I have notified the Fire Service and
Police

YES / NO

Signed: _____ **Print Name** _____ Date _____