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**FIRE SAFETY** (A fuller fire risk assessment is available on request.)

Each incoming group must appoint a named leader to be **FIRE WARDEN**. This person is responsible for informing everyone in their group of fire safety, and of procedures in event of fire (see below). They must be able to operate the smoke/heat curtain in the kitchen, and de-activate the fire alarm quickly if it is set off in error.

**FIRE WARDEN CODE (to stop and reset alarms): 8737 enter**

**NB SAFETY OF PEOPLE IS OF PARAMOUNT IMPORTANCE.**

**IN AN EMERGENCY, HUMAN SAFETY MUST TAKE PRECEDENCE OVER PROPERTY.**

- All leaders to make time near the beginning of their stay, to read the instructions on the fire extinguisher and fire blanket located in the kitchen.
- For indoor events, leaders to ensure all children know where the fire exits are and where to meet in event of evacuation. Practice if needed.
- Leaders to ensure that every person, including children, know how to open the external doors in an emergency.

	Who could be affected	Control measures required	Explanatory Notes on Hazard
<b>FIRE IN THE CABIN</b>			
<b>Fire Assembly</b>	All	<input type="checkbox"/> The fire assembly point is at the far end of the car park (straight out from the external toilet door).	
<b>Smoking</b>	All	<input type="checkbox"/> It is not permitted to smoke anywhere on the site.	
<b>Naked flames</b>	All	<input type="checkbox"/> No candles, gas stoves, or any naked flames in or near the cabin. No fires are allowed in the car park or any area in the vicinity of the cabin.	
<b>Kitchen</b>	All	<input type="checkbox"/> The smoke/heat curtain is to be lowered while people are sleeping in the main room. <input type="checkbox"/> Tinfoil is not to be used to line the shelves in the oven.	Ref: Fire service instruction. Ref: Manufacturers' instructions (fire hazard)  Fire extinguisher and a fire blanket are available in the kitchen - please do not remove.
<b>Boiler Room</b>	Adults	<input type="checkbox"/> No flammable items to be kept in the boiler room.	Boiler room houses mains electricity, fuse box and central heating unit.
<b>Mobile phones and other electronic appliances.</b>	All	<input type="checkbox"/> These should not be left unattended when attached to the electrical supply. (It is strongly recommended not to leave these on overnight)	Ref: <a href="http://www.bbc.co.uk/news/uk-27390466">http://www.bbc.co.uk/news/uk-27390466</a>
<b>FIRE OUTDOORS RISK</b>			

<b>Fires</b>	All	<input type="checkbox"/> No fires near tents. <input type="checkbox"/> No fires are allowed in the car park or any area in the vicinity of the cabin. <input type="checkbox"/> To be sited away from trees and over hanging bra (on arches altar fires unless in campfire area). <input type="checkbox"/> Water buckets to be available. <input type="checkbox"/> Campfires to be supervised by an adult other than the person organising the singing. <input type="checkbox"/> Not to be used in high winds.	
<b>Camp stoves.</b>	All	<input type="checkbox"/> <b>Gas cookers and burners</b> – gas pipes to be within 3 year date and properly maintained. Fire blanket to be available <input type="checkbox"/> <b>Gas bottles</b> to be stored outside tents. <input type="checkbox"/> <b>Liquid fuels stoves</b> to be on level surface, should not be overfilled and fuel kept in correct safety containers (not in the cabin).	
<b>Location of tents</b>	Leaders	<input type="checkbox"/> Tents not to be too close together / space to be left for emergency vehicle access	For emergency helicopters, the activity field would provide the most suitable landing area.

OTHER RISKS	WHO COULD BE AFFECTED	CONTROL MEASURES	EXPLANATORY NOTE
First Aid		All units to provide their own first aid kit	
E coli + Legionnaires		Water taps to be flushed through when fist turned on. Hot water – leaders to check that water from the hot taps is running hot. Water should be hot enough to kill germs but does not scald.	
Chemicals	All	Chemical cleaners should be kept in the designated kitchen cupboard. Adults to follow instruction when using. A separate outdoor tap is available (at right end of cabin) for cleaning chemical toilets. Taps for cleaning indoors are in the smaller washroom.	
Ladders	Adults	Only to be used by adults. A second person to hold the steps steady when in use.	
Emergency exits	All	These are to be kept clear at all times. The steps have reflective non-slip tape.	
Power cuts	All	Emergency lighting is installed.	
Windows	All	Do not open window fully especially over the ramp where (Planters are placed under windows to prevent people from walking into them. )	
Rail on ramp	Children	Leaders to tell children not to swing on the rail.	
Doors	All	Care should be taken when opening any door, to ensure no-one is behind it. Some doors have glass safety panels, but not the kitchen hatch or rooms requiring privacy	
Rear of cabin	All	This is out of bounds except for maintenance	
Streams and ditch	All	Everyone to be made aware of Ditch in 1 <sup>st</sup> field and streams in 2 <sup>nd</sup> and 3 <sup>rd</sup> fields	
Tree climbing	Children	Leaders to supervise and check for dead branches. Care should be taken with eyes (being poled with branches)	
Overhead cables	All	Give good clearance e.g. from flying kites	
Entrance to castle mound	All	The stones in the pathway over the brook can be wet and slippery.	
Pioneering	All	Use 2 people to carry poles (to control the ends). Adults to supervise all activities with the poles.  Structures to be tested by adults before use. Check all ropes and lashings are secure before allowing use, and check periodically during use.	