**Fire Risk Assessment Management Plan – Alton Manor Community Building**

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| **Address of property** |
| **Alton Manor Community Centre****Gregorys Way****Belper****Derbyshire****DE56 0HS****Telephone:- 01773 880019 Grid Reference:- SK361 482** |
| **Management System** |
| **Organisation**Alton Manor Community Centre is managed by 1st Alton Scout Group. The Scout Group consists of two Beaver Colonies, two Cub Packs and two Scout troops comprising of over 150 children, plus Leaders and Executive Committee members.Safety within the Group is managed by the Group Executive. Their role is to ensure the safety of the premises within which, led by Section Leaders, takes place. The chair of the Group Executive is the responsible person.**Control & Monitoring**The Group Executive meets every 6 weeks and safety is always a matter of discussion. It is the role of Group Executive to monitor, review and improve the fire safety systems that are in place for the site.Regular checks are made by the users of the Community Centre. Smoke and fire alarms for the building are tested on a monthly basis. The three fire extinguishers and fire blanket are visually inspected monthly. An annual contract with O Heap & Sons is in place for the testing of fire extinguishers and blankets. An evacuation plan is in place and it is practised each term by all of the Sections regularly using the Centre.As other non-Scouting users start to use the Centre the person in charge of the activity will be instructed on all of the relevant safety information including the need to familiarise themselves with the evacuation procedure and point and encouraged to sign a document stating that instruction has been given.All evacuation practises will be recorded in the fire log book (the red folder kept in kitchen cupboard)**Review**The fire risk assessment has been completed during May 2015 and will be reviewed annually during the month of May.  |
| **Overview of premises**The premises are a single story, refurbished portacabin style rooms, which were formerly classrooms. There are two main halls each measuring 6m x 7m, a small kitchenette, a store room, ladies and gent’s toilet and a reception foyer area. There are eight double glazed windows in each of the main halls.The front hall contains a small kitchenette. There are no cooking facilities other than a microwave oven. The rear hall has a small store room which stores tables and chairs. This store room also houses the water boiler.The toilets are situated off the reception/foyer. The Scout Groups camping equipment is kept in a large metal shipping container to the right of the site. There are no significant hazards kept in this container.To the external rear of the container is a gas cage which houses propane and butane gas canisters, typically about 15.At the time of carrying out this management plan the Centre is used by 1st Alton Manor Scout Group. The Sections meet on a Monday, Tuesday and Wednesday evening. Monday is the busiest night with up to 90 children and adults using the Centre between 6pm and 9pm. Tuesday see another 60 children and adults using the premises between 6.30 and 8.15pm and Wednesday there are 30 children and adults using the Centre between 6.15pm and 7.30pm. The Centre is also used by the community for various purposes and with no set times and days. The bookings are managed by Malcolm Gee.Gas is not supplied to the Centre. The electricity consumer unit is within the store room in the rear hall. **Fire Safety Systems within the premises**The main entrance exit to the Centre is into the reception/foyer area half way along the building. Each of the main halls as a fire escape.There are three battery smoke alarms installed within the premises (one in each all and one in the kitchen), two fire alarms (one in each hall), two water fire extinguishers (one in each hall) and a CO2 extinguisher in the reception/foyer. The Group Scout Leader has responsibility for carrying out Monthly checks of all fire safety equipment on a monthly basis. This includes testing of the fire and smoke alarms, visual inspection of the fire extinguishers and blankets, the checking of fire escapes, emergency lighting and general inspection of the site for fire hazards.All users of the Centre will conduct termly fire drills and the Group Scout Leader will carry out unannounced fire drills.All checks are recorded in the fire log book.The Centre has a contract with O Heap & Sons for annual inspection of the fire safety equipment; this is managed by the Secretary, Christine Hallsworth.**Emergency Action Plan (EAP)**Below are the emergency procedures which are clearly displayed in a number of points within the centre**Emergency Procedure Notices**These instructions must be prominently displayed around the building. They must be drawn to the attention of all users.**Discovery of a fire** Raise the alarm by pressing one of the two audible alarms which are situated in each of the two halls, warn people in the vicinity of the fire. If users are using the outside areas, raise the alarm by shouting **“FIRE, FIRE, FIRE”**. Do not put yourself at risk. Leave the building straight away by the safest route.**Alarms**If you hear the smoke alarm, follow the evacuation procedure without delay.**Alerting the emergency services**This should be done by anyone finding a fire and at the soonest opportunity. Do not assume that someone else has made the call, if in any doubt that a call has been made, make one yourself. They need to dial 999 and ask for the fire service. Use a mobile telephone or visit a nearby residential or commercial property. There are no public telephone boxes nearby.Please take responsibility for any children and visitors that may be with you and ensure they know how to follow the evacuation procedure.**Assembly Point** Upon evacuating the building, proceed to the hard standing area in front of Tesco Express and Godfreys approximately 50 metres from the Centre. The person in charge of the session is to conduct a register to ensure all persons are accounted for. **Traffic Management**Vehicular access to the site should be managed by persons running the sessions and users should be asked to park sensibly and considerately as failure to do so could seriously hinder the efforts of the emergency services and endanger the lives of others. Parking in the vicinity of the fire escapes or main entrance is not permitted. **Training**All Leaders will be asked to familiarise themselves with the instructions on the fire extinguishers on an annual basis and sign to say that they have read the fire risk assessment plan. |
| Review date for Management plan | May 2017 |
| Assessment Frequency | Annually |
| Date of assessment: | 4th May 2016 | Signed: | Darren Barnes Group Scout Leader |