



# Fire risk assessment

## Visitor Information

*Location:* Faurefold, Lince Lane, Westcott, RH4 3LX


*Date of FRA:* 08/06/2025

*Carried out by:* Clare Coker

<b>Property description:</b>	<ul style="list-style-type: none"><li>• Residential property managed by Girlguiding Surrey East for residential stays by members of Girlguiding and the Scout Association. Building comprises 2 bunk rooms each containing 12 beds, 2 leaders' rooms each sleeping 3, hall, kitchen and lounge area. External access to 2 bathrooms and a sink;</li><li>• Storage Loft upstairs for storage committee access only.</li><li>• Campsite, Campfire Circle and Woodland for use of Girlguiding, the Scout Association, DofE and other youth groups</li></ul>
<b>People at Risk</b>	<p>Venue users (adults and children), parents during drop off pick/up and any occasional visitors</p> <p>Volunteers for site, any contractors on site</p> <p>There are no staff that work on site and the building is not occupied permanently</p>

Hirers are responsible for fire safety responsibilities, including the organisation of a fire drill for their group;; any concerns or alarms MUST be reported to the bookings secretary or via <https://www.faurefold.co.uk/report-a-problem/>

## Overall assessment:

Name/area:	<b>Faurefold Holiday House and Campsite; Girlguiding Surrey East</b>				
Name of person conducting assessment	Clare Coker	Signature: 			
Contact telephone no. and email address	<a href="mailto:faurefold.chair@gmail.com">faurefold.chair@gmail.com</a>		Tel: 01372 457244		
Persons responsible for this area	<b>Faurefold Management Committee</b>				
Name of responsible person	<b>Clare Coker</b>				
Persons consulted	Val Hickmott / Kate Fowles				
Date of assessment	<b>08/06/2025</b>	Provisional review date: 01/6/2026			
Fire risk assessment scoring	<b>A</b> Risk of ignition	<b>B</b> Items that may burn	<b>C</b> Means of escape	<b>D</b> Management control	<b>E</b> Testing & maintenance control
<b>Fire risk assessment scoring</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>
Scores of 5 or higher must be reported to the Trustees					
Residual risk (circle one only) where medium or above is recorded the Trustees must be notified.	<b>Low</b>		<b>Medium</b>		<b>High</b>

## SOURCES OF IGNITION

	Existing Controls	Further Controls / User Responsibility
Building electrics / wiring	Electrical installation subject to 2010 building regulations.	Users should make a visual check prior to using any equipment
Fridge/Freezers	Weekly checks and annual PAT testing	Users to immediately report any concerns via the bookings secretary or the maintenance form (listed above)
Small electrical equipment	Users are asked not to ensure chargers are in good condition and not noticeably damaged and not to charge mobile 'phones overnight	Please refer to the holiday house risk assessment provided
Electrical equipment brought on site by users	Smoking is strictly prohibited	Naked flames should not be left unattended
Naked flames (matches, candles, campfires portable gas cooking equipment)	Should be not be left unattended and to a reasonable size	Please refer to the campsite and campfire risk assessments provided
Campfire	Hot ashes should be spread and doused before leaving the site	
Hot ashes		

## SOURCES OF FUEL

INSIDE	Existing Controls	Further Controls / User Responsibility
<p>Rubbish</p> <p>Craft items such as paper, tissue, thin wood, paint brushes etc brought to site</p> <p>Books and leaflets stored in the cupboard in the leaders lounge</p> <p>Wooden bunkbeds and other small items of wooden furniture</p> <p>Soft Furnishings</p>	<p>Main rubbish bins are way from the house by the gate</p> <p>Storage is kept in a tidy manner, not excessive and stored away from ignition sources</p> <p>Naked flames (candles, matches) are not allowed in the leaders room near the soft furnishings or in the bunkrooms.</p> <p>Soft furnishings comply with current BS regulations</p>	<p>Please keep the house and site tidy, empty the rubbish bins regularly, and do not allow to overflow.</p> <p>Craft materials are not provided and are unit leaders responsibility to store safely and way from ignition sources</p> <p>We assume that mobile 'phones will not be allowed in the bunkrooms</p> <p>Please also refer to the holiday house risk assessment provided</p>
OUTSIDE	Existing Controls	Further Controls / User Responsibility
<p>Rubbish</p> <p>Dead wood found on the woodland floor</p> <p>Wood / Log piles</p> <p>Wooden Components of the Low Ropes Course</p> <p>Wooden benches</p> <p>Dead Hedges</p> <p>Grass (if very dry and long)</p> <p>Tents and Camping equipment</p>	<p>Main rubbish bins are way from the house by the gate</p> <p>Fires are only to be lit in the designated areas.</p> <ul style="list-style-type: none"> <li>At the campfire circle</li> <li>On the concrete fire base at the top of the campsite.</li> <li>On the <u>cut</u> grassy areas if using the provided altar fires or appropriate small stoves (e.g. Trangia) AND the grass is not dry and brown</li> </ul> <p>Metal Firebuckets are provided and can be found by the outside sink and by the log store. Water can be found at the sink or the campsite tap</p>	<p>Please keep the site tidy, take rubbish to the bins regularly, and do not leave rubbish in the undergrowth.</p> <p>Fires and portable cooking equipment should not be left unattended</p> <p>Additional restrictions on fire use may be imposed in excessively hot/dry spells</p> <p>Fires should not be lit near tents</p> <p>Users must ensure enough buckets are filled and positioned for the circumstances</p>

Gas Cylinders and Stoves	Site cylinders are kept in a locked gas cage and are not for use by visitors	Visitors must conduct their own risk assessment and put in place appropriate safeguards for any gas they bring on site.
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## SOURCES OF OXYGEN

	Existing Controls	Further Controls / User Responsibility
Natural Air Flow		

## Fire Safety Measures

	Existing Controls	Further Controls / User Responsibility
<p>The house is fitted with a full fire alarm system comprising smoke detectors in the hall, bedrooms and disabled bathroom as well as the attic. Heat detectors are in the kitchen</p> <p>Fire extinguishers are available in the hall and kitchen and by the main entrance</p> <p>Fire Safety notices are displayed and escape routes are signed with illuminated green exit signs above the doors</p> <p>Assembly points are signposted and located outside under the tree near the carpark and by the flagpole</p>	<p>Fire alarms are tested weekly and the system is inspected bi-annually.</p> <p>Smoking is strictly prohibited.</p> <p>The house is checked weekly to ensure all fire equipment is in place and in good condition.</p> <p>Escape routes are kept clear and unobstructed</p>	<p>Please consult the fire action plan and locate the exits and extinguishers on arrival. Visual checks of equipment and routes should be conducted</p> <p>You will be shown the fire alarm system control panel on arrival.</p> <p>You are responsible for running a fire drill for your group.</p>



**RAISE THE ALARM**



**Evacuate the building**



**Go the assembly point by  
the tree opposite the  
house, or by the flagpole**



**Do not stop to collect  
personal belongings**



**Do not return to the building  
until authorised to do so**



**Dial 999 for the Fire Brigade**

**Location is : Faurefold, Lince Lane RH4 3LX**

Call the site manager on 07793 846761