FIRE SAFETY GUIDELINES
for
SCOUTING IRELAND
Scout Dens and Meeting Places

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TABLE OF CONTENTS

INTRODUCTION 3
STATUTORY PROVISIONS (REPUBLIC OF IRELAND) 4
STATUTORY PROVISIONS (NORTHERN IRELAND).....8
RESPONSIBILITY FOR FIRE SAFETY IN SCOUTING IRELAND 12
PRINCIPLES OF FIRE SAFETY 13
SCOUTING IRELAND POLICY 14
APPENDIX A 17

INTRODUCTION

This document has been developed by Eamon O' Boyle and Associates solely for Scouting Ireland.

This document aims to inform management/Scouters of the fire safety systems that should be in place in all scout dens & meeting places to ensure that the buildings are fire safe at all times. Scouting Ireland has engaged appropriately qualified contractors to ensure they are in compliance with the legislation and the guidelines contained herein. Fire precautions within these premises may be considered as being either Passive or Active.

Passive Precautions are concerned with the fire safety elements that were incorporated in the building when it was first constructed and during any alterations thereafter. **Active Precautions** are concerned with the role played by the occupants of a building and more specifically with how their behaviour contributes to the risk of fire and / or to the level of fire safely within the building. Active precautions include the fire safely practice employed by management within the premises and also includes:

- Fire Detection and Alarm Systems
- Emergency Lighting Systems
- Portable Fire Fighting Equipment
- Fire Safety Training
- The Maintenance of Equipment and Services

Together, the above practices represent effective Fire Safety Management and are documented below. For fire safety and other reasons, buildings are categorised according to occupancy type, i.e. institutional residential, factory, storage, etc. In the case premises used by Scouting Ireland the premises categorised as Assembly and Recreation, which dictates the level and nature of fire detection equipment, firefighting equipment, emergency lighting and signage etc.

The Den 'Meeting Checklist' contained in Appendix A of this document has been designed to meet the specific requirements of Scouting Ireland. The checklist should be filled in and signed off by a senior Scouter prior to the premises being occupied for any meeting. Items to be checked include:

- Fire detection and alarm system
- Portable firefighting equipment
- Emergency lighting system
- General Housekeeping, etc.

INTERPRETATION

It is recognised that as existing scouting dens and meeting places (abbreviated as 'premises' throughout the remainder of this document) are located in many different building types there will be a need for advice in the implementation of the Guide's recommendations in particular cases. The provisions of the document are an aid to, and not a substitute for, professional judgement and common sense.

STATUTORY PROVISIONS (REPUBLIC OF IRELAND)

FIRE SERVICES ACT 1981 & 2003

The *Fire Services Act 1981 & 2003* require owners/occupiers of premises, to ensure that their premises achieve and maintain an adequate standard of fire safety in order to safeguard occupants. This is achieved by ensuring that, adequate escape routes, emergency lighting, protection against fire spread, fire detection and alarm systems, furnishings and fittings, fire safety management and training of Scouters are provided.

Section 18(2) of the Fire Services Act, 1981 & 2003 is quoted as follows:

> "It shall be the duty of every person having control over premises to which this section applies to:
> (a) Take all reasonable measures to guard against the outbreak of fire on such premises,
> (b) Provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises,
> (c) Ensure that the fire safety measures and procedures referred to in paragraph (b) are applied at all times, and
> (d) Ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not."

Section 18(3) places certain obligations on occupiers of buildings in relation to their conduct with regard to the safety of persons on the premises in the event of fire.

Section 18(6) allows the fire authority to require a fire safety assessment of the building to be carried out and for certain specified works to be executed.

Section 19 details reasons why a building could be deemed "potentially dangerous" in terms of fire safety.

Section 19(1) of the Act defines a potentially dangerous building as: "any building which would, in the event of fire occurring, constitute a serious danger to life for any of the following reasons:

(a) The fact that large numbers of persons habitually resort thereto or are accommodated therein.

(b) The absence of any or adequate appliances or fittings:

- (i) For extinguishing fires in the building;
- (ii) For enabling the occupants to escape on the occurrence of a fire;
- (iii) For the automatic detection of an outbreak of fire;
- (iv) For giving warning to persons in case of fire;
- (v) For securing that the means of escape can be safely and effectively used at all times;

  or
- (vi) For emergency lighting.

(c) The flammable nature of the materials of which the building is made.

(d) The flammable nature of the furniture, furnishings and fittings in the building.

(e) The absence of adequate means of escape from the building.

(f) The absence of any or adequate notices as to the procedure which should be followed in the event of fire.

(g) The flammable, explosive or potentially explosive nature of anything used, stored or deposited within the building.

(h) The fact that a fire therein would be likely to spread rapidly within the building or to other premises.

(i) The fact that any power supply or lighting system with which the building is provided is defective, inadequate or inadequately maintained.

(j) The fact that any heating or ventilating system with which the building is provided is defective or inadequately maintained or presents a fire hazard, or

(k) Any other similar reason.

Section 20 allows the fire authority to serve a "fire safety notice" on a "potentially dangerous" building and prohibiting or restricting its use, usually until certain fire safety works are carried out.

NOTE: While the Fire Services Act does not prescribe a particular timescale for implementation of improvement works it is generally accepted that, in instances where there is a substantial amount of work involved, these can be undertaken over an extended time period on a phased basis in accordance with the Priority attaching to the measure. Pending completion of the works, additional temporary fire safety measures may be implemented.

Section 20(A) provides authorised powers for the fire authority to immediately close a premises in the event of serious fire risks.

SAFETY, HEALTH AND WELFARE AT WORK ACT 2005

The Safety, Health and Welfare at Work Act 2005 (SHWW 2005), which came into force on 1st September 2005:

- Repeals the Safety, Health and Welfare at Work 1989
- Re-enacts most of the provisions of that Act, but with numerous subtle and significant changes
- Introduces new measures, ranging from new duties on employers, employees and others (such as designers and manufacturers) and categorises offences into serious and less serious categories and setting the maximum penalty for breaches of Health and Safety legislation at up to two years in jail and/or a fine of up to €3,000.

The SHWW Act 2005 is based on the principles enunciated in the Barrington Commission Report that:

- Safety must be preventative
- The workplace must be safe
- Safety is a management responsibility

The responsibilities of employer and employee are reproduced as below:

Every employer shall manage and conduct his or her under – taking in such way as to ensure, so far as is reasonably practicable, that in the course of the work being carried out, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare.

Article 13 (1) An employee shall, while at work

(a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) Report to his or her employer or to any other appropriate person, as soon as practicable—

- *Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,*
- *Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or*
- *Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware*

An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

BUILDING CONTROL ACTS 1990 AND 2007

The Building Control Act was enacted to make provisions for the establishment of Building Control Authorities, Building Regulations and Building Control Regulation. The requirements of the Building Regulations require that buildings are safe in the event of fire. The aims of the Building Regulations are to provide:

- That satisfactory Means of Escape are provided for persons in the event of fire
- That the spread of fire over internal linings is inhibited
- That the stability of the building is ensured and that there is sufficient degree of fire separation within the building in the event of fire
- That the exterior walls and roofs are sufficiently fire resistant to the spread of fire and the spread of fire from one building to another
- That there is adequate facilities for the Fire Service

FIRE SAFETY IN PLACES OF ASSEMBLY (EASE OF ESCAPE) REGULATIONS 1985

Precautions to be taken by persons having control over a place of assembly:

- Escape routes are kept unobstructed and immediately available for use

- Ensure all doors, are not secured in such a manner that they cannot be easily and immediately opened
- Ensure all chains, padlocks and other removable fastenings are removed
- Ensure there are no hanging or drape is placed across or along an escape route
- Ensure there are no mirrors are placed across the escape route that would confuse the direction of escape

CODE OF PRACTICE FOR THE MANAGEMENT OF FIRE SAFETY IN PLACES OF ASSEMBLY

While the Fire Services Act 1981 & 2003 places specific statutory responsibilities on those who control places of assembly. The Code of Practice sets out clear, easy to follow guidelines on how to take these reasonable precautions. Chapters include:

- Management Duties
- Fire Prevention
- Training
- Fire and Evacuation Drills
- Informing the Public
- Escape Routes
- Inspection and Maintenance of Fire Protection Equipment
- Assisting the Fire Brigade
- Record Keeping

STATUTORY PROVISIONS (NORTHERN IRELAND)

THE FIRE AND RESCUE SERVICE (NORTHERN IRELAND) ORDER 2006

Sectiuon 25 – (1) Each employer shall ensure, so far as is reasonably practicable, the safety of his employees in respect of harm caused by fire in the workplace.

(2) Each employer shall–

(a) carry out an assessment of the workplace for the purpose of identifying any risks to the safety of his employees in respect of harm caused by fire in the workplace; and

(b) take in relation to the workplace such of the fire safety measures as are necessary to enable him to comply with the duty imposed by paragraph (1).

(3) Where under paragraph (2)(a) an employer carries out an assessment, he shall–

(a) in accordance with regulations under Article 29, review the assessment; and

(b) take in relation to the workplace such of the fire safety measures as are necessary to enable him to comply with the duty imposed by paragraph (1).

Section 26 (2)(b) where a person has control to any extent of relevant premises he shall, to that extent, take in relation to the relevant premises such of the fire safety measures as in all the circumstances it is reasonable for a person in his position to take to ensure the safety of relevant persons in respect of harm caused by fire in the relevant premises.

Section 28 each employee shall while at work (a) take reasonable care for the safety in respect of harm caused by fire of himself and any other relevant person who may be affected by his acts or omissions; and (b) in relation to any requirement imposed by virtue of this Part on his employer, co-operate with his employer in so far as is necessary for the purpose of enabling the employer to comply with the requirement.

Section 36(1) where paragraph (2) applies in relation to relevant premises, the Board may serve a prohibition notice on the occupier of the relevant premises.
(2) This paragraph applies where, having regard in particular to anything affecting relevant persons' escape from relevant premises in the event of fire, the Board considers that use of the relevant premises involves or will involve a risk to relevant persons so serious that use of those premises ought to be prohibited or restricted.

Section 37(1) where the Board considers that a person has failed to comply with any of the fire safety duties, the Board may serve an enforcement notice on that person.

THE FIRE SAFETY REGULATIONS (NOTHERN IRELAND) 2010

These Regulations came into effect on the on 15 November 2010. There purpose was to simplified existing Fire Safety legislation in non-domestic premises and reinforced the modern risk based approach to fire prevention.

Section 18 (1) An employer shall provide his employees with comprehensible and relevant information on

(a) the risks to them identified by the assessment carried out or reviewed under Article 25 and these Regulations;

(b) the fire safety measures taken in accordance with Article 25(2)(b) or (3)(b);

(c) the procedures referred to in regulation 14(1)(a);

(d) the identities of those persons nominated by him in accordance with regulation 12(3)(b) or nominated in accordance with regulation 14(1)(b); and

(e) the risks notified to him in accordance with regulation 21(1)(c).

Section 22 each employee shall, while at work, inform his employer or any other employee with specific responsibility for fire safety

(a) of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to safety in respect of harm caused by fire; and

(b) of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for safety in respect of harm caused by fire, in so far as that situation or matter either affects the safety in respect of harm caused by fire of that first-mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this regulation.

THE HEALTH AND SAFETY AT WORK (NORTHERN IRELAND) ORDER 1978

The Order imposes duties on employers to look after the health and safety of their employees and responsibilities on employees to comply with the measures put in place for their health and safety.

Section 4 it shall be the duty of every employer to ensure, so far as is reasonably preacticable, the health, safety and welfare at work of all his employees.

Section 5 It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

Section 8 it shall be the duty of every employee while at work:

(a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

Section 20 it shall be the duty of the Department concerned to make adequate arrangement for the enforcement of the relevant statutory preovisions except to the extent that some other authority is by any of those provisions or by regulations under paragraph (2) make responsible for their enforcement.

Section 21 every enforcing authority may appoint as inspectors (under whatever title it may determine) such persons having suitable qualifications as it thinks necessary for carrying into effect the relevant statutory provisions within its field of responsibility, and may terminate any appointment made under this article.

Section 23 if an inspector is of the opinion that a person –

(a) Is contravening one or more of the relevant statutory provisions; or
(b) Has contravened one or more of those provisions in circumstances that make it unlikely that the contravention will continue or be repeated,

he may serve on him a notice –

(i) Stating that he is of that opinion;
(ii) Specifying the provision or provisions as to which he is of that opinion;
(iii) Giving particulars of the reasons why he is of that opinion; and
(iv) Requiring that person to remedy the contravention or, as the case may be, the matters occasioning it within such period (ending not earlier than the period within which an appeal against the notice can be brought under Article 26) as may be specitied in the notice.

BUILDING REGULATIONS (NORTHERN IRELAND) ORDER 1979

Northern Ireland's primary legislation is the The Building Regulations (Northern Ireland) Order 1979. It came out in January 1980 and was amended in 1990 and in 2009. The Order sets out the duties, powers and responsibilities to applicants, councils and departments in relation to building regulations matters. It allows departments to prepare building regulations guidance. It establishes various rights of appeal for applicants, and creates a number of offences for non-compliance with the requirements of building regulations.

FIRE SAFETY REQUIREMENTS REGARDING THE USE OF PREMISES AS A DEN OR MEETING PLACE

To determine if a premise is suitable with respect to fire safety for use as a den or meeting place, the following documentation is required:

1. A copy of the relevant ***Fire Safety Certificate*** (if applicable i.e. some buildings are exempt) must be provided with respect to each premises. All documentation submitted to the ***Local Authority*** as part of this process must also be forwarded.
2. A copy of the ***Certificate of Compliance*** for the premises.
3. Copies of ***Certificates for Design, Installation and Commissioning of Fire Detection and Alarm Systems***. These certificates must specify the alarm type and confirm compliance with IS 3218 or BS5839-1:2013.
4. Copies of ***Certificates for Design, Installation and Commissioning of Emergency Lighting***. This certificate must confirm compliance with IS 3217 or BS 5266-1 and BS EN 1838.
5. A copy of the ***Certificate for the Electrical Condition of the Building***. This certificate must confirm compliance with ETCI rules.
6. A copy of the ***Certificate for the Installation and Maintenance of the Heating System***. This certificate must confirm compliance with Part J of the Building Regulations where relevant.
7. Copies of the ***Current Safety Statements, Fire Safety Management Policy*** and related documentation.

Note: All the above certificates must be issued by persons competent, qualified and adequately insured to do so and stored in the Fire Register Receipt / Report Folder.

RESPONSIBILITY FOR FIRE SAFETY IN SCOUTING IRELAND

Duties of the Group Leader and Scout Centre Managers

The Group Leader is responsible for taking all reasonable precautions to guard against the outbreak of fire in the premises or on its grounds and to ensure, so far as reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire. The specific duties of the Group Leader are:

- To maintain overall responsibility for fire safety within the premises
- To undertake the fire safety duties or to delegate them to a named and competent member of the scouting team (Assigned Person)
- To ensure the Assigned Person carries out his / her duties in an effective, timely and consistent manner without exception
- To ensure that Scouting Ireland management/Scouters are provided with and participate in Fire Safety Training
- To provide Fire Safety Training to newly appointed Scouters as part of their induction programme
- To ensure den / meeting place checklists are conducted in a timely / consistent manner without exception
- Ensure that age appropriate fire drills are carried out regularly by each scout section
- To ensure contractors complete and carry out their duties in accordance with the requirements of the Fire Register
- To ensure visitors are provided with fire safety procedures.

Duties of Senior Scouter in Attendance

The duties of Scouters in relation to Fire Safety within the premises are as follows:

- To complete the Checklist and the Fire Safety checks contained therein
- To participate in Fire Safety Training
- To support their colleagues and management in ensuring that the premises is fire safe at all times
- To execute the emergency plan when activated

Duties of all Scouters

The duties of Scouters in relation to Fire Safety within the premises are as follows:

- To participate in Fire Safety Training
- To support their colleagues and management in ensuring that the premises is fire safe at all times
- To execute the emergency plan when activated

NOTE: The use of the small group system used in scouting can be very beneficial in accounting for young people in the event of an emergency.

PRINCIPLES OF FIRE SAFETY

The Principles of Fire Safety have been developed over time with the aim of protecting life. These principles are summarised as follows:

- The management of fire safety
- The avoidance of outbreaks of fire
- Early detection of fire
- Early warning to scouters to facilitate adequate response
- Compartmentalisation of buildings and the provision of escape routes, which are protected from fire and smoke
- Limiting the development and spread of fire
- The containment of fire and smoke to the compartment where the fire originates
- Early suppression of fire, where this is feasible
- Effective evacuation procedures
- Provision of access and facilities for the fire brigade
- The maintenance of a fire safety register

SCOUTING IRELAND POLICY

FIRE SAFETY POLICY

The primary objective of an effective Fire Safety Policy is to take all reasonable precautions to guard against the outbreak of a fire and to ensure, as far as is reasonably practicable, the safety of any person who is on the premises in the event of an outbreak. It is the responsibility of the Scouting Ireland Management to ensure that Fire Safety Policy is in place and adhered to. The essential components of an effective Fire Safety Policy are summarised as follows:

1. The policy must have clearly defined roles for all key personnel
2. The policy must ensure the implementation of strict fire prevention rules and housekeeping practices
3. The policy must ensure that the routine checking, testing and maintenance of fire protection systems and equipment is ongoing within the premises
4. The policy must establish clearly defined procedures for all key personnel to adhere to in the event of an emergency
5. The policy must ensure that Scouters are trained in fire safety awareness and in the actions they are expected to take in an emergency
6. The policy must ensure that adequate recording systems are in place to document Fire Safety Practices within the premises

FIRE SAFETY REQUIREMENTS FOR SCOUTING DENS/MEETING PLACE

The fire safety requirements for scouting dens/meeting places can be divided into the following three categories:

1. **<u>Minimum Requirements for Scouting Dens/Meeting Places (where sleepovers do not take place)</u>**

   The checklist in Appendix A identifies the minimum requirements for Dens or other meeting places. This checklist should be completed by the Group Leader or nominated representative prior to opening the den up for any meeting and kept in the buildings fire safety register (an example of a typical fire safety register is attached in Appendix C). The checklist reviews the:

   a) Fire detection and alarm system, which should be an automatic system intended for the protection of life and property (points 1 & 2 of the Scouting Ireland Checklist)
   b) Portable fire extinguishers/fire blankets (point 3 of the Scouting Ireland Checklist)
   c) Emergency lighting system which should include appropriate directional exit signage as well as emergency lights (points 4 & 5 of the Scouting Ireland Checklist)
   d) Fire safety awareness (points 6 & 7 of the Scouting Ireland Checklist)
   e) General Housekeeping (points 8 – 12 of the Scouting Ireland Checklist)

2. **<u>Interim Requirements for Scouting Dens/Meeting Places</u>**

   While the list in Appendix A represents the minimum requirements to have meetings in scout dens/meeting places it is recognised that many of the existing buildings may not have any/all of the active systems identified in this checklist. This checklist is the minimum standard that all dens/meetig places must achieve. Each den/meeting place should set out their own programme of works identifying when they expect to have each of the active systems identified in the checklist installed. These active systems should be fitted within a reasonable time frame. In the interim period, the following temporary compensatory measures should be implemented:

   a) Fire safety training for Scouters.

b) Fire safety briefing for all users (this would include the scouting group themselves and any other group using the premises)
c) Installation of point detectors throughout the building (i.e. smoke, heat and carbon monoxide detectors)
d) The building should be provided with an appropriate level of first aid fire fighting equipment (e.g. fire extinguishers) cover.
e) Fire safety notices. These should be strategically positioned around the building as a guide to people as to what to do in the event of fire. Appendix B shows the typical details found on a fire safety notice
f) Implementation of a fire safety register (see sample in Appendix C)

3. <u>Minimum Reguirements for Scout Dens/Meeting Places – where sleepovers take place</u>

Prior to a den/meeting place having sleepovers a technical inspection should be carried out of the premises by a competent person to ascertain whether or not that premises is suitable for their intended use.

The technical inspections should only be carried out by a competent person. That competent person to be:

Within the Republic of Ireland

a) An Architect on the RIAI (Royal Institute of the Architects of Ireland) Register or
b) A Building Surveyor on the SCSI (Society of Chartered Surveyors Ireland) Register or
c) A Chartered Engineer on Engineers Ireland's Register

Within Northern Ireland

a) An Engineer on the IMechE (The Institution of Mechanical Engineers) Register or
b) An Engineer on the ICE (The Institution of Civil Engineers) Register or
c) An Architect on the RIBA (Royal Institution of British Architects) Register or
d) A Building Surveyor on the RICS (Royal Institution of Chartered Surveyors) Register

NOTE: Inspectors from one jurisdiction are not deemed competent to carry out inspections in the other jurisdiction. The inspector must be registered in the jurisdiction within which they are providing advice.

Typical Inspection Summary

The building should be inspected by a suitably competent person who has the relevant knowledge and skill to be able to sign off on the fire safety element of the Building Regulations. In general the building should be surveyed by a person who falls under point 1, 2 or 3 above. They should produce a report identifying any deficiencies they find and recommend remedial action to be taken to eliminate the deficiency. Following the remedial works being completed they should return to sign off on the building.

FIRE SAFETY AWARENESS TRAINING

This training would include topics such as:

a. Principles and Effects of Fire
b. Legislation
c. Common Fire Safety Terms
d. Fire Prevention
e. Common Sources and Causes of Fire
f. Fire Triangle
g. Fire Classification

h. Importance of Active (e.g. fire detection & alarm system, emergency lighting system, portable fire extinguishers, etc) and Passive (e.g. fire doors, fire stopping, compartmentation, etc) Fire Safety Systems
i. Fire Spread
j. Principles of Extinguishing
k. Colour Coding of Extinguishers
l. Fire Extinguisher Functions, Use and Precautions
m. Awareness of Scouting Irelands fire safety policy
n. Evacuation drills and training
o. Fire Register implementation training

APPENDIX A

SCOUTING IRELAND CHECKLIST TO BE COMPLETED PRIOR TO ALL MEETINGS

		MEETING 1		MEETING 2		MEETING 3		MEETING 4		MEETING 5		MEETING 6		MEETING 7		MEETING 8	
Fire Detection and Alarm System		**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
1	Is the system in normal operation mode - power light only, no faults or isolated devices?																
2	Have any faults been logged and reported?																
Portable Fire Extinguishers/Fire Blankets		**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
3	Are appropriate extinguishers/ blankets in their correct locations?																
Emergency Lighting		**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
4	Are all exit clearly identified?																
5	Are all exit signs illuminated?																
Fire Safety Awareness		**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
6	Are all attendees aware of procedures to be followed in the event of a fire?																
7	Are all attendees aware of procedures to be followed on discovering a fire?																
General Housekeeping		**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
8	Are escape routes clear from obstructions?																
9	Are final exits clear from obstructions?																
10	Are external escape routes clear from obstruction?																
***11**	**Is there evidence of damage to fire doors/frames/seals?**																
***12**	**Are fire doors wedged open?**																

Scouter Initials									
Date									
Other Faults/Comments									