

## Fire Risk Assessment

|                   |                                                               |
|-------------------|---------------------------------------------------------------|
| Property:         | Lockerbrook Residential Education Centre                      |
| Address:          | Snake Pass<br>Bamford<br>Hope Valley<br>Derbyshire<br>S33 0BJ |
| Contacts:         | Clare Thompson, Matt North                                    |
| Telephone Number: | 01433 651412                                                  |

Created with the following guidance.

- [HM Government's 'The Regulatory Reform \(Fire Safety\) Order 2005'](#)
- [HM Government's 'Approved Document B \(fire safety\) volume 2: Buildings other than dwellings, 2019 edition incorporating 2020 and 2022 amendments'](#)
- [HM Government's 'Fire Risk Assessment - Sleeping Accommodation version 2'](#)
- [Derbyshire Fire & Rescue's 'large/complex premises fire risk assessment'](#)
- [Firesafe's 'Fire Risk Assessment Overview'](#)

Associated documentation

- [Fire Policy](#)
- Compliance spreadsheet
- Emergency Evacuation Plan (Staff) \*to be completed\*
- [Fire Safety Procedure \(Guests\)](#)
- [Emergency Information and Shut Off Points](#)

| Version: | Date:      | Reason:                                                                                                                                                       |
|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2026:0   | 29/04/2026 | Annual risk assessment.<br>Minor amendments throughout.<br>Additional signage identified.<br>Links to associated documentation added.<br>Wildfire risk added. |
| 2026:1   | 06/08/2026 | Emergency Fire Document Box installed under West Barn canopy. Fire Risk Assessment, associated emergency documents and new                                    |

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|  |  | Emergency Information and Shut Off<br>Points document included. |
|  |  |                                                                 |

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# Fire Risk Assessment

## 1. Premises Details

|                                                 |                                                                                                                                                                 |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address:                                        | Lockerbrook Residential Education Centre,<br>Snake Pass,<br>Bamford,<br>Derbyshire,<br>S33 0BJ                                                                  |
| Telephone number:                               | 01433 651412                                                                                                                                                    |
| Use of premise:                                 | Hostel Accomodation,<br>Outdoor Education Centre,<br>On-Site Activity Provision,<br>Staff & Volunteer Accommodation,<br>Expedition (Single Night) Youth Camping |
| Responsible person in control of the workplace: | Clare Thompson, Centre Manager                                                                                                                                  |
| Assessment date:                                | 29 April 2026                                                                                                                                                   |
| Review date:                                    | 29 April 2027, after change of use or incident<br>(whichever is soonest)                                                                                        |
| Fire risk assessment undertaken by:             | Matt North, Centre Assistant                                                                                                                                    |

## 2. General Statement of Policy

### Statement:

It is the policy of Woodcraft Folk to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

Woodcraft Folk will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The organisation will give a high level of commitment to health and safety and will comply with all statutory requirements.

### 3. Management Systems

#### Planning:

A Fire Risk Assessment (FRA) will be carried out to ensure adequate fire safety at Lockerbrook. Any deficiencies identified by the Fire Risk Assessment will be prioritised and rectified accordingly.

This document and any supplemental information is stored on the [Lockerbrook Google Drive](#) and shared with staff, volunteers and guests as required.

This assessment and any significant findings are shared with the Senior Leadership team at Woodcraft Folk.

#### Organisation:

Lockerbrook Residential Education Centre is owned by Woodcraft Folk.

#### Control:

- Lloyd Russell Moyle, Chief Executive of Woodcraft Folk.
- Clare Thompson, Centre Manager - Responsible person for Lockerbrook.
- Matt North, Centre Assistant - Competent person assigned to undertake the FRA by Centre Manager.

#### Monitoring:

Weekly, monthly and annual inspections are undertaken by staff. Systems and equipment are serviced by contractors as required by legislation and best practice.

#### Review:

The FRA will be reviewed when any of the following occur.

- Any significant change of work practices.
- Any significant change in staff levels.
- Any structural or material alteration to the premises.
- Any fire or near miss.
- Reviewed at least annually.

#### 4. General description of the premises

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description:                                                                              | <p>Bunk Barns</p> <p>Two barns (West Barn purpose-built, East Barn converted and extended) built of stone and concrete block converted into the current layout as hostel accommodation in the 1990s &amp; 2000s. Comprises - sleeping accommodation, kitchen and dining room, activity room, plant rooms and workshop.</p> <p>Cottage</p> <p>A traditionally built stone 18th Century farmhouse used as offices, storage and overnight accommodation for staff, volunteers and guests.</p> <p>Camping Field</p> <p>A separate field located at the top of the site.</p> |
| Occupancy:                                                                                | <p>Staffing - Usually 9am to 5pm, Monday to Friday.</p> <p>Volunteer Wardens - Usually Fri pm to Sunday pm.</p> <p>Guests (when in use) - 24 hours a day, Monday to Sunday. Typically a 2-4 night occupation, but can be longer.</p>                                                                                                                                                                                                                                                                                                                                    |
| Number of staff employed within the premises at any one time:                             | <p>Minimum - 0</p> <p>Maximum - 4</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Total number of persons who may resort to the premises at any one time (excluding staff): | <p>Bunk Barns - 42</p> <p>Cottage - 10</p> <p>Camping - 30</p> <p>Day guests - TBC</p> <p>Total - 82 plus day guests</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Size and layout:                                                                          | <p>West Barn - 288 m<sup>2</sup></p> <p>East Barn - 192 m<sup>2</sup></p> <p>Cottage - 166 m<sup>2</sup></p> <p>West Barn - Two floors. The main space has one staircase and two exits. Tips bedroom, showers and boiler room has one staircase and exit. The kitchen/dining room has one exit. The workshop</p>                                                                                                                                                                                                                                                        |

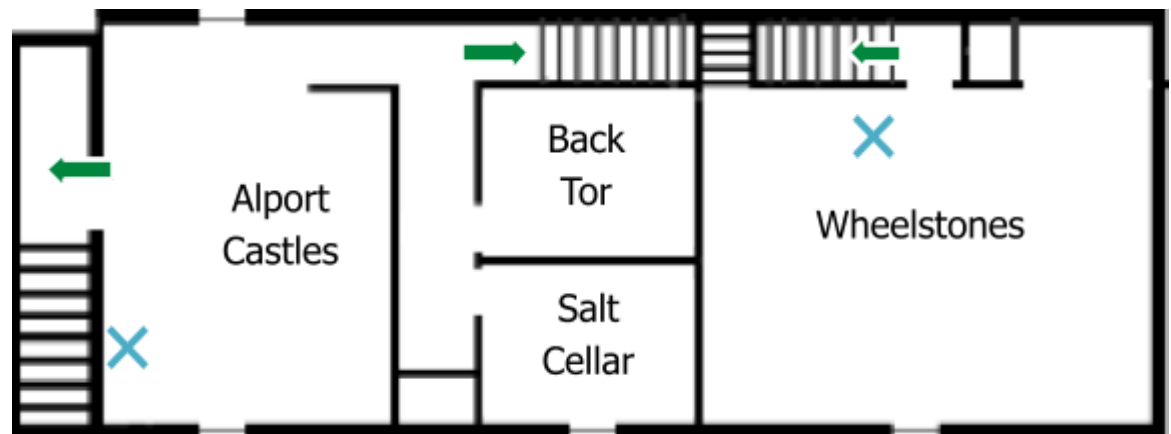
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|  | <p>has one exit.</p> <p>East Barn - Two floors. The dormitory has one central staircase and three exits. The boiler/drying room has one exit.</p> <p>Cottage - Two floors, one central staircase and three exits. The top two twin bedrooms can be 'separated' from the rest of the Cottage by a door on the landing held closed with a fire extinguisher anti-tamper seal only.</p> |
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## 5. Fire Safety Systems

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| Fire warning system:    | <p>Bunk Barns - Mains powered smoke and heat detectors, manual call points with sounders monitored by a fire panel equivalent to a Grade L2 system (BS 5839-1:2017). Additional smoke detector installed in Tips twin room as per advice from Fire Officer in 2021 (when cooking facilities installed).</p> <p>Cottage - Radio-interlinked battery powered smoke and heat detectors equivalent to a Grade F2 LD1 system (BS 5839-6:2019).</p> <p>Camping field - Rotary fire bell.</p> |
| Emergency lighting:     | <p>Bunk Barns - Non-maintained 3 hour emergency lighting throughout to BS 5266-1:2016.</p> <p>Cottage - Non-maintained 3 hour emergency lighting in the circulation spaces to BS 5266-1:2016.</p>                                                                                                                                                                                                                                                                                      |
| Fire fighting equipment | <p>Bunk Barns - Fire blanket in the main kitchen, numerous fire extinguishers throughout both buildings.</p> <p>Cottage - Fire blanket in the kitchen, x2 fire extinguishers.</p> <p>Field - Single fire extinguisher and wildfire beater.</p>                                                                                                                                                                                                                                         |

## 6. Plan Drawing

East Barn - 1st floor

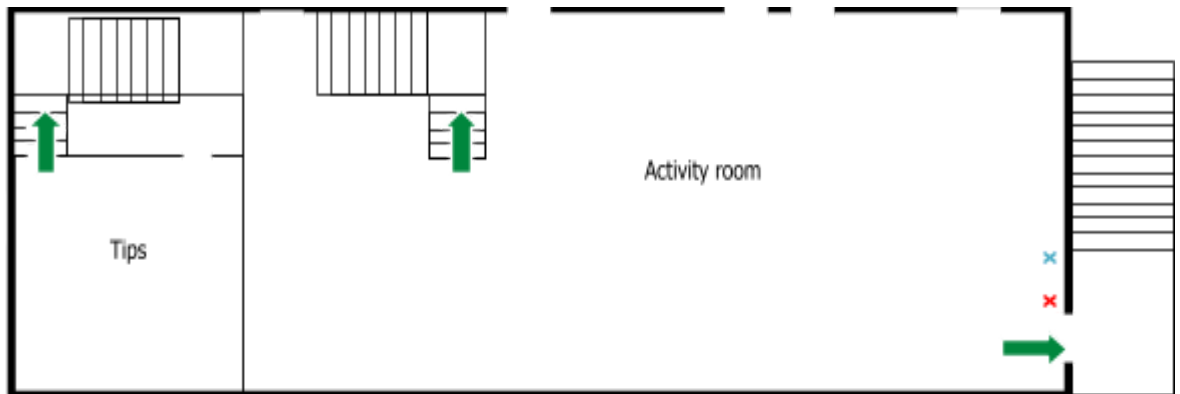


East Barn - ground floor

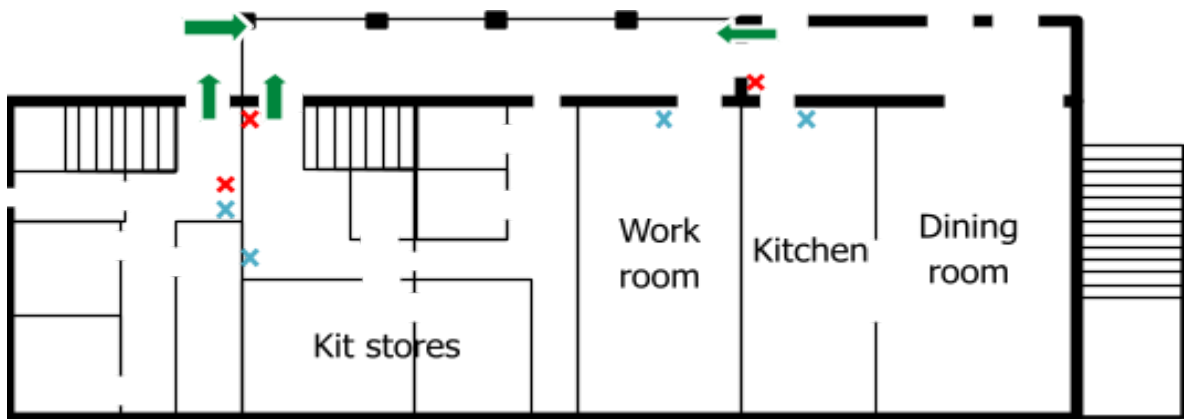


Fire exits →  
Call points ✖  
Extinguishers ✖

West Barn - 1st floor



West Barn - Ground floor

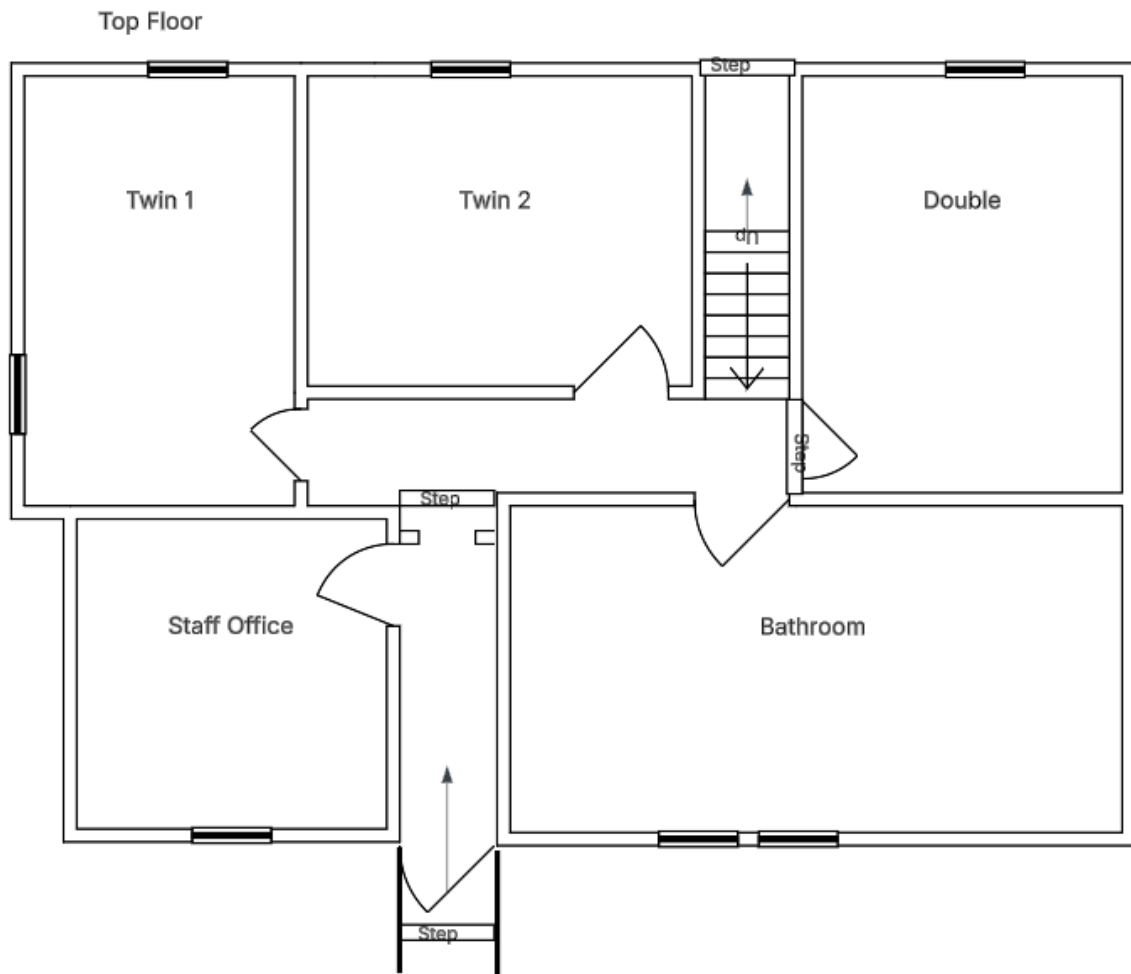


Fire exits

Call points X

Extinguishers X

## Cottage - 1st floor



## Cottage - Ground floor

## 7. Fire Hazards

Sources of ignition:

| Location and source                                                                                                                                                                                                                                                                                                                        | Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p>Throughout</p> <ul style="list-style-type: none"> <li>• Fixed wiring and appliances.</li> <li>• Portable appliances.</li> <li>• Guests appliances.</li> <li>• Arson.</li> <li>• Smoking.</li> <li>• Hot work processes.</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>• 5 year testing.</li> <li>• PAT testing (frequency depending on risk). See equipment register.</li> <li>• Uncontrolled. Warning in welcome information and fire safety document.</li> <li>• No historic data to suggest a risk. Waste is stored away from the main buildings.</li> <li>• No smoking or naked flames allowed indoors. Sand bin for outside use.</li> <li>• None on site. Contractors to inform staff if necessary during maintenance.</li> </ul>                                                                                                                                                                                                                                                                                              |
| <p>Cottage</p> <ul style="list-style-type: none"> <li>• Log burner and flue, matches.</li> <li>• Boiler.</li> <li>• Electric oven and hob</li> <li>• Portable electric heater.</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Annual servicing of burner and flue by HETA engineer. Instructions on usage. Matches isolated in the leader's box so children cannot start a fire without adult supervision.</li> <li>• Annual gas servicing.</li> <li>• New as of 2024, to be included in future testing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>West Barn</p> <ul style="list-style-type: none"> <li>• Log burner and flue, matches.</li> <li>• Wall-mounted heaters.</li> <li>• Gas ovens and hobs. Gas water boiler. Oil boiler.</li> <li>• Ventilation</li> <li>• Paints, thinners, cleaning materials.</li> <li>• Machine tools.</li> <li>• Water treatment / pump room.</li> </ul> | <ul style="list-style-type: none"> <li>• Annual servicing of burner and flue by HETA engineer. Instructions on usage. Matches isolated in the leader's box so children cannot start a fire without adult supervision.</li> <li>• 5 year fixed wiring testing.</li> <li>• Annual gas servicing. Wardens/staff give guests a brief before being allowed to use the kitchen. Visible &amp; easy to use control to isolate gas supply. Wardens/staff to check at the end of booking.</li> <li>• Panels and drip trays checked weekly and cleaned as appropriate (when in use).</li> <li>• Secure and separate storage in the locked workroom.</li> <li>• Trained users only. Secure from guests.</li> <li>• Regularly serviced. Door locked. No flammable material to be stored in this room.</li> </ul> |

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| <p>East Barn</p> <ul style="list-style-type: none"> <li>• Drying room - LPG boiler.</li> <li>• Oil-filled radiators.</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>• Annual gas servicing. Door to boiler enclosure locked.</li> <li>• Emergency use only. Only staff &amp; wardens have access.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Exterior</p> <ul style="list-style-type: none"> <li>• Smokers.</li> <li>• Barbeques and fire pit.</li> <li>• Bonfires</li> <li>• Petrol-powered machinery and fuel.</li> <li>• Campers stoves.</li> </ul> | <ul style="list-style-type: none"> <li>• Smoking bin provided.</li> <li>• Adult supervision required. Matches isolated in the Leader's Box. Use restricted to the courtyard.</li> <li>• No uncontained fires allowed.</li> <li>• Staff access only. Only trained staff/volunteers can operate.</li> <li>• Camp stoves on heat proof surfaces during dry weather.</li> </ul>                                                                                                                                                                                                                                                                          |
| <p>Wildfire</p> <ul style="list-style-type: none"> <li>• Fire in woodland</li> <li>• Fire on moors</li> </ul>                                                                                                | <ul style="list-style-type: none"> <li>• Dangers of naked flames outdoors publicised on site in times of high risk/dry weather. <a href="#">Fire Severity Index</a> used to assess risk in conjunction with local advice/conditions.</li> <li>• Use of woodburner and campfire pit may be suspended during high risk times.</li> <li>• Guests are advised to call 999 if they spot a wildfire.</li> <li>• Close doors and windows and stay inside if smoky.</li> <li>• Follow instructions of emergency services in case evacuation is required.</li> <li>• Map provided of on foot alternate route to reservoir if track not accessible.</li> </ul> |

Sources of fuel:

| Location and source                                                                                                                                                                                                                                | Control                                                                                                                                                                                                                                                                                                                                                  |
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| <p>Cottage</p> <ul style="list-style-type: none"> <li>• Paper and wood for the log burner.</li> <li>• Paper towels &amp; toilet paper, laundry.</li> <li>• Archive documents, fabric.</li> <li>• Office equipment and furniture, office</li> </ul> | <ul style="list-style-type: none"> <li>• Adult use only. Matches stored on top of the fireplace (out of reach of small children).</li> <li>• Stored away from ignition sources.</li> <li>• Stored in a locked room, only staff have access. No ignition sources nearby.</li> <li>• Only staff/permitted volunteers have access to the office.</li> </ul> |

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| supplies, paper, batteries. <ul style="list-style-type: none"> <li>• First aid supplies.</li> <li>• Furniture, curtains, bedding, personal clothing.</li> </ul>                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Restricted access in the emergency lobby.</li> <li>• Any furniture where the foam is damaged should be removed. No smoking or naked flames allowed indoors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| West Barn <ul style="list-style-type: none"> <li>• Gas supply.</li> <li>• Notice board.</li> <li>• Paints, thinners, wood, cleaning materials.</li> <li>• Paper towels &amp; toilet paper.</li> <li>• Outdoor clothing and equipment, batteries.</li> <li>• Curtains, wooden cupboards, wall hangings, posters, dressing up clothes.</li> <li>• Logs for wood burning stove</li> <li>• Stored furniture.</li> <li>• Decorations.</li> <li>• Furniture.</li> </ul> | <ul style="list-style-type: none"> <li>• Annual gas service. Wardens or staff to give guests a brief before being allowed to use the kitchen. Users advised to switch off when not in use. Wardens/staff to monitor.</li> <li>• Minimise &amp; laminate notices where practical.</li> <li>• Store cleaning products and thinners separately in secure metal cupboards.</li> <li>• Stored away from ignition sources.</li> <li>• Staff/Instructor only access.</li> <li>• Minimised. No smoking or naked flames allowed indoors.</li> <li>• Adult use only, amounts minimised.</li> <li>• Minimised where possible.</li> <li>• Guests are permitted to put up decorations - staff and volunteers need to be mindful of fire safety.</li> <li>• Any furniture where the foam is damaged should be removed. No smoking or naked flames allowed indoors.</li> </ul> |
| East Barn <ul style="list-style-type: none"> <li>• Carpets, bedding, bunk beds &amp; mattresses, curtains, shower curtains.</li> <li>• Personal belongings.</li> <li>• Paper towel dispensers, bins for paper towels.</li> <li>• Benches, drying clothing.</li> <li>• Laundry.</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• No smoking or naked flames allowed indoors.</li> <li>• Uncontrolled. Warnings to users given in the Welcome Pack.</li> <li>• Staff to minimise and empty bins regularly.</li> <li>• To be monitored by staff/wardens.</li> <li>• Stored in a locked cupboard.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <ul style="list-style-type: none"> <li>• Furniture.</li> </ul>                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Any furniture where the foam is damaged should be removed. No smoking or naked flames allowed indoors.</li> </ul>                                                                                                                                                                                                                           |
| <p>Exterior</p> <ul style="list-style-type: none"> <li>• Oil fuel tank.</li> <li>• LPG tanks &amp; gas canisters.</li> <li>• Wood store.</li> <li>• Moor and woodland.</li> <li>• Tents and belongings.</li> </ul> | <ul style="list-style-type: none"> <li>• Area to be kept clear of flammable materials.</li> <li>• Area to be kept clear of flammable materials.</li> <li>• Staff/warden access only.</li> <li>• Promotion of the 'Countryside Code' and staff/warden warning to groups.</li> <li>• Stoves to be kept away from tents.</li> <li>Uncontrolled, group's own risk assessment.</li> </ul> |

Sources of oxygen:

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| Minimal oxidising agents and no oxygen cylinders normally on site. It is essential that guests notify us if oxygen cylinders are brought to site.                                                                                                                                                                                              |
| <p>West Barn</p> <ul style="list-style-type: none"> <li>• Passive ventilation throughout.</li> <li>• Catering grade mechanical intake and extraction in the kitchen.</li> <li>Mechanical extraction in the showers.</li> <li>• Bleach-based cleaning products in secure containers stored in the cleaning cupboard in the workshop.</li> </ul> |
| <p>East Barn</p> <ul style="list-style-type: none"> <li>• Passive ventilation throughout.</li> <li>• Mechanical ventilation in men's, women's and accessible bathrooms.</li> </ul>                                                                                                                                                             |
| <p>Cottage</p> <ul style="list-style-type: none"> <li>• Passive ventilation throughout.</li> <li>• Mechanical extraction in kitchen and bathroom.</li> </ul>                                                                                                                                                                                   |

Work processes:

|                                                                                                                                                                                                                                                                                                                                                                        |
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| <ul style="list-style-type: none"> <li>• Regular testing of all fixed wiring and appliances, portable appliances, gas appliances and fire safety systems as per regulations and best practice.</li> <li>• Use of petrol machinery - Accessed and operated by trained staff/volunteers only.</li> <li>• No hot works on site, apart from during maintenance.</li> </ul> |
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Structural features that could promote the spread of fire:

- Cottage - No fire doors in the property, low risk with existing fire safety features, e.g. interlinked detectors and emergency lighting in hallways and stairs.
- East & West Barns - No identified issues.

## 8. People at Risk

Identify and specify the location of people at risk in case of fire:

Employees and wardens are often lone-working and can be distributed around the site. At this time there are no members of staff or volunteers who have impairments that would affect their ability to escape in the event of an emergency.

Overnight guests to the Bunk Barn are either met on site by staff or wardens or called to be briefed on fire safety and other procedures. The fire procedure and other emergency information is found in the Leader's Box. Overnight guests to the Camping Field are given written instruction by email prior to their visit.

Guests or visitors with serious impairments will have a Personal Emergency Evacuation Plan (PEEP) if staff have been given sufficient notice of their visit. Staff and wardens are not responsible for evacuating those individuals, but they should be aware of the occupants and that their needs in reference to the PEEP are met.

Contractors are met by staff, are briefed on any risk they may encounter and the nature of the work to be undertaken is discussed.

Indicate why the above are at risk and what control measures are required:

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Risk.           | The causes of fire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Who is at risk. | Staff, volunteers, contractors, guests, members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Controls.       | <ul style="list-style-type: none"> <li>• Regular inspections of the buildings are undertaken to identify issues and rectify them in a timely manner depending on severity.</li> <li>• A Fire Risk Assessment is undertaken as part of the Fire Safety Management Plan and the findings are acted upon. The risk assessment will identify defects which could promote the spread of fire and any sources of ignition, fuel and oxygen.</li> <li>• The Centre Manager &amp; Centre Assistant will arrange a meeting with the Fire Officer to review any significant changes made / due to be made to the structure of the buildings or their usage. Last meeting in December 2024 in regards to ventilation issues in the kitchen.</li> <li>• Staff and Volunteer Wardens are trained in fire safety,</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                            |
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|  | <p>evacuation and extinguisher use.</p> <ul style="list-style-type: none"> <li>• A no smoking policy is in place in all buildings and this is enforced through group introduction and signage. Advice is given to Centre users restricting smoking to the courtyard and a sand bucket for dog ends is provided.</li> </ul> |
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| Risk.           | Failure to get early warning of fire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Who is at risk. | Staff, volunteers, contractors, guests, members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Controls.       | <ul style="list-style-type: none"> <li>• All rooms throughout the Bunk Barns and Cottage considered to be medium or high risk are fitted with smoke or heat detectors.</li> <li>• Manual call points situated in the Bunk Barn are clearly visible and are located for ease of use.</li> <li>• All detectors and call points in the Bunk Barn are linked to the central alarm system located in the Cottage emergency room.</li> <li>• The detection system, alarm and battery back-up is regularly serviced by a specialist alarm company. The fire detection system is regularly inspected by staff.</li> <li>• Records of alarm activations are kept in a fire alarm log.</li> </ul> |

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| Risk.           | A small fire spreads to become a significant risk to people or buildings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Who is at risk. | Staff, volunteers, contractors, guests, members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Controls.       | <ul style="list-style-type: none"> <li>• Fire extinguishers are provided in the Bunk Barns and Camping Field. Traditional fire extinguishers are inspected annually conforming to BS 5306 Part 3. Fire blankets and P50 extinguishers are inspected annually by staff and logged.</li> <li>• Fire extinguisher serviceability and seals are checked before group occupancy.</li> <li>• Fire blankets are provided to both kitchens.</li> <li>• Fire doors are located throughout the Bunk Barns. No fire doors are to be wedged open. Automatic door restrictors are tested when the alarm sounds.</li> <li>• Refuse and flammable items are identified and removed or controlled.</li> <li>• Matches to be kept out of reach of children. Cottage - on top of the fireplace. West Barn - in the Leader's box.</li> </ul> |

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| Risk.           | Confusion about how to evacuate the premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Who is at risk. | Staff, volunteers, contractors, guests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Controls.       | <ul style="list-style-type: none"> <li>• Fire evacuation arrangements are very simple.</li> <li>• Staff and volunteer wardens are trained in fire evacuation procedures.</li> <li>• Fire evacuation arrangements are communicated to all groups on arrival, in the Welcome Pack and in most rooms in the Bunk Barns.</li> <li>• Fire evacuation procedures are followed even in the event of a false alarm.</li> <li>• Fire exits are clearly signed.</li> <li>• Emergency lighting is provided in all buildings used by groups (where required). Emergency lighting is maintained, regularly tested and inspected.</li> </ul> |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk           | Lack of fire awareness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Who is at risk | Staff, volunteers, contractors, guests, members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Controls       | <ul style="list-style-type: none"> <li>• Volunteer Wardens are trained in fire awareness and procedures as part of warden training.</li> <li>• The Fire Procedure is supplied to groups in the Leader's box and discussed with the group leader.</li> <li>• This risk assessment identifies sources of ignition, fuel and sources of oxygen.</li> <li>• A no smoking policy is in place in all buildings and this is enforced through group introductions and signing of the arrival checklist.</li> <li>• Advice is given to Centre users restricting smoking to the courtyard and a sand bucket for dog ends provided.</li> <li>• Fire action notices are displayed in most rooms in the Bunk Barns.</li> </ul> |

## 9. Means of Escape (Horizontal Evacuation)

|                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| How are fire hazards controlled within the area/room/floor?                                                               | <p>Bunk Barns - Rooms are separated from escape routes by fire doors with overhead door returns that are either closed or are held open with a fire door retainer that releases when the alarm sounds.</p> <p>Cottage - No fire separation.</p>                                                                                                                                                                                                                  |
| The need to control and monitor the number of occupants.                                                                  | <p>Bunk Barns - Maximum 40 overnight occupants. Total guests including day visitors (based on access to Activity Room) maximum 114 standing / 63 seated.</p> <p>Cottage - Maximum of 8 overnight occupants.</p>                                                                                                                                                                                                                                                  |
| The number of occupants in the area/room/floor and their familiarity with the premises                                    | <p>Bunk Barns - 40 plus day guests.</p> <p>Cottage - 8</p> <p>All occupants (excluding staff and volunteer wardens) are likely to have limited knowledge of the premises. Fire procedure supplied to group and signage present.</p>                                                                                                                                                                                                                              |
| The likely spread of fire.                                                                                                | <p>Bunk Barns - If systems are working correctly, there should be no spread of fire between rooms unless fire protection/procedures are circumvented (e.g. fire doors propped open, naked flames used) until fire protection fails (dependent on fire rating).</p> <p>Cottage - As above, but no fire doors.</p>                                                                                                                                                 |
| The time it would probably take to escape (2-3 minutes?)                                                                  | <p>Bunk Barns - Less than 2 minutes</p> <p>Cottage - Less than 2 minutes</p>                                                                                                                                                                                                                                                                                                                                                                                     |
| In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area? | <p>Any group that contains a guest with a physical or mental impairment that will affect their ability to self-evacuate should make plans to aid them in the event of an emergency. A PEEP will be supplied by staff if sufficient notification is given.</p> <p>Bunk Barns - Yes.</p> <p>Cottage - Yes. Current inner room condition (see below) with central storage room is minimised as kitchen not in use by guests when the room is accessed by staff.</p> |

|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travel distances. How far to the nearest exit?                                        | <p>East Barn - All travel distances 12m or less excluding Wheelstones which has access to two exits with travel distances of 15m &amp; 19m.</p> <p>West Barn - All travel distances 12m or less excluding the dining room which has access to one exit with a travel distance of 15m.</p> <p>Cottage - All travel distances 12m or less excluding the central store room which has access to one exit with a travel distance of 15m. This route is via the boiler room and kitchen (inner room issue).</p>                                                                                                                                                                                                                                                                                                                                                                  |
| Definition and number of escape routes. Easily identified and available at all times? | <p>Bunk Barns - Suitable for the number of overnight guests at the time of construction. No significant change to property or usage.</p> <p>Cottage - Emergency lighting in the circulation spaces and simple layout for evacuation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Number and widths of exits. Sufficient to evacuate all occupants quickly and easily?  | <p>Bunk Barns - Suitable for the number of overnight guests at the time of construction. No significant change to property or usage.</p> <p>Cottage - Sufficient.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Inner rooms situations. Is their exit only available through another room?            | <p>Bunk Barns - Cakes of Bread (East Barn) requires egress through either Lost Lad or Crook Hill. Both routes are short and the number of guests are very small. All rooms covered by emergency lighting, smoke detection and fire doors. The kit store (West Barn) is divided into two and is only accessible by staff and Instructors. Minimal time is spent in the room and there is a short route to safety.</p> <p>Cottage - The central store room needs access through the boiler room and kitchen (both medium risk) or Emergency Lobby. Only staff and Wardens are allowed entry (rarely) and the route is covered by smoke detection with access to a fire blanket. Exit from the boiler room is through the kitchen with protection as listed above. The dining room needs to be exited via the lounge or emergency lobby. Both routes have smoke detection.</p> |
| Corridors. Do they need to be protected by fire resisting walls and doors?            | <p>Bunk Barns - Yes. Blockwork walls to roof level and fire doors present throughout.</p> <p>Cottage - Not required as advised by the Fire Officer. Low risk with sufficient emergency lighting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                            | and smoke/heat alarms as per Fire Officer visit in 2021.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Dead-end conditions. Is there only one way out?                                            | <p>Bunk Barns - Only rooms with more than one egress route are the Activity Room, Alport Castles and the ground floor bedrooms. All others are minimally occupied and protected with fire doors (where necessary) and covered by emergency lighting and smoke/heat detectors.</p> <p>Cottage - Standard domestic layout with additional emergency exit on the first floor. Exit routes covered by emergency lighting and smoke/heat detectors.</p>               |
| Door openings and door fastenings. Can door(s) be opened easily without the use of a key?  | <p>Bunk Barns - Dining room, West Barn entrance cannot be opened from the inside without a key if locked.</p> <p>Cottage - All internal doors in the direction of egress are easily opened. All final exit doors can be easily &amp; immediately opened. The privacy door to the landing can be secured with a tamper tag, easily opened in the event of an evacuation.</p>                                                                                      |
| Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?             | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Housekeeping. Is there storage of combustibles or obstructions in escape routes?           | <p>Bunk Barns - No. Routes inspected prior to guest occupancy.</p> <p>Cottage - As above.</p>                                                                                                                                                                                                                                                                                                                                                                    |
| Sufficient number of stairways                                                             | <p>Bunk Barns - Sufficient for overnight occupancy levels at time of construction.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                                                                                                                                     |
| Provisions for people with disabilities. Deaf, blind, mobility issues or special needs etc | <p>Bunk Barns - Suitable provision for mobility issues (ground floor toilets, dormitory etc.) except for the activity room. Other users to be made aware of any limitations (if staff informed of impediments prior to attendance) with the option of a PEEP to be undertaken.</p> <p>Cottage - 18th century farm cottage with narrow corridors and doorways not suitable for users with very limited mobility. As above PEEPS to be undertaken if required.</p> |

## 10. Means of Escape (Vertical Evacuation)

|                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?                                                                                  | <p>Bunk Barns - Both the East &amp; West Barns have alternative exits from the first floors. The 'Tips' bedroom (West Barn, max occupancy 4) only has one stairway.</p> <p>Cottage - Only one staircase present, but alternative egress on first floor via external door by the office.</p> |
| Are the stairways wide enough to get all occupants out of the premises? (Including disabled persons)                                                                                                       | <p>Bunk Barns - Yes for maximum overnight occupation.</p> <p>Cottage - The staircase is narrow and steep, but there is alternative egress via the first floor.</p>                                                                                                                          |
| Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)? | <p>Bunk Barns - Yes (due to the size of the property and amount of occupants) and are present.</p> <p>Cottage - No. Small size and low numbers of occupants. Low risk with sufficient emergency lighting and smoke/heat alarms as per Fire Officer visit in 2021.</p>                       |
| Do the exits from the stairways lead to a place of safety (e.g. not to an enclosed yard).                                                                                                                  | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                              |

## 11. Fire Safety Signs and Notices

|                                                                                                     |                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Do all fire safety signs comply with the current standard (pictogram –symbols)?                     | Bunk Barns - Yes.<br><br>Cottage - Yes                                                                                                                                                                                         |
| Are there sufficient fire exit signs on the escape routes?                                          | Bunk Barns - Yes<br><br>Cottage - No signage present. The Cottage has a simple layout with numerous nearby final exit points.                                                                                                  |
| Are internal fire resisting doors indicated with “Fire Door - Keep Shut” notices?                   | Bunk Barns - Yes.<br><br>Cottage - Not applicable.                                                                                                                                                                             |
| Are internal fire resisting doors to cupboards indicated with “Fire Door – Keep Locked Shut” signs? | Bunk Barns - Yes.<br><br>Cottage - Not applicable.                                                                                                                                                                             |
| Where necessary are fire exit doors marked with “Fire Exit - Keep Clear” notices?                   | Bunk Barns - Yes.<br><br>Cottage - Yes.                                                                                                                                                                                        |
| Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”?              | Bunk Barns - Yes.<br><br>Cottage - None present. Locks to final exit doors are standard nightlatches which can be easily and immediately opened.                                                                               |
| Are general fire action notices displayed stating what to do in a fire situation?                   | Bunk Barns - <b>Yes, though there is duplication in the dormitories. Duplicates to be removed when rooms are next decorated.</b><br><br>Cottage - None present. Evacuation details given in the welcome pack.                  |
| Is fire-fighting equipment indicated?                                                               | Bunk Barns - <b>Yes. There is a mixture of old style and new.</b><br><br>Cottage - The fire blanket is hung so it is obvious and it has clear instructions on it. The fire extinguishers are both indicated by modern signage. |

## 12. Fire Warning Systems

|                                                                                                                                                      |                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is there a suitable fire warning system to alert occupants in the event of a fire?                                                                   | <p>Bunk Barns - Yes, wired system with suitable smoke/heat detector installed to BS 5839.</p> <p>Cottage - Yes, battery-powered interlinked smoke/heat detection present installed to Grade F2 LD1.</p> <p>Camp site- manual user operated alarm bell</p> |
| If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.                                 | <p>Bunk Barns - As above.</p> <p>Cottage - System suitable for size and use.</p>                                                                                                                                                                          |
| Can all occupants be alerted when the alarm is sounded? (Including persons with hearing difficulties)                                                | <p>Bunk Barns - Confirmed by regular professional maintenance.</p> <p>Cottage - Yes</p>                                                                                                                                                                   |
| Is there a need for automatic fire detection, i.e. sleeping risks, multi-occupied premises, varied working, inner room situations, mezzanine floors? | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                            |

### 13. Emergency Lighting System

|                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent street lighting through external glazing, may be considered)</p> | <p>Lockerbrook is primarily used as residential accommodation, so will be in use 24hrs a day. The site is located in the countryside away from any lit roads or neighbours so there is no borrowed light present.</p> <p>Bunk Barns - Exterior emergency backup lighting present.</p> <p>Cottage - Exterior lighting present.</p> |
| <p>Areas of the premises with no natural light (internal spaces) should be provided with escape lighting.</p>                                                                                               | <p>Bunk Barns - All areas (excluding the kit rooms) have emergency lighting.</p> <p>Cottage - Circulation spaces have emergency lighting.</p>                                                                                                                                                                                     |
| <p>If the premises are large and/or complex an escape lighting system should be installed to the current British Standard.</p>                                                                              | <p>Bunk Barns - Non-maintained 3 hour emergency lighting throughout to BS 5266-1</p> <p>Cottage - Non-maintained 3 hour emergency lighting to the landing, stairs and hallway installed to BS 5266-1</p>                                                                                                                          |
| <p>Where the premises are small a number of hand held torches strategically located may be sufficient.</p>                                                                                                  | <p>Bunk Barns - Not required, see above.</p> <p>Cottage - Not required, see above.</p>                                                                                                                                                                                                                                            |
| <p>When operated is there sufficient illumination for occupants to see the external escape routes clearly?</p>                                                                                              | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                                                                    |
| <p>Does the system operate on sub-circuit failure?</p>                                                                                                                                                      | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                                                                    |
| <p>Is there sufficient illumination at changes in level and changes in direction?</p>                                                                                                                       | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                                                                    |
| <p>Is there sufficient illumination to show fire exit doors and their</p>                                                                                                                                   | <p>Bunk Barns - Yes.</p> <p>Cottage - Yes.</p>                                                                                                                                                                                                                                                                                    |

|                                                                                              |                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| operation?                                                                                   |                                                                                                                                                                                   |
| Is there sufficient illumination to show fire alarm call points and fire fighting equipment? | <p>Bunk Barns - Yes.</p> <p>Cottage - No fire alarm call points present. The only fire fighting equipment present is a fire blanket in the kitchen and the two extinguishers.</p> |

#### 14. Fire Fighting Equipment

|                                                                                                    |                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is there sufficient fire fighting equipment provided for the area /room /floor?                    | <p>Bunk Barns - Appropriate fire extinguishers distributed throughout. Fire blanket present in the kitchen.</p> <p>Cottage - Fire blanket present in the kitchen. Two fire extinguishers to the ground floor</p> <p>Camp site - Fire extinguisher</p> |
| Is the fire fighting equipment appropriate for the risks?                                          | <p>Bunk Barns - Yes</p> <p>Cottage - Yes</p> <p>Camp site - Yes</p>                                                                                                                                                                                   |
| Is the fire fighting equipment simple to use?                                                      | <p>Bunk Barns - Yes</p> <p>Cottage - Yes</p> <p>Camp site - Yes</p>                                                                                                                                                                                   |
| Has a competent person checked the fire extinguishers within the last twelve months?               | <p>Yes, see servicing records.</p> <p>Traditional fire extinguishers are checked by contractors. New P50 extinguishers by staff.</p>                                                                                                                  |
| Does it conform to a standard?                                                                     | Yes, BS 5306-3                                                                                                                                                                                                                                        |
| Is the fire fighting equipment located on the escape routes and near to exit doors?                | <p>Bunk Barns - Yes</p> <p>Cottage - Two extinguishers on the ground floor</p>                                                                                                                                                                        |
| Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible? | <p>Bunk Barns - Yes</p> <p>Cottage - Yes</p>                                                                                                                                                                                                          |

## 15. Maintenance

Is there a maintenance programme for the fire safety provisions in the premises?

**Yes / No**

[2026 compliance schedule.](#)

Are regular checks of fire resisting doors, walls & partitions carried out?

**Yes / No**

Are regular checks of escape routes and exit doors carried out?

**Yes / No**

A minimum of weekly when occupied, or prior to new booking if unoccupied for some time.

Are regular checks of fire safety signs carried out?

**Yes / No**

Is there a maintenance regime for the fire warning system?

**Yes / No**

Annually (two visits).

Is there a maintenance regime for the emergency lighting system?

**Yes / No**

Annually.

Is there maintenance of the fire fighting equipment (by a competent person)

**Yes / No**

Annually

Are records kept and their location identified?

**Yes / No**

Details logged in the [2026 compliance schedule](#)

## 16. Method of Calling the Fire Service

Lockerbrook does not have an externally monitored fire alarm. Contacting the emergency services is undertaken by staff/wardens or guests if no staff present. Group leaders or their nominated guests are briefed on emergency procedures at the beginning of their visit.

The Leader's Box (location controlled by guests), the Fire Safety Document Box (under the West Barn canopy) and notices in various locations around the site contain instructions on how to contact the emergency services. They include the address of Lockerbrook, its grid reference number etc.

If staff are calling they will know if there are any other colleagues or volunteers on site. If there is a group present, staff/wardens or the group leader will collect the fire bed list from the emergency lobby.

## 17. Emergency Action Plan (EAP)

Produce an emergency action plan, which details procedures in the event of a fire in the workplace.

The EAP should cover:-

- All foreseeable events
- The action employees should take if they discover a fire
- How people will be warned
- How the evacuation is carried out (action on hearing fire warning)
- To include the evacuation of visitors and people with disabilities
- Procedures for checking the premises have been evacuated
- Identify escape routes
- Fire fighting equipment
- Duties and identities of persons with specific responsibilities in the event of a fire
- Where appropriate the isolating of machinery and processes
- How the fire service are called and by who
- Liaison with fire service on arrival

## 18. Training

All employees receive fire safety training including a full explanation of the Emergency Action Plan (EAP). This should be carried out on induction and other regular periods, (usually once or twice a year).

The training programme should also include the following:-

Who receives training

What training is given

How often it is given

Where it is recorded (to include staff acknowledgement of training given)

Attach the training programme to the risk assessment.

Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately

## 19. Record of Fire Safety Deficiencies

| Severity                                                          | Likelihood                  | Fire Risk Rating                                                   |
|-------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------|
| H – A major fire occurring involving loss of life or extreme harm | H - Certain or near certain | 3 = High Risk – immediate action required                          |
| M – A fire involving a danger to persons or moderate harm         | M – reasonable likely       | 2 = Medium risk – Action required unless good reason               |
| L – A fire or slight harm                                         | L – Very seldom or never    | 1 = Low risk – No direct action required but consider improvements |

|          |        | Likelihood |        |     |
|----------|--------|------------|--------|-----|
|          |        | High       | Medium | Low |
| Severity | High   | 3          | 3      | 2   |
|          | Medium | 3          | 2      | 1   |
|          | Low    | 2          | 1      | 1   |

|                  |                                                                                   |                           |
|------------------|-----------------------------------------------------------------------------------|---------------------------|
| Action required  | Replace existing fire safety/equipment signs with current photoluminescent signs. |                           |
| Severity         | Likelihood                                                                        | Original Fire Risk Rating |
| Low              | Low                                                                               | 1                         |
| Severity         | Likelihood                                                                        | New Fire Risk Rating      |
| Low              | Low                                                                               | 1                         |
| Date identified  | 16 May 2024                                                                       |                           |
| Action completed | Photoluminescent signage is not required due to emergency lighting being present. |                           |

|                  |                                       |                           |
|------------------|---------------------------------------|---------------------------|
| Action required  | Install additional external lighting. |                           |
| Severity         | Likelihood                            | Original Fire Risk Rating |
| Medium           | Low                                   | 1                         |
| Severity         | Likelihood                            | New Fire Risk Rating      |
| Low              | Low                                   | 1                         |
| Date identified  | 16 May 2024                           |                           |
| Action completed |                                       |                           |

|                  |                                                                                                                                                     |                           |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Action required  | Reviewed legislation on fire safety signage. To install additional fire door, escape, fire extinguisher/blanket signage & fire notices as required. |                           |
| Severity         | Likelihood                                                                                                                                          | Original Fire Risk Rating |
| Medium           | Low                                                                                                                                                 | 1                         |
| Severity         | Likelihood                                                                                                                                          | New Fire Risk Rating      |
| Low              | Low                                                                                                                                                 | 1                         |
| Date identified  | 29 April 2026                                                                                                                                       |                           |
| Action completed | Underway                                                                                                                                            |                           |

|                  |                                                                                      |                           |
|------------------|--------------------------------------------------------------------------------------|---------------------------|
| Action required  | Update fire evacuation procedure etc. inline with the new emergency evacuation plan. |                           |
| Severity         | Likelihood                                                                           | Original Fire Risk Rating |
| Low              | Low                                                                                  | 1                         |
| Severity         | Likelihood                                                                           | New Fire Risk Rating      |
| Low              | Low                                                                                  | 1                         |
| Date identified  | 29 April 2026                                                                        |                           |
| Action completed | Underway                                                                             |                           |

|                 |                                                                                                         |   |
|-----------------|---------------------------------------------------------------------------------------------------------|---|
| Action required | Install additional interlinked smoke detectors to the Cottage to increase coverage as per Fire Officer. |   |
| Severity        | Likelihood                                                                                              |   |
| Medium          | Low                                                                                                     | 1 |

| Severity         | Likelihood      |   |
|------------------|-----------------|---|
| Low              | Low             | 1 |
| Date identified  | 4 December 2024 |   |
| Action completed | 11 May 2026     |   |

| Action required  | Install a 44mm notional fire door with self-closing device to the office as per Fire Officer. |   |
|------------------|-----------------------------------------------------------------------------------------------|---|
| Severity         | Likelihood                                                                                    |   |
| Medium           | Low                                                                                           | 1 |
| Severity         | Likelihood                                                                                    |   |
| Low              | Low                                                                                           | 1 |
| Date identified  | 4 December 2024                                                                               |   |
| Action completed |                                                                                               |   |

| Action required  |            |  |
|------------------|------------|--|
| Severity         | Likelihood |  |
|                  |            |  |
| Severity         | Likelihood |  |
|                  |            |  |
| Date identified  |            |  |
| Action completed |            |  |

## 20. Significant Findings

## 21. Additional Hazards