

Fire safety leaflet

- Please read this leaflet before arriving at the site.
- Please familiarise yourself with the instructions for what to do in the event of a fire in a building, included below. Copies are posted in the lodge, cabins & chalet.
- Please be aware that there is no smoking in any of the buildings on site. Please ensure that this is adhered to.
- Extinguishers are provided in the lodge, cabins & chalet. These should only be used if you have been trained to use them, and if it is safe to do so. **DO NOT PUT YOURSELF AT RISK.**
- Please familiarise yourself with the location of the fire bell on the side of the toilet block, and to avoid complaints from the neighbours, ensure that it is only used in the event of an emergency.
- The evacuation Assembly Point is in the lower car park.
- Please take care of any electrical equipment, cables and connectors, and maintain good general safety and housekeeping.
- If camping, please ensure that: -
 - All tents are a safe distance from any fires
 - Only Altar fires are to be used on the camping field
 - Small cooking fires can be lit in the woods,
 - All fires to be under constant adult supervision
 - Full water buckets are ready for use close to any fires
 - Gas bottles are kept in the open air outside of the cooking tents
- All leaders must ensure that a list of their people on site at any one time is maintained, and available to all leaders in the group. It will be needed by the Senior Fire Officer on their arrival

Fire Evacuation Instructions

If you discover a fire: -

1. Evacuate the building.
2. Raise the alarm using the fire bell on the side of the toilet block, and evacuate everyone on site to the Fire Assembly point in the lower car park.
3. Dial 999 and ask for the Fire Service, using site location below. A telephone is available in the entrance to the lodge.
4. Establish everyone is accounted for, and all buildings are empty.
5. If you have been trained, and if it is safe to do so, tackle the fire with the extinguishers provided. **DO NOT PUT YOURSELF AT RISK.**
6. Inform one of the site contacts below, as soon as practical.
7. Report to the Senior Fire Officer on their arrival.

Site Contacts: Dave PHIPPS 01291 689 776 or 07798 736 779

Alan Hillard 01291 689 772 or Mike Breakwell 01495 758862

Site Location: **Botany Bay Scout Activity Centre**, Trellech Road, Tintern, Chepstow **NP16 6SN**
OS Grid Reference SO 526 022 Site phone number 01291 689 816

(Note the postcode can be up to 2 miles from the site, please give the operator the grid reference above)