

Scouting Ireland  
National Office  
Larch Hill  
Dublin 16

T +353 [0]1 495 6300  
F +353 [0]1 495 6301  
questions@scouts.ie



## Ref: L35A -Fire Safety Guidelines for Scouting Ireland Scout Dens and Meeting Places FAQ

### Query 1

Looking at these guidelines there is a requirement for extensive training for all scouters which has specific Scouting Ireland requirements. Who is qualified/certified to give this training as it is required not only to existing scouters but also on-going to inducted new scouters

#### Response 1

The Training Commissioner has ensured that a number of trainers will be able to deliver this training. It is required for existing scouters and also ongoing for new scouters.

### Query 2

If we are renting does the fire safety policy of the building owner effectively cover the copies of the SI Fire safety Guidelines and Fire Register.

#### Response 2

The Minimum Requirements (see page 14 and Appendix A) apply to all premises where Scouting activities take place. Therefore they also apply to rented buildings. If Scouting activities are taking place in a rented building the Scouters as Occupiers are responsible for the safety of the occupants during their activities. They must ensure that the Minimum Requirements are met for the building.

The Weekly checklist must also be carried out in rented premises.

### Query 3

The Fire Safety Guidelines document makes reference to appendix b and c, this is missing from the document that was sent via E131-2018 on the 13th December.

#### Response 3

The Scouting Ireland Fire Safety Register published in January 2019 is effectively Appendices B and C. Appendix B is on pages 15 to 17 – Fire Notice  
Appendix C starts on page 29 – Fire Safety Register.

### Query 4

Please clarify the Scout Groups responsibility, when we rent a hall on a weekly basis and do not own the hall or indeed will never sleep in "our" hall. We feel that the hall owners are responsible for the legislation and not us, their clients.

#### Response 4

Hall owners are indeed responsible however if the hall owners will not comply with the legislation then we cannot continue using that premises. We are responsible for the people in our care. We cannot delegate that to third parties. The Minimum Requirements as detailed in Page 14 and Appendix A of the Fire Safety Guidelines document must be implemented for all premises. Please note if you are carrying out works then please get the premises owners consent. The Group will still be required to prepare a plan for full implementation of the requirements if it intends to continue using the premises on a long term basis.

### Query 5

Reg. No. 397094  
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

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Why has the onus been placed on the Group Leader, who in effect is a subordinate of the Group Council? Your wording allows the Group Council to escape all responsibility and can overturn any command issued by the Group Leader if it is in disagreement. This is at a time in Ireland when we are in a pre-trustee phase and indeed for the UK it's not your place to determine who their charity trustee decide to delegate that role to. Might I suggest you use the term Group Council only as the responsible identity.

#### **Response 5**

The Group Council is a governance structure in each Scout Group. It holds officers of the group accountable for their actions. Individual named persons must take responsibility for fire safety. As the highest ranking officer of the Scout Group the Group Leader must be responsible for Fire safety. He/She may delegate specific fire safety tasks but the Group Leader cannot divest or delegate his/her responsibility.

#### **Query 6**

What is required to conduct a fire safety assessment of our den so we can resume sleepovers?

#### **Response 6**

The Fire Safety Guidelines section *Scouting Ireland Policy, 3. Minimum Requirements for Scout Dens/Meeting Places – where sleepovers take place* details the chartered professions that can carry out a fire safety assessment in Ireland and Northern Ireland. Being Chartered means the professional would not typically provide advice on a subject where they are not competent. Before engaging then please check that they hold appropriate Professional Indemnity Insurance.

It is the responsibility of the local Scout Group to procure the services of a competent person for this task. Scouting Ireland has not put a panel of suitable Fire Safety Consultants together.

#### **Query 7**

Some Scout Dens and Meeting places are very old and do not hold some of the certifications required. Are Groups required to retrospectively get the building / systems tested and certified?

#### **Response 7**

A Fire Safety Certificate is normally obtained at the design stage for new buildings or for existing buildings significantly altered.

Certificates of Compliance apply on construction of buildings and completion of significant alterations.

Every premises must have the following:

7.1. Copies of Certificates for Design, Installation and Commissioning of Fire Detection and Alarm Systems. These certificates must specify the alarm type and confirm compliance with IS 3218 or BS5839-1:2013. These certificates should have been provided by the company who installed the Fire Detection and Alarm System.

7.2. Copies of Certificates for Design, Installation and Commissioning of Emergency Lighting. This certificate must confirm compliance with IS 3217 or BS 5266-1 and BS EN 1838. These certificates should have been provided by the company who installed the Emergency Lighting System.

7.3. A copy of the Certificate for the Electrical Condition of the Building. This certificate must confirm compliance with ETCI National Wiring rules (Ireland) and BS 7671 IEE Wiring Regulations (Northern Ireland). A periodic electrical installation condition report issued by a Registered Electrical Contractor at least at 5 year intervals or after electrical alterations.

7.4. A copy of the Certificate for the Installation and Maintenance of the Heating System. This certificate must confirm compliance with Part J of the Building Regulations (Ireland) where relevant.

Heat producing appliances (open fires, gas and oil fired systems) should be installed according to the Building Regulations in operation in the appropriate jurisdiction at the time of installation. If the relevant Technical Guidance document requirements are not appropriate to an existing building, alternative approaches based on the principles contained in the document may be more relevant and should be considered. This should be stated in a certificate issued by the installer or appliance commissioner.

7.5. Copies of the Current Safety Statements, Fire Safety Management Policy and related documentation. Copies of these documents should be available to the Scouters who will adhere to them and factor safety precautions into their use of the premises.

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

### Query 8

What is the likely cost per group to comply with all these requirements?

#### Response 8.

It is very difficult to give typical costs as this depends on the complexity and risks associated with each Den or meeting place.

### Query 9

In the Fire Safety Register section of the document there are a number of items that cause concern and place an unnecessary cost burden on Groups.

#### Response 9

The Guidelines are based on compliance with IS 3217:2013 or BS 5839-1: 2013 Fire Detection and Alarm Systems. System Design, Installation, Commissioning, Servicing and Maintenance.

### Query 10

There appears to be ambiguity in relation to who is the responsible person and who carries out the quarterly check of the fire detection and alarm system (FDAS) and the monthly checks on the emergency lighting system.

#### Response 10

Quarterly checks must be carried out by a competent person who possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. Typically this will be the company who designed and installed the FDAS or Emergency Lighting system.

### Query 11

In the Fire safety Register, Page 36 under FIRE DETECTION AND ALARM SYSTEM CHECKLISTS there is a requirement to have a competent person carry out the Quarterly tests for the fire Alarm system. This is not listed as a requirement for either the monthly or quarterly testing of the Emergency Lighting system.

#### Response 11

The requirement is to have the quarterly and annual checks carried out by a competent person and this is not clear on the HOW TO USE THIS DOCUMENT page of the Fire Safety Register. This will be clarified in the next update to the Register.

### Query 12

In Section 13 of the Fire Safety Register - FIRE DETECTION AND ALARM SYSTEM QUARTERLY CHECKLIST the template has a Qualified Contractor as the responsible person for carrying the tests and similarly the MONTHLY EMERGENCY AND LIGHTING ESCAPE SYSTEM CHECKLIST also has a Qualified Contractor as the responsible person and they need to be signed off by them every month. Surely is not the intention that every Scout Group in the country employs a contractor every month to carry out the tests?

#### Response 12

While the standard IS 3217: 2013 or BS 5266-1 and BS EN 1838 highlights that inspections and tests should be carried out by a competent person, it is reasonable to have a Scouter trained in carrying out the monthly inspections. What is required is that the following minimum operational requirements shall be checked:

- a) visually check that each emergency lighting lamp, in all maintained type and or combined (sustained) type emergency luminaires, are operational and illuminated,
- b) in the case of all self-contained and ATS (Type S) emergency luminaires check that their LED status indicators are illuminated and showing healthy condition/status,
- c) ensure that all non-illuminating lamps are replaced.

### Query 13

'When do groups start filling out the template?

#### Response 13

The 'Weekly Checklist' in Appendix A of the Fire Safety Guidelines should be in use already and if not please start to use it immediately. In relation to the Fire Register, it should be put in to use for each of the fire protective measures already in place e.g. fire extinguishers and as other protective measures are implemented the register should be completed and maintained for them also.

**Note: References to legislation and Standards are correct as of 1<sup>st</sup> June 2019. Always seek professional advice on current requirements.**

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