


Risk assessment

Name of Section, activity, event, location and proposed date.	1st Little Paxton	Date of risk assessment	16th November 2025	Name of person doing this risk assessment	Rhys Thomas Lead Volunteer	
	Building Risk Assessment	Date of next review	<ul style="list-style-type: none"> 1 Year Later Each term or with significant change to the environment. When the need to update the risk assessment. 			

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
BUILDING: participant may run into the walls during activities.	All People	Awareness of hazard, make sure the activity is suitable for the size of the hall, activities conducting should be in the centre of the hall	<i>Regularly check activities and separate risk assessments for activities.</i>
BUILDING: Doors, may get injured from the doors	All People	Doors need to be closed always, when opened can be supported by a door stop or by a person, make sure no children are near doors when closing to avoid hands being trapped	Regular review of this section.
BUILDING: Fire Extinguishers, may run into them, get caught, resulting in injury.	All People	Awareness of hazard, make sure the activity is suitable for the size of the hall, activities conducting should be in the centre of the hall	<i>Regularly check activities and separate risk assessments for activities.</i>
BUILDING: uneven surfaces of carpets may result in trips and falls	All People	Awareness of hazards, make sure the activity is suitable for the size of the hall, activities conducted should be in the centre of the hall, make sure carpets are in positions where they cannot trip over.	<i>Regularly check activities and separate risk assessments for activities.</i>
BUILDING: Using the Ladders to get to lofts, working at height, adults may fall from height	All People	Awareness of hazard, supervision always, not to be in the hall alone, 2+ adults, 1 adult to hold ladder.	Ensure Ladder checks are completed annually or when raised to the Lead Volunteer.
BUILDING: Cleaners Cupboard, hazardous materials, spills can cause injury to children	All People	Locked cupboards, no cleaners' equipment to be left out. Awareness of the hazard.	Ensure COSHH assessment is carried out and reviewed annually.
BUILDING: Electricity, can cause electric shock to members	All People	Regular checks of electrical components, (PAT tests) children using equipment should be supervised	PAT Testing conducted annually by certified electrician provided by the Parish Council.
BUILDING: Manual Handling, back injury from man handling materials and resources	All People	Awareness of risk, use correct procedure when lifting resources and equipment. Supervision always	Training to be provided to adult volunteers.

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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BUILDING: Asbestos, Carbon Monoxide, can cause breathing problems for children	All People	Appropriate alarms to detect substances, regular air through the scout hut, seek advice from outside agencies	No Asbestos in the building - Asbestos survey completed. Monitor alarms are regularly checked
BUILDING: Fire – if trapped children can suffer from smoke inhalation/burns	All People	Fire exits are unlocked and accessible always, children know what to do if there is a fire.	Additional fire evacuation policy is reviewed regularly. Sections who use the building constantly perform evacuation drills three times a year.
BUILDING: Tables and Benches, tripping over, lifting, transporting benches can cause injury	All People	Awareness of hazard, supervision at all times, leaders to lift depending on ages	
BUILDING: Fire Exit Yard – walking out foreign objects in pathway	All People	To be checked regularly, talk with Doctor's Surgery to ensure the pathway is clear.	
BUILDING: Fire Exit Yard – Doctors Surgery Waste, children could touch and get ill, injured	All People	To be checked regularly, talk with Doctor's Surgery to ensure the bins are locked. People are not allowed out there unless they are parking their bike or evacuating the building.	
BUILDING: Fire Exit Yard – Opening Gate, Trapped Fingers, Injury by the force of gate	All People	Leaders use gate if necessary, children know what to do if there is a fire and how to open the gate.	Additional fire evacuation policy is reviewed regularly. Sections who use the building constantly perform evacuation drills three times a year.
BUILDING: objects from Height, Lights from height could fall, causing injury	All People	Checked regularly, caged around lights and loft area.	
BUILDING: Chairs, children could get injured from jumping on chairs or in general	All People	Awareness of hazard, activities to be placed in the hall and are appropriate. Children can sit and not jump on them.	
BUILDING: Windows Closing Windows Hands can get trapped	All People	Leaders only to close windows.	
BUILDING: Floor, slipper surface can cause injury	All People	Floor is checked at the beginning of each session. If spillage occurs, clear up straight away and place a caution wet floor sign. .	
Building: Security risks / access Security, damage, loss of facilities	All People	The property is set back from the main road. All three entrances to the building and hut are locked. Keys are only given to volunteers or hirers. There is a key safe at the hut, codes are changed frequently and only given out when needed. There is CCTV covering the gate and entrances. CCTV is monitored by the Parish Council.	Regular maintenance of CCTV. • Change codes to gate & key lock frequently.
Doors Forced entry, risk of injury if unable to exit safely	All People	Make sure fire doors are unlocked and clear at all times (check outside too). Install good lighting (plus emergency lighting) on exit routes. Practise fire drill at least once each term with all users (all sections).	Fire doors should be checked frequently.
Windows Broken glass, forced entry.	All People	Windows are small in size, are position high up and set back in the brickwork and cannot be opened. Control activities (don't use heavy balls and so on).	Windows should be checked frequently for any damages.

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First Aid Risk of injury	All People	Two first aid kits are located in the hut, clearly visible. First aid kit location signs are posted throughout the Hut. First aid kits should be frequently checked to ensure they are replenished and are in-date. Users of the Scout Hut should follow incident recording policy.	Regularly check first aid kits.
Blocked drainpipes and gutters Slippery ground (worse if frozen).	All People	Regularly inspect and clean out.	Carry out good preventative maintenance as needed.
Gas supply Explosion, fire, asphyxiation	All People	Use HSE approved gas fitter (Gas Safe registered) for work on fittings and appliances. Carry out good preventative maintenance.	Carry out good preventative maintenance as needed.
Water Leaks, burst pipes. Legionella	All People	Lag pipes. Check the system regularly. Drain system in winter if necessary or turn off when leaving the premises. See section on toilets and washrooms	Regularly inspect and report any problems immediately.
Sewer and waste water Leaks, blockage, disease.	All People	Regularly inspect and report any problems immediately.	Regularly inspect and report any problems immediately.
Central heating boiler and hot water system Release of gases to building – harm from carbon monoxide poisoning.	All People	Carbon monoxide alarm installed and checked regularly. Arrange regular maintenance by a competent person.	Check the carbon monoxide alarm frequently.
Electricity Overloaded sockets Electrocution. Fire. Trailing or damaged leads Tripping.	All People	Check equipment leads and plugs regularly. Remove anything substandard. Arrange for a competent person to do repairs and major inspections - PAT testing completed regularly by qualified electrician. Isolate supply as necessary.	PAT testing to be completed by qualified electrician.
Combustible materials Fire.	All People	Carefully store in suitable containers. Remove potential ignition sources.	
Rubbish Disease or vermin.	All People	Remove all rubbish by taking the rubbish away after every session.	Remove all rubbish at the end of sessions.
Sharp objects Cuts.	All People	Control access to sharp knives – they should be locked away in the cupboard under the sink, which has a lock installed. Dispose of broken glass carefully (wrap it protect sharp edges).	Sharp knives should be stored in the lockable cupboard in the kitchen.
Food and Drink Food poisoning. Vermin. Slipping on spills	All People	Refer to factsheet on Food Safety FS320003. Avoid leaving food in premises (where possible). Clean up spills promptly. Make sure appropriate cleaning equipment is available.	Check cleaning equipment is available. Arrange deep cleans regularly.
Hot Surfaces Burns and scalds.	All People	Hot surfaces should not be left unattended. The cooker has a red light installed to display when on. Young people should not be left unsupervised in the kitchen.	Check cooker light function regularly.
Bacteria Disease. Legionella	All People	Regularly inspect and clean facilities. Make sure there's a good supply of toilet paper, soap, and towels or hand drying facilities. Check and run hot water systems. De-scale and disinfect showerheads. Arrange periodic checks by a competent person. Use a 'heat at	Regular inspect and clean facilities. Frequent deep cleaning arranged. Period checks of hot water system by a competent person

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		source' system to avoid storing hot water.	
Cleaning materials Fumes, chemical burns.	All People	Carry out a COSHH* risk assessment that applies to all chemicals on the premises. Read labels carefully. Have secure storage for all chemicals.	Carry out COSHH risk assessment where needed.
Grass, rubbish, uneven ground Risk of fire, trips and cuts.	All People	Cut grass regularly. Use eye protection if using strimmers. Clear rubbish. Assess the area before running an activity	Regular grass cutting during summer months.
Trees Rotten or dangerous branches.	All People	Assess the trees on site, especially in high risk areas that people use regularly. Rotten or dangerous branches to be removed.	Inspect trees annually.
Traffic on site Cars and pedestrians.	All People	Bollards separate the pedestrian route and the car park. Lighting is switched on if the area is dark.	
Neighbours	All People	A reminder to all that the Scout Hut is located in a residential area and everyone should be mindful of their property (including parking over driveways/gates etc) and be respectful when using the Hut.	Be respectful of other people's property. Report any incidents to the / leader in charge.

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