

**GENERAL RISKS FOR ALL AREAS**

**REVIEWED JULY 2018**

Hazard Identified & Risks Arising	Persons at Risk	How Is The Risk Controlled? What Further Controls Are Needed?	Actions/ Mitigation / Person Responsible for controls	Review Date & Revisions
<b>As a whole</b>	All	<p>Ensure all adults and young people are familiar with the site.</p> <p>Young people should be supervised at all times.</p> <p>Scout leaders have responsibility to supervise young people throughout their official meeting times, outside of these times parental supervision must be enforced and the rules set out in this risk assessment must be adhered to.</p> <p>All users must have emergency contacts for everyone using the headquarters and must be placed for anyone to access during the hire period.</p>	<p>Record details of any areas that need attention on this risk assessment.</p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Chemicals and Hazardous Materials Fire</b>	All <b>Chemical Burns, Ingestion,</b>	<p>Do not approach suspicious objects/containers and materials. Typical indicators - small and colour.</p> <p>Keep all hazardous products stored up in up high or in locked cupboards.</p>	<p>Seek immediate medical attention, as required.</p> <p>Record details of any substances, location and label information.</p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Combustibles Fire</b>	All	<p>Avoid storage inside the building.</p>	<p>Seek immediate medical attention, as required.</p> <p>Record details of any areas that need attention.</p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Entrances &amp; Exits Obstructions</b>	All <b>Trips, Falls</b>	<p><b>ALL FIRE EXITS AND EMERGENCY EXIT ROUTES TO BE CLEAR AT ALL TIMES.</b></p> <p>Emergency Exits clearly marked.</p>	<p>Seek immediate medical attention, as required.</p> <p><b>DAILY CHECKS.</b></p> <p>Record details of any areas that need attention.</p> <p>First aid kit stocked/available.</p>	

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<b>Equipment</b> <b>Sharps, Lifting, Storage height, Rot and Mildew etc...</b>	All <b>Cuts, Ingestion, Physical Injury</b>	<p>PPE as required.</p> <p>Beware some equipment have special precautions with regards to enclosed spaces, weight, PPE etc...</p> <p>Limit height of storage for safety i.e. stacked chairs</p> <p>Store sharp equipment up away from access by young people.</p> <p>Only lift equipment when necessary and with adequate help, following the guidelines on the posters.</p> <p>Store dry equipment away from water and off the floor.</p> <p>Any equipment for activities that hirers/users/ Scouters have bought to the site need to have their own risk assessment.</p>	<p>Seek immediate medical attention, as required.</p> <p>Training and supervision are prerequisites.</p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Fire</b>	All <b>Death, Injury</b>	<p><b>ENSURE ALL USERS KNOW OF THE EMERGENCY EVACUATION PROCEDURE.</b></p> <p><b>All rubbish must be taken away with the hirer and not left on or around the premises.</b></p> <p>No naked flames in hut unless the activity has its own risk assessment.</p> <p>Regular testing of fire equipment and alarms.</p> <p>Fire extinguisher and blanket must be available at signed/labelled locations and serviceable.</p>	<p>Seek immediate medical attention, as required.</p> <p>Responsibility of refuse is clearly stated in booking form.</p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Heavy Objects</b> <b>Chairs, tables, benches, tents, rope, beds, mattresses, large cooking items etc...</b>	All <b>Physical Injury</b>	<p>Do not lift heavy objects, if necessary do this with more people to break the load down.</p> <p>Safety posters on display (<b>store room, chair &amp; table cupboard, kitchen, notice board outside</b>)</p>	<p>All - Stop lifting if you are experiencing pain or discomfort</p> <p>Seek medical attention if needed.</p> <p>First aid kit stocked/available.</p>	

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<b>Lighting</b>	All	Always use soft balls inside, young people to be supervised. PPE when handling breakages.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Protrusions</b> Low protrusions internal and external i.e. window cills, door handles	All Affecting persons of short standing	Make sure doors are closed as required.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Rubbish and Litter</b> Fire, Ingestion, Vermin	All Cuts, Ingestion, Burns	<b>IT IS THE RESPONSIBILITY OF ALL HIRERS TO TAKE ALL THEIR RUBBISH OFF SITE AFTER EACH BOOKING.</b> Only pick up litter. Avoid any hazardous materials, broken glass and medical waste.	Seek immediate medical attention, as required. Responsibility of refuse is clearly stated in booking form. Fire equipment kept up to date & first aid kit stocked/available.	
<b>Sleepovers and Camps</b>	CARRY OUT A SEPARATE RISK ASSESSMENT			
<b>Supervision &amp; Lone Working</b>	All	All persons to be supervised and work safety guidelines.	Seek immediate medical attention, as required. Fire equipment kept up to date & first aid kit stocked/available.	
<b>Surfaces</b> Walking	All Trips, Falls		Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	

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<b>Tools</b>	All <b>Cuts, Ingestion, Physical Injury</b>	Only use tools where required and when use is appropriate. Right tool for the job! PPE as required. Only use tools to which you have been trained and are confident in use. Beware some tools/equipment have special precautions with regards to enclosed spaces, weight, PPE etc...	Seek immediate medical attention, as required. Training and supervision are prerequisites. Fire equipment kept up to date & first aid kit stocked/available.	
<b>Wide Games</b>	CARRY OUT A SEPARATE RISK ASSESSMENT			
<b>Windows Broken Glass</b>	All <b>Cuts, Injury</b>	Beware of persons walking past when opening and closing windows. Always use soft balls inside, young people to be supervised. Keep ball games to the field and away from the hut, young people to be supervised. PPE when handling breakages.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	

SERVICES

REVIEWED JULY 2018

Hazard Identified & Risks Arising	Persons at Risk	How Is The Risk Controlled? What Further Controls Are Needed?	Actions/ Mitigation / Person Responsible for controls	Review Date & Revisions
<p><b>Gas Supply</b></p>	<p>?</p>	<p>?</p>	<p>?</p>	
<p><b>Electrical Supply</b> Electrocution, Fire</p>	<p>All <b>Death, Injury</b></p>	<p>PPE, Use correct equipment. Ensure supply is isolated when exposed. Do not overload sockets. Check circuit breakers for potential faulty circuits. Socket blanks should be fitted when a socket is not in use. Surge protections as required.</p>	<p>Seek immediate medical attention, as required. Annual PAT testing. Record details of any areas that need attention. <b>First aid kit stocked/available.</b></p>	
<p><b>Water Supply</b> Flood, Drowning, Slips and Falls</p>	<p>All <b>Death, Injury</b></p>	<p><b>Water stop cock to be marked and advised.</b> Pipe lagging as appropriate.</p>	<p>Seek immediate medical attention, as required. Quarterly testing. Record details of any areas that need attention. <b>First aid kit stocked/available.</b></p>	

**GENERAL RISKS FOR THE GROUNDS**

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Hazard Identified & Risks Arising	Persons at Risk	How Is The Risk Controlled? What Further Controls Are Needed?	Actions/ Mitigation / Person Responsible for controls	Review Date & Revisions
<b>Animals</b>	All	<p><b>NO DOGS ON SITE.</b></p> <p>Do not interfere with animals. Keep a healthy distance. Fenced area around the nature reserve. Signs displayed to stop dogs on site.</p>	<p>Seek immediate medical attention, as required.</p> <p><b>'No dogs' is clearly stated in booking form.</b></p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Camp fire</b>	All Burns, Cuts, Injury	<p>Keep young people away from this area at all times.</p> <p><b>ONLY ADULT MEMBERS OF SCOUTING ARE TO USE THE FIRE PIT.</b></p> <p>Scout leaders using the fire pit must carry out a separate risk assessment.</p>	<p>Seek immediate medical attention, as required.</p> <p>Camp fire rules are clearly stated in booking form.</p> <p>Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Cars/Parking/Access Hit / Run-over</b>	All Cuts, Physical Injury, Broken Bones, Sprains	<p><b>ALL USERS MUST KEEP TO 5MPH SPEED LIMIT.</b></p> <p>Must follow the correct 'clockwise' direction around the hut. Gate to be shut during meetings. Adequate lighting installed, must be checked.</p>	<p>Seek immediate medical attention, as required.</p> <p>Record details of any areas that need attention.</p> <p>First aid kit stocked/available.</p>	
<b>Field</b>	All Injury	<p>Check field for abandoned equipment and litter such as pegs, mallets, axes, drinks cans. Wet wood is very slippery, advise against standing on wet wood (i.e. the safety logs dividing the car park and field)</p>	<p>Seek immediate medical attention, as required.</p> <p>First aid kit stocked/available.</p>	
<b>Ground Conditions</b>	All Broken Bones, Sprains, Cuts	<p>Wear appropriate footwear.</p>	<p>Seek immediate medical attention, as required.</p> <p>First aid kit stocked/available.</p>	

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<b>Hedges &amp; Walls</b>	All <b>Broken Bones, Sprains, Cuts</b>	Avoid climbing unprepared obstacles. All young people encouraged to stay within the main field area. Be aware of broken fences around the field.	Seek immediate medical attention, as required. First aid kit stocked/available.	
<b>Nature Reserve &amp; Pond</b>	All <b>Insect Bite, Stings, Cuts, Sprains, Splinters, Drowning</b>	Encourage long sleeves and trousers when in this area. Inform young people of the dangers around the pond. All young people to be supervised in this area and especially around the pond. Fenced area around the nature reserve - <b>BROKEN AT THE MOMENT, PLEASE BE CAREFUL IN THIS AREA</b>	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>People &amp; Strangers</b>	All <b>Assaults, Kidnapping</b>	Keep within the Scout grounds. Make sure there is adequate adult supervision for young people. Keep the gate closed throughout meetings.	Seek immediate medical attention, as required. Record details of any suspicious behaviour. First aid kit stocked/available.	
<b>Slopes on the field</b>	All <b>Broken Bones, Sprains, Cuts</b>	Observe the weather as this will effect surfaces. Beware that the field has an uneven surface. Wear suitable footwear.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Trees/Climbing</b>	All <b>Cuts, Physical Injury, Broken Bones, Sprains, Splinters</b>	Make young people aware of hazards of tree climbing and supervise as appropriate. Rough wood may cause splinters. Wet wood is very slippery, advise against standing on wet wood.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	

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<b>Vegetation</b>	All Cuts, Physical Injury, Broken Bones, Sprains, Allergies, Ingestion, Burns	Avoid unknown plants. Do not touch or ingest. Remind everyone about plant hazards.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Weather</b>	All Cuts, Physical Injury, Broken Bones, Sprains, Asthma Attacks, Allergies	Wear appropriate clothing and footwear. Be aware of any health issues/allergies of young people and adults. Avoid running in the dark.	Seek immediate medical attention, as required. Record details of any areas that need attention. Fire equipment kept up to date & first aid kit stocked/available.	
<b>Wood Shed and Pole Storage</b> Far side of the field	All Cuts, Physical Injury, Broken Bones, Sprains	Check wood and poles are safely stacked. Warn young people to stay clear of this area to prevent the temptation of climbing. Rough wood may cause splinters, wear gloves when moving. Wet wood is very slippery, advise against standing on wet wood.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	



**GENERAL RISKS FOR THE HUT**

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Hazard Identified & Risks Arising	Persons at Risk	How Is The Risk Controlled? What Further Controls Are Needed?	Actions/ Mitigation / Person Responsible for controls	Review Date & Revisions
<b>Craft Activities</b>	CARRY OUT A SEPARATE RISK ASSESSMENT			
<b>Drainpipes and gutters Blockages</b>	All Ingestion, Cuts, Risk of falls	Use ladders with appropriate PPE. Beware of hazardous chemicals.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Flooring</b>	All Burns, Splinters, Cuts, Slips and Falls, Physical Injury	Main hall with wood floor may cause splinters. Hall to the right has carpet tiles which aren't fixed to the floor and therefore can cause trips. Beware when playing any games involving crawling.	Seek immediate medical attention, as required. Record details of any areas that need attention. Fire equipment kept up to date & first aid kit stocked/available.	
<b>Food Poisoning</b>	All Death, Injury	Clean surfaces, utensils and crockery. Use fresh water to clean food, surfaces, equipment and hands.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Heating</b>	All	<b>ON EXIT THE BUILDING THE HEATING AND HOT WATER NEEDS TO BE TURNED 'OFF'.</b> A fixed setting of the thermostat temperature has been set and should not be altered.	Seek immediate medical attention, as required. Responsibility of refuse is clearly stated in booking form. Fire equipment kept up to date & first aid kit stocked/available.	
<b>Indoor Activities</b>	CARRY OUT A SEPARATE RISK ASSESSMENT			

Hazard Identified & Risks Arising	Persons at Risk	How Is The Risk Controlled? What Further Controls Are Needed?	Actions/ Mitigation / Person Responsible for controls	Review Date & Revisions
<b>Kitchen</b> Hot surfaces, Sharp Equipment, Hot Cooker	All <b>Burns, Cuts, Slips and Falls, Physical Injury, Poisoning</b>	<p>Hot surfaces and items to be restricted and marked.            Kitchen is regularly cleaned to limit bacteria.            Young people to be supervised.            No more than two young people working in kitchen.            Carry out a separate risk assessments for cooking activities i.e. for food allergies, appropriate utensils for age, leader supervision            Ensure minimum mess is created, clear up regularly.            Clean up any spillages immediately.            Every Person to wash hands.            Ensure food is cooked thoroughly.            All rubbish to be taken off site after booking is complete.</p> <p><b>COOKER &amp; MICROWAVE: KEEP SWITCHED OFF AT THE MAINS AND ADULT SUPERVISION AT ALL TIMES.</b></p> <p><b>ALL COOKING ACTIVITIES NEED TO HAVE A SEPARATE RISK ASSESSMENT.</b></p>	<p>Seek immediate medical attention, as required.            All safety requirements are set out on the booking forms.            Record details of any areas that need attention.            Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	
<b>Lighting</b>	All	Beware of lighting when participating in activities and games.	<p>Seek immediate medical attention, as required.            Record details of any areas that need attention.            First aid kit stocked/available.</p>	
<b>Loft</b>	All	<p>Only use if necessary.            Use a ladder.</p>	<p>Seek immediate medical attention, as required.            Record details of any areas that need attention.            Fire equipment kept up to date &amp; first aid kit stocked/available.</p>	

**GENERAL RISKS FOR THE HUT** CONTINUED...

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Hazard Identified & Risks Arising	Persons at Risk	How Is The Risk Controlled? What Further Controls Are Needed?	Actions/ Mitigation / Person Responsible for controls	Review Date & Revisions
<b>Radiators</b>	All <b>Burns, Physical Injury</b>	Beware of radiators when participating in activities and games.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Roof</b>	All	Access only as required. Scaffolding must be used.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Stores</b>	All <b>Injury</b>	Sharp tools to be stored with precaution. No chemical or paints. No overhead obstructions. Keep the stores neat and tidy. To be kept locked and out of bounds to young people unless under strict supervision.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	
<b>Toilets</b> <b>Wet floors, Chemicals, Flood, Electrical Exposure</b>	All <b>Ingestion, Cuts, Risk of falls, Broken Bones, Physical Injury</b>	Toilet breaks as required. Male, Female and Disabled toilets clearly marked. Toilets are regularly cleaned to limit bacteria. Hand-washing facilities provided.	Seek immediate medical attention, as required. Record details of any areas that need attention. First aid kit stocked/available.	