

8th Bridgnorth Scout Group Risk Assessment



Activity, Venue and Section	Scout Hut Premises	Date of risk assessment	25-1-23	Name of person who undertook this risk assessment	Simon Turner	Review	January 2024
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Hazard	Risk	Who is at risk?	Control Measures to reduce the Risk	Responsible Persons	Review/Comments
Building Construction					
Roof	Head injuries from falling tiles	All persons	<ol style="list-style-type: none"> Visual check of roof tiles regularly when clearing gutters Replace any broken tiles; raise with GSL for communication to Exec for action; modify activities if necessary until tiles replaced 	GSL and all Section Leaders and users of facility	
Windows	Broken glass Forced entry	All persons	<ol style="list-style-type: none"> Wire mesh secured to outside of windows to prevent damage from outside Pyracantha plants planted to deter intruders 	GSL & Exec Comm	Any break-in's, broken windows to be reported to GSL; broken glass to be safely cleared up and disposed of by Section leader or Assistant leader
Access / Doors	Forced entry	All persons	<ol style="list-style-type: none"> Doors in good repair and locks working Security lighting Fencing 	GSL & Exec Comm	Report break-in to GSL
Gutters / drains	Blockage Leakage	All persons	<ol style="list-style-type: none"> Regularly inspect and clean out 	Exec Comm	To organise clean out once a year
Stairs	Fall injuries	Users of stairs	<ol style="list-style-type: none"> Check stairs regularly to ensure good repair Ensure all users take care on stairs Signage for users to hold on to banister No young people to use stairs unless given permission by Section Leader 	Section Leaders and Exec Comm	Ensure appropriate signage on door to stairs
Ceiling Tiles	Head injuries from falling tile	Users of hut	<ol style="list-style-type: none"> Ensure tiles are secure Ensure Young people do not kick footballs up at ceiling tiles Visual check of roof tiles regularly at each meeting and modify activities accordingly 	Section leaders	
Floors	Falling through loft, slip injuries,	All persons	<ol style="list-style-type: none"> Restrict access to loft to adults Ensure loft space is kept tidy and walkways are kept clear Ensure appropriate footwear is used 	Section leaders	
Asbestos	Poisoning	All persons	<ol style="list-style-type: none"> Asbestos survey completed, and any recommendations applied 	Exec Comm	Survey completed and no asbestos detected in building

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Services					
Water	Leaks, bursts, Legionella	All persons	<ol style="list-style-type: none"> 1. Ensure regular legionella survey undertaken and complete any actions 2. Check system regularly and maintain records in a legionella risk register 3. Lag pipes to prevent freezing 4. Ensure frost stat operational 	Quarter Master	Section Leaders and hut users to report to GSL any leaks or bursts
Wastewater	Leaks, blockage disease	All persons	<ol style="list-style-type: none"> 1. Check drainage from sinks, loo block regularly 2. Ensure hut cleaned regularly including wet and wastewater areas 	Quarter Master and GSL	Any leaks etc to be reported to GSL
Hot water system	Burns from hot pipes, CO poisoning,	All persons	<ol style="list-style-type: none"> 1. Use guards on heaters 2. Ensure signage in place where risk of hot water 3. Ensure hot water pipes lagged 	Exec Comm	
Electricity: Overloaded sockets,	Electrocution, Fire,	All persons	<ol style="list-style-type: none"> 1. Check all equipment regularly and remove anything substandard 2. Arrange regular inspections for PAT with appropriate certificate and complete any recommendations 3. Avoid using gang blocks of sockets 	Exec Comm and Section Leaders	
Electricity: Trailing leads, damaged wires	Trip hazards Electrocution	All persons	<ol style="list-style-type: none"> 1. Ensure leads all in safe position 2. Avoid using extension leads unless absolutely required 3. Remove damaged wire / leads and replace with new ones 	GSL and Section leaders	
Entrances and Exits					
Obstructions, uneven surfaces	Slip, trip and fall injuries	All persons	<ol style="list-style-type: none"> 1. Check steps and exits are in good repair 2. Ensure surfaces are gritted in the case of ice 3. Cone off surfaces that are damaged so they can be easily seen and avoided 	Section Leaders and GSL	Exec to consider costs for repair
Fire exits faulty	Unable to escape in emergency	All persons	<ol style="list-style-type: none"> 1. Ensure Fire Doors are free from obstructions at all times 2. Ensure Fire Exits are fully operational 3. Practice a Fire Drill once a term with all sections and users 	Section Leaders and GSL	
Poor lighting	Slip, trip and fall injuries	All persons	<ol style="list-style-type: none"> 1. Install good outdoor lighting, particularly near exits 2. Ensure internal lighting is fit for purpose so users can easily see around hut 	Exec Comm	
Storage					
Combustible materials	Fire	All persons	<ol style="list-style-type: none"> 1. Store any combustible liquids or materials in appropriate containers 2. All ignition sources removed 3. Minimise the storage of combustible materials on site and only if deemed necessary 	GSL	Exec Comm to be informed of combustible materials stored on and record maintained

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Rubbish	Vermin	All persons	<ol style="list-style-type: none"> 1. Rubbish removed weekly 2. Food stored in suitable containers 3. Vermin control used 	Section leaders	Exec to be informed by GSL if professional vermin control required
Equipment	Mould / mildew	All persons	<ol style="list-style-type: none"> 1. Ensure kit is put away dry and kept dry and aired 2. Make sure the storage area is well ventilated 	GSL, Section leaders and users of equipment	Quarter Master to alert Exec Comm of damaged equip e.g. tents because of mould
Storing at height	Handling injuries Step ladder falls	All persons	<ol style="list-style-type: none"> 1. Store heavy items near the floor and light items on shelves 2. Heavy items to be lifted by at least two adults and not young people 3. Check ladders and steps are safe before use, and always work in pairs with one adult holding / securing the ladder; no young people to use ladders or steps 4. if possible split boxes etc into lighter loads so heavy lifting can be mitigated 	Section leaders	
Gas cylinders and fire appliances	Leaks, fire, explosion	All persons	<ol style="list-style-type: none"> 1. Store gas cylinders upright 2. Store outdoors in gas specific store 3. Store away from combustible materials 4. Store away from drains 5. Train users in use of Fire Appliances 6. Ensure good ventilation when changing cylinders 7. Only adults to handle gas cylinders (with the exception of small camping gas cylinders and only under supervision of adult) 	GSL and Section leaders and their assistant leaders and helpers	
Kitchen					
Knives Glass	Cuts	All persons	<ol style="list-style-type: none"> 1. Store knives securely 2. Dispose of broken glass carefully 	GSL, Section leaders and their assistant leaders	
Food and Drink	Food poisoning, Vermin, slips from spills	All persons	<ol style="list-style-type: none"> 1. Refer to Factsheet FS320003 Food Safety 2. Run good training and ensure food handlers have basic Food Hygiene certification 3. Avoid leaving food in the premises 4. Store any food in suitable containers 5. Ensure all spills are cleaned up immediately 6. Ensure suitable cleaning materials are available 7. Label Drinking Water 	GSL and Section leaders	Any external training to support good practice with Food Hygiene to be requested by GSL to Exec Comm
Hot surfaces	Burns and scalds	All persons	<ol style="list-style-type: none"> 1. Train users 2. Ensure leaders are fully aware of their responsibilities when using the cooker, microwave, and kettle 3. Avoid deep fat fryers 	Exec Comm	

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			4. Ensure appropriate signage is in place where there is a risk from hot surfaces etc		
Toilet facilities					
Bacteria	Disease	All persons	1. Regularly inspect and clean the facilities 2. Ensure a good supply of toilet paper, soap and hand towels	GSL and Quartermaster	
Legionella	Disease	All persons	1. Carry out Legionella survey 2. Check and run water systems 3. Clean and de-scale taps and shower heads 4. Ensure hot water system is fully functioning	Quartermaster	Quartermaster to raise any concerns with Exec
Cleaning materials	Fumes, burns, poisoning	All persons	1. Carry out COSHH Risk Assessment 2. Train all users in safe usage of cleaning materials 3. Ensure proper storage for all cleaning chemicals 4. Ensure cleaning products aren't mixed	Exec Comm	To identify appropriate trainers where required
Hot water	Burns	All persons	1. Ensure hot water temperature is set appropriately 2. Use appropriate signage to warn of hot water by taps 3. For adults to supervise young people when handling kettles, pans etc with hot water if deemed necessary for a young person to heat water	Quartermaster and Exec Comm; GSL and Section leaders	
Surrounding Land					
Grass, rubbish, uneven ground, dog mess	Fire, trips, cuts, disease		1. Keep grass cut short 2. Assess the area before an activity	Exec Comm and Section leaders	
Trees	Rotten or dangerous branches		1. Assess trees on regular basis 2. Cut back any dangerous trees or ones overhanging hut roof	Exec Comm	Exec to obtain permission from Council for trees to be felled
Traffic	Hit by car		1. Ensure pedestrians are aware of moving vehicles 2. Make Road Safety part of the program for Young people 3. Ensure cars parked down by hut are parked securely and hand brake firmly engaged 4. Ensure young people are collected by parent or guardian	GSL and Section leaders	