

## Example of a simple risk assessment for a Scout premises

Sept 2020

Hazard identified, risks arising, and who's at risk	How is the risk controlled? What further controls are needed?	Date to be done	Person responsible	Date completed
<b>Building construction</b>				
<p><b>A hazard</b> is something that could cause harm, for example, equipment or conditions.</p> <p><b>The risk</b> is the harm that might occur from the hazard.</p>	<p><b>Controls</b> are actions, equipment, or procedures that will help to reduce the potential for harm from a particular hazard.</p>			
<p><b>Fragile roof</b></p> <p>Falling through, debris falling on users.</p>	<p>Make sure there's no ready means of access to roof.</p> <p>Put up warning signs, for example, 'Danger: fragile roof'.</p>			
<p><b>Windows</b></p> <p>Broken glass, forced entry.</p>	<p>Consider using wire mesh or toughened glass to reduce risk of windows breaking because of vandalism or games.</p> <p>Use locks.</p> <p>Control activities (don't use heavy balls and so on).</p>			
<p><b>Internal window sills and sheaves</b></p> <p>Beavers and Cubs running into any sticking out at head height.</p>	<p>Reduce sills and sheaves so they're flush to the wall or pad them (at least the corners) to reduce risk of injury.</p>			

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<b>Blocked drainpipes and gutters</b>  Slippery ground (worse if frozen).	Regularly inspect and clean out.			
<b>Access</b>  Damage, loss of facilities.	Contact local police (Crime Prevention Officer) for advice.  Use security lighting and secure fencing. Make regular checks.			
<b>Services</b>				
<b>Gas supply</b>  Explosion, fire, asphyxiation.	Use HSE approved gas fitter (Gas Safe registered) for work on fittings and appliances.  Carry out good preventative maintenance.  Turn off isolation valve when leaving the premises.			
<b>Water</b>  Leaks, burst pipes.  Legionella.	Lag pipes. Check system regularly.  Drain system in winter if necessary or turn off when leaving the premises.  See section on toilets and washrooms.			
<b>Sewer and waste water</b>  Leaks, blockage, disease.	Regularly inspect.			

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<p><b>Central heating boiler and hot water system</b></p> <p>Release of gases to building – harm from carbon monoxide poisoning.</p> <p>Loss of use.</p> <p>Hot radiators and heaters.</p>	<p>Install carbon monoxide alarm and check regularly.</p> <p>Arrange regular maintenance by a competent person.</p> <p>Use appropriate guards on heaters.</p>			
<p><b>Electricity</b></p> <p><b>Overloaded sockets</b></p> <p>Electrocution.</p> <p>Fire.</p> <p><b>Trailing or damaged leads</b></p> <p>Tripping.</p>	<p>Check equipment leads and plugs regularly. Remove anything substandard.</p> <p>Arrange for a competent person to do repairs and major inspections.</p> <p>Isolate supply as necessary.</p>			
<p><b>Entrances and exits</b></p>				
<p><b>Obstructions</b></p> <p>Trips and falls.</p> <p>Unable to operate doors in emergency.</p> <p><b>Poor lighting</b></p> <p><b>Uneven surfaces</b></p>	<p>Make sure fire doors are unlocked and clear at all times (check outside too).</p> <p>Install good lighting (plus emergency lighting) on exit routes.</p> <p>Practise fire drill at least once each term with all users (all sections).</p>			

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<b>Storage</b>				
<b>Combustible materials</b> Fire. <b>Rubbish</b> Disease or vermin.	Carefully store in suitable containers. Remove potential ignition sources. Remove all rubbish. Store food in proper containers or remove altogether where possible.			
<b>Camping equipment</b> Rot or mildew. Lifting heavy kit. Storing at height.	Put kit away dry and keep store dry and aired. Break the task down into manageable amounts. Work together. Don't expect young people to lift things that are too heavy (even if they're keen to help). Put heavy things low down and light things up high. Check ladders and steps are safe before you use them and work in pairs.			
<b>Gas cylinders and appliances</b> Leaks, fire, explosion. Hoses in poor condition.	Keep cylinders upright. Store them securely outside, above ground, on an area free of combustible material and away from drains. Refer to advice from LPG Association web site. Train users. Check hoses before use. Make sure there's good ventilation when changing cylinders.			
<b>Kitchen</b>				

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<b>Sharp objects</b> Cuts.	Reduce use of breakable glass. Control access to sharp knives. Dispose of broken glass carefully (wrap it protect sharp edges).			
<b>Food and Drink</b> Food poisoning. Vermin. Slipping on spills.	Run good training. Refer to factsheet on Food Safety FS320003. Label drinking water. Avoid leaving food in premises (where possible). Clean up spills promptly. Make sure appropriate cleaning equipment is available.			
<b>Hot Surfaces</b> Burns and scalds.	Use signs. Train users. Avoid deep fat fryers.			
<b>Toilets and washrooms</b>				
<b>Bacteria</b> Disease.  <b>Legionella</b>	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 source' system to avoid storing hot water.			
<b>Cleaning materials</b> Fumes, chemical burns.	Carry out a COSHH* risk assessment that applies to all chemicals on the premises. Train users. Read labels carefully. Have secure storage for all chemicals. Don't mix bleach with other cleaning materials.			
* COSHH – Control Of Substances Hazardous to Health Regulations				

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<b>Surrounding land</b>				
<b>Grass, rubbish, uneven ground</b> Risk of fire, trips and cuts.	Cut grass regularly. Use eye protection if using strimmers. Clear rubbish. Assess the area before running an activity			
<b>Trees</b> Rotten or dangerous branches.	Assess the trees on site, especially in high risk areas that people use regularly.			
<b>Traffic on site</b> Cars and pedestrians.	Keep vehicles separate from areas where people are walking where possible. Have good signage to make drivers aware of the hazards and tell them to slow down. Make road safety part of your programme with young people.			
<b>General reminder</b>	<b>Set a review date – make it at least annually.</b>			