**Example of a simple Risk Assessment for a Scout Premises**



| **Hazard Identified,**  **Risks Arising &**  **Persons at Risk** | **How Is The Risk Controlled?**  **What Further Controls Are Needed?** | **Date to be done** | **Person Responsible** | **Date Completed** |
| --- | --- | --- | --- | --- |
| **Building Construction** |  |  |  |  |
| ***Hazard*** – anything that could cause harm. E.g. equipment or conditions.  ***Risk*** – the chance that someone will be harmed by the hazard. | ***Control*** – an action, equipment or procedure that will help to reduce the potential for harm from a particular hazard. |  |  |  |
| **Fragile Roof** –  Falling through, Debris falling on users | No ready means of access. Put up warning signs e.g. *Danger Fragile Roof* |  |  |  |
| **Windows** –  Broken glass, Forced Entry | Consider using wire mesh or toughened glass to lessen risk of breakage by vandalism or games. Locks. Control activities (use of heavy balls etc). |  |  |  |
| **Internal Window Sills / sheaves –**  Beavers / Cubs – run into protruding at head height | Reduce them flush to the wall or pad them (at least the corners) to lessen injury. |  |  |  |
| **Blocked drainpipes & gutters –**  Slippery ground, worse if frozen | Regular inspection and cleaning out. |  |  |  |
| **Access –**  Damage, Loss of facilities | Contact Local Police Crime Prevention Officer for advice.  Security lighting, secure fencing, regular checks. |  |  |  |
| **Services** |  |  |  |  |
| **Gas Supply –**  Explosion, Fire, asphyxiation. | Use HSE approved gas fitter (Gas Safe registered) for work on fittings and appliances.  Good preventative maintenance.  Turn off isolation valve when vacating premises. |  |  |  |
| **Water –**  Leaks, Burst Pipes  Legionella | Lag pipes, check regularly, drain system in winter if necessary or turn off when vacating.  See section on Toilets / Washrooms |  |  |  |
| **Sewer and Waste Water –**  Leaks, Blockage, Disease | Regular Inspection |  |  |  |
| **Central Heating Boiler / Hot Water System –**  Release of gases to building – harm from Carbon Monoxide poisoning  Loss of use.  Hot radiators / heaters | Install carbon monoxide alarm.  Regular maintenance by a competent person.  Use appropriate guards on heaters. |  |  |  |
| **Electricity –**  **Overloaded Sockets –**  Electrocution  Fire  **Trailing / Damaged Leads –**  Tripping | Check equipment leads & plugs regularly. Remove anything substandard.  Use a competent person for repairs and major inspections.  Isolate supply as necessary. |  |  |  |
| **Entrances & Exits** |  |  |  |  |
| **Obstructions –**  Trips and falls  Unable to operate doors in emergency  **Poor Lighting**  **Uneven Surfaces** | Ensure Fire Doors are unlocked and clear at all time. Check outside too.  Install good lighting (plus emergency lighting) on exit routes.  Practise fire drill at least once each term with all users (sections). |  |  |  |
| **Storage** |  |  |  |  |
| **Combustible Materials –**  Fire  **Rubbish –**  Disease / Vermin | Careful storage in containers. Remove other potential ignition sources.  Remove all rubbish, store food in proper containers or remove altogether where possible. |  |  |  |
| **Camping Equipment –**  Rot, Mildew  Lifting Heavy Kit  Storing at Height | Ensure kit is put away dry and store is kept dry and aired.  Break down into manageable amounts. Work together.  DON’T expect Cubs/Scouts to lift things that are too heavy (however willing).  Put heavy things low down / Light things up high.  Check ladders and steps are safe and work in pairs. |  |  |  |
| Gas Cylinders and Appliances – Leaks, fire / explosion  Hoses in poor condition | Store cylinders securely outside, on area free of combustible material but not below ground level, away from drains & keep upright. – *Refer to advice from LPG Association web site.*  Train users. Check before use.  Ensure good ventilation when changing cylinders. |  |  |  |
| **Kitchen** |  |  |  |  |
| **Sharp objects –**  Cuts | Reduce use of breakable glass and control access to sharp knives.  Dispose of broken glass carefully (wrapped to protect sharp edges) |  |  |  |
| **Food and Drink –**  Food poisoning  Vermin  Slipping on spills | Good training is a must. Refer to factsheet on *Food Safety FS320003.*  Label drinking water.  Avoid leaving food in premises where possible.  Clean up spills promptly. Ensure appropriate cleaning equipment is available |  |  |  |
| **Hot Surfaces –** Burns and Scalds | Use signage. Train users. Avoid deep fat fryers. |  |  |  |
| **Toilets / Washrooms** |  |  |  |  |
| **Bacteria -**  Disease  **Legionella -** | Regular inspection and cleaning of facilities. Good supply of toilet paper, soap, towels / hand drying facilities.  Check and run hot water systems. De-scale and disinfect showerheads. Periodic check by a competent person.  Use ‘heat at source’ system to avoid storing hot water. |  |  |  |
| **Cleaning Materials –**  Fumes, Chemical burns | Carry out a COSHH\* risk assessment, which applies to all chemicals on the premises. Train users. Read labels carefully.  Have secure storage for all chemicals.  Avoid mixing bleach with other cleaning materials. |  |  |  |
|  | *\* COSHH – Control Of Substances Hazardous to Health Regulations* |  |  |  |
| **Surrounding Land** |  |  |  |  |
| **Grass, Rubbish, Uneven Ground –**  Risk of fire, trips and cuts | Cut grass regularly. Use eye protection if using strimmers. Clear rubbish.  Walk and assess the area before running an activity |  |  |  |
| **Trees –**  Rotten or dangerous branches | Assess the trees on your site, especially in high risk areas regularly used by people. |  |  |  |
| **Traffic on site –**  Cars and pedestrians | Separate vehicles from area where people are walking where possible.  Good signage to slow drivers and make them aware of the hazards  Make road safety part of your programme with your Young People. |  |  |  |
| **General Reminder** | **Set a REVIEW Date…make it at least annually!** |  |  |  |