

## Risk assessment

Name of activity, event, and location	1 <sup>st</sup> Markfield Scout Hut – Building Risk Assessment	Date of risk assessment	April 2021	Name of person doing this risk assessment	Liam Mawhinney
		Date of next review	October 2021		

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?	Prompts / reminders
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity. This is a great place to add comments which will be used as part of the review.
<b>Building</b>			
<p><b>Security risks / access</b></p> <p>Security, damage, loss of facilities</p>	All	The property is set back from the main road. There is a medium-height double gate with a coded padlock at the top of the drive. Both entrances to the building and hut are locked. Keys are only given to Leaders. 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.	<ul style="list-style-type: none"> <li>Regular maintenance of CCTV.</li> <li>Change codes to gate &amp; key lock frequently.</li> </ul>
<p><b>Doors</b></p> <p>Forced entry, risk of injury if unable to exit safely</p>	All	<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>	<ul style="list-style-type: none"> <li>Fire doors should be checked frequently.</li> </ul>
<p><b>Windows</b></p> <p>Broken glass, forced entry.</p>	All	<p>Windows are small in size, are position high up and set back in the brickwork and cannot be opened.</p> <p>Control activities (don't use heavy balls and so on).</p>	<ul style="list-style-type: none"> <li>Windows should be checked frequently for any damages.</li> </ul>

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<b>Fire Safety</b> Risk of injury	All	Suitable alarms are installed and should be frequently checked. Make sure fire doors are unlocked and clear at all times (check outside too). Install good lighting (plus emergency lighting) on exit routes. Fire safety policy in-place, practise fire drill at least once each term with all users (all sections).	<ul style="list-style-type: none"> <li>• Check fire/smoke/heat alarms frequently.</li> <li>• Check lighting works.</li> <li>• Fire doors should be checked frequently.</li> <li>• Read and practice fire safety policy/fire drill.</li> </ul>
<b>First Aid</b> Risk of injury	All	Two first aid kits are located in the kitchen, 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.	<ul style="list-style-type: none"> <li>• Regularly check first aid kits.</li> </ul>
<b>Blocked drainpipes and gutters</b> Slippery ground (worse if frozen).	All	Regularly inspect and clean out.	<ul style="list-style-type: none"> <li>• Regularly inspect and clean out.</li> </ul>
<b>Services</b>			
<b>Gas supply</b> Explosion, fire, asphyxiation.	All	Use HSE approved gas fitter (Gas Safe registered) for work on fittings and appliances. Carry out good preventative maintenance.	<ul style="list-style-type: none"> <li>• Carry out good preventative maintenance as needed.</li> </ul>
<b>Water</b> Leaks, burst pipes. Legionella.	All	Lag pipes. Check system regularly. Drain system in winter if necessary or turn off when leaving the premises. See section on toilets and washrooms.	<ul style="list-style-type: none"> <li>• Regularly inspect and report any problems immediately.</li> </ul>
<b>Sewer and waste water</b> Leaks, blockage, disease.	All	Regularly inspect and report any problems immediately.	<ul style="list-style-type: none"> <li>• Regularly inspect and report any problems immediately.</li> </ul>

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<p><b>Central heating boiler and hot water system</b> Release of gases to building – harm from carbon monoxide poisoning. Loss of use. Hot radiators and heaters.</p>	All	<p>Carbon monoxide alarm installed and checked regularly. Arrange regular maintenance by a competent person. Use appropriate guards on heaters.</p>	<ul style="list-style-type: none"> <li>• Check carbon monoxide alarm frequently.</li> </ul>
<p><b>Electricity</b> <b>Overloaded sockets</b> Electrocution. Fire. <b>Trailing or damaged leads</b> Tripping.</p>	All	<p>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.</p>	<ul style="list-style-type: none"> <li>• PAT testing to be completed by qualified electrician.</li> </ul>
<b>Storage</b>			
<p><b>Combustible materials</b> Fire.</p>	All	<p>Carefully store in suitable containers. Remove potential ignition sources.</p>	
<p><b>Rubbish</b> Disease or vermin.</p>	All	<p>Remove all rubbish by placing in the bins outside after every session. Bins to be placed at the end of the driveway for collection.</p>	<ul style="list-style-type: none"> <li>• Remove all rubbish at the end of sessions.</li> <li>• Ensure bins are ready for collection.</li> </ul>
<p><b>Camping equipment</b> Rot or mildew. Lifting heavy kit.  Storing at height.</p>	All	<p>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.</p>	<ul style="list-style-type: none"> <li>• Frequently check condition of equipment</li> <li>• Regular spot checks to ensure the store room is safe and accessible.</li> </ul>

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<b>Axes and saws</b> Risk of injury	All	Keep axes and saws in the axe box and keep in the locked store room at all times when not in use. Young people should not be left unsupervised in the store room. Check condition of axes and saws to ensure they are safe to use.	<ul style="list-style-type: none"> <li>Store axes and saws safely in the designated box, locked in the store room at all times.</li> </ul>
<b>Gas cylinders and appliances</b> Leaks, fire, explosion. Hoses in poor condition.	All	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 and make sure there's good ventilation when changing cylinders.	<ul style="list-style-type: none"> <li>Store cylinders upright in the locked gas cage away from the property.</li> </ul>
<b>Kitchen</b>			
<b>Sharp objects</b> Cuts.	All	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).	<ul style="list-style-type: none"> <li>Sharp knives should be stored in the lockable cupboard in the kitchen.</li> </ul>
<b>Food and Drink</b> Food poisoning. Vermin. Slipping on spills.	All	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.	<ul style="list-style-type: none"> <li>Check cleaning equipment is available.</li> <li>Arrange deep cleans regularly.</li> </ul>
<b>Hot Surfaces</b> Burns and scalds.	All	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.	<ul style="list-style-type: none"> <li>Check cooker light function regularly.</li> </ul>
<b>Toilets and washrooms</b>			
<b>Bacteria</b> Disease.  <b>Legionella</b>	All	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.	<ul style="list-style-type: none"> <li>Regular inspect and clean facilities.</li> <li>Frequent deep cleaning arranged.</li> <li>Period checks of hot water system by a competent person.</li> </ul>
<b>Cleaning materials</b> Fumes, chemical burns.	All	Carry out a COSHH* risk assessment that applies to all chemicals on the premises. Read labels carefully. Have secure storage for all chemicals.	<ul style="list-style-type: none"> <li>Carry out COSHH risk assessment where needed.</li> </ul>

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Surrounding land			
<b>Grass, rubbish, uneven ground</b> Risk of fire, trips and cuts.	All	Cut grass regularly. Use eye protection if using strimmers. Clear rubbish. Assess the area before running an activity	<ul style="list-style-type: none"> <li>Regular grass cutting during summer months.</li> </ul>
<b>Trees</b> Rotten or dangerous branches.	All	Assess the trees on site, especially in high risk areas that people use regularly. Rotten or dangerous branches to be removed.	<ul style="list-style-type: none"> <li>Inspect trees annually.</li> </ul>
<b>Traffic on site</b> Cars and pedestrians.	All	Alternative parking should be used unless necessary for the activity/safeguarding of users – there is a nearby carpark. Keep vehicles separate from areas where people are walking where possible. Ensure you use a spotter and that the area is clear of people before using the driveway and parking. Make road safety part of your programme with young people.	<ul style="list-style-type: none"> <li>Use spotter and ensure the area is clear of people.</li> </ul>
<b>Neighbours</b>	All	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.	<ul style="list-style-type: none"> <li>Be respectful of other people's property.</li> <li>Report any incidents to the GSL / leader in charge.</li> </ul>

<b>Context</b>	The hut is a brick building positioned at the end of a driveway, which is fenced and gated some distance from the hut but within eyeline of the front door. The building has a main entrance and a double-fire exit in the main hall. There is a kitchen, fitted with a sink. Two separate toilets, with separate sinks. A small meeting room. A large hall. And an indoor and exterior stores room. There is a large grass area outside and a fire pit/gravelled area to the side of the hut. Markfield has a community centre, sports field, nature reserve and groups frequently meet in the local countryside parks and woodland.
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