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| **Name of activity, event, and location** | **Adults working at Scout Hut Risk assessment** | **Date of risk assessment** | **30/01/2021** | **Name of person doing this risk assessment** | **Alex Petty** |
| **Date of next review** | **30/01/2022** |

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| **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?** | **What has changed that needs to be thought about and controlled?** |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  adult volunteers,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk.  For example, you may use a different piece of equipment or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review*.* |
| **Lone working** – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware | Leaders, Volunteers, Young People | Adults carry mobile phones with them in case of an incident.  No Adults to carry out risky activities until at least two adults present.  No Young Persons present without a leader and one other adults present to ensure correct safety, safeguarding and supervision. |  |
| **Tables and chairs (and other obstructions) –** injuries to people setting up, moving, or collapsing the items. | Leaders, Volunteers, Young People | Adults supervise set-up and moving of tables and chairs  No one carries tables alone. Young People limited to carrying two chairs at once.  Stack chairs in hallway when not in use. Stacks should be stable and not at risk of falling over.  Tables are stored in storeroom when not is use, against wall so as not to fall over with surplus tables stored in metal shed.  Ensure floor is clear outside of work areas, and these are cleared once work complete. |  |
| **Low roof height and Roof Support Beams**: risk of injury accessing tent store above hallway | Leaders, Volunteers, Young People | Ensure all those accessing are aware of obstructions and to be aware of low roof.  Roof Support beams to be covered in protective foam to protect on entry/exit. | Ensure foam is in place  Condition of foam protection to be monitored |
| **Manual Handling** - Incorrect posture - through carrying heavy loads incorrectly and carrying heavy items. | Leaders, Volunteers, Young People | All adults working at hut to be aware of HSE guidance on lifting heavy items and posture and should read guidance posters.  Manual Handling and lifting poster displayed in the kitchen, QM shed & stores  Equipment to be broken down into manageable chunks where possible.  Use of teamwork to manage loads.  Do not expect young people to carry equipment, regardless of how willing they are. If they do, ensure they do not exceed their limits and are continually supervised.  Use a trolley/cart to move heavy items. | Need to print and display posters |
| **Poor maintenance of access equipment (ladders etc)** – risk of personal injury | Leaders, Volunteers | Defects noticed in access equipment reported.  Visual check given prior to use.  Ladders formally inspected at least annually.  Ladders recommended for replacement if damaged or defective to prevent injuries. | Annual check of equipment, especially ladders |
| **Inappropriate use of access equipment (ladders etc)** – risk of personal injury or injury to others | Leaders, Volunteers, Young People | Correct access equipment to be used at all time (e.g. ladder to access items at height)  Ladders/step ladders to be supported by another person or by securing to solid structures to ensure no slippage.  Ensure others are not working in same area as a ladder.  Ensure step ladders are locked and safe for use.  Top 3 rungs of a ladder should not be used.  Clear rules created and communicated. |  |
| **Fragile surfaces:** Risk of falling through fragile surfaces (e.g. roof) or from equipment resting against fragile surfaces (e.g. fascias). | Leaders, Volunteers, | Adult only working.  Avoid working on fragile surfaces if at all possible e,g working from below if required.  No work to be carried out on hut roof in any way due to asbestos; to update once roof removed/replaced by asbestos certified contractor.  If working on other roof (e.g. sheds) a more specific risk assessment should be completed prior to work starting | To revise once main hut roof replaces |
| **Poor weather:** Risk of slips and falls due to poor weather | Leaders, Volunteers, Young People | Visual check of all surfaces prior to use for any spills or substances which might cause a spill.  Do not use equipment to work at height outdoors during poor weather. |  |
| **Falls:** Risk of serious injury through falling from height | Leaders, Volunteers, | Adult only working.  Avoid working at height if possible, for example using long handled tools for some jobs.  Ensure equipment used is suitable for the job and designed for working at height.  Consider if any specialist PPE is required for specialist jobs. |  |
| **Objects falling from height**: risk of injury | Leaders, Volunteers, Young People | Objects should not be thrown down from height.  Areas where there is a risk of objects falling through works should be kept clear from other users. |  |
| **Use of Hand Tools and Equipment:** risk of personal injury | Leaders, Volunteers, Young People | Ensure that all users understand how to use given tool  Supervise early use by maintenance lead to ensure correct use  Use of Correct PPE  Ensure clear instructions are given about jobs and tools available to be used. |  |
| **Use of Power Tools such as Drills, Drivers, Saws:** risk of personal injury | Leaders, Volunteers, | Adult only working.  Only to be used by experienced users or under supervision to ensure competency  PPE to be used, including gloves, safety glasses etc  Equipment checked regularly for faults and replaced when needed. |  |
| **Use of Chainsaws, Strimmer, Hedge Trimmer** risk of personal injury | Leaders, Volunteers | Chainsaws are only to be used by approved and qualified users and require a separate separate risk assessment when used.  Strimmer, hedge trimmer only to be used by experienced adult user with separate risk assessment.  Correct PPE to be used at all times including: Work based Trousers; Steel Toe Capped Boots; Face Protection; Gloves |  |
| **Working with Electricity.** Danger of Electrocution | Leaders, Volunteers | Only qualified persons should work on electrical connections. |  |
| **Storage of Equipment.** Risk to other hall users if equipment not stored correctly | Leaders, Volunteers, Young People | Ensure all equipment and materials are returned to the correct store areas after use.  Ensure any sharps, chemicals or other hazardous items are locked up in appropriate storage so there is no access for Young Persons at section meetings. |  |

### **North Richmond Sign off Sheet**

### **Completed by:** Alex Petty **Date:** 10/2/2021

### **Ammendment/Review (if needed):** n/a **Date:** n/a

### **Approved by GSL:** Alex Petty Date: 10/2/2021

### **Approved by Exec:** Fiona Booth **Date:** 22/02/2021

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