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| **Name of activity, event, and location** | **North Richmond Scout Hut**  **Premises Risk Assessment** | **Date of risk assessment** | **10/02/2021** | **Name of person doing this risk assessment** | **Alex Petty** |
| **Date of next review** | **10/02/2022** |

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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*.* |
| **General Hut Cleanliness (Rooms, Windows, Toilets, Floors)** risk ofdamage, or transmission of bacteria/virus etc | All Hall Users | Ensure all hall users clean areas and items used at the end of use with appropriate cleaning material. e.g. at the end of section meetings or when | Regular check of areas by GSL and Section leaders,  advising others of an areas that have not been cleaned properly.  QM to ensure adequate stocks of cleaning equipment. .  Formal Group check list of hut completed by exec every six months. |
| **Storage Cupboard and area** Risk of items falling and injury if not stored correctly | All Hall Users | Ensure all equipment and materials are returned to the correct store areas after use.  All items should be stored on shelves and not overloaded, heavy items nearer the floor.  Regular checks of storage (shelving, cupboards, etc) and areas to ensure items stored safely and all shelving etc is safe. | Formal Group check list of hut completed by exec every six months. |
| **Objects falling from height**: risk of injury | All Hall Users | Objects at height should be stored securely and should not be thrown down from height.  Areas where there is a risk of objects falling when moving items should be kept clear from other users. |  |
| **General Upkeep of Hall** risk of injury to hall users | All Hall Users | Ensure general areas are well maintained by ensuring any issues reported by leaders to Exec. Areas should be checked regularly are: All floors and surfaces, doors & locks; roof supports and protection; windows, chairs/tables, storage areas, externa. sheds and all areas in general use. | Formal Group check list of hut completed by exec every six months. |
| **Manual Handling** - Incorrect posture - through carrying heavy loads incorrectly and carrying heavy items. | All Hall Users | 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 |
| **Fire Safety** Risk and prevention of fire |  | Ensure fire drill carried out with each section at least every six months, and all leaders are familiar with the General Emergency Evacuation Plan  Ensure all fire extinguishers are easily accessible with suitable signage and that safety seals or pins are present.  Any use of fire equipment should be reported to the Exec immediately.  Ensure all leaders are familiar with plan, location of extinguishers and fire bell.  All fire routes should be kept clear of obstructions (Route to main door and two fire exits; route from fire exits externally to exit property)  All fire exits clearly indicated as fire exit doors and checked that they are easily opened.  Ensure waste bins and all rubbish cleared internally and externally to prevent fire risk  Ensure flammable liquids are safely stored (e.g. Gas in external shed rather than main building – see ‘Storge of hazardous items: Gas) | Exec to check the General Emergency Evacuation and fire prevention check list at least every six months. |
| **Electricity and electrical appliances** Danger of electrocution | All Hall Users | Condition of electrical equipment is checked regularly, and faults reported to Exec (e.g. visual inspection Kettles, Cooker, Plugs. No PAT testing is required by HSE.  There should be no trailing cables used permanently, and general condition and tidiness maintained (no trip hazards, no overloading of sockets – i.e. multiple sockets and gang sockets connected together) | Formal Group check list of hut completed by exec every six months. |
| **First Aid** Risk that items are unavailable in case of emergency | All Hall Users | Ensure first aid box is present in area designated in Kitchen and mobile first aid kits sticked for activities as required.  Leaders to ensure shortages advised to QM | QM to formally check first aid kits at the start of each term |
| **Lone working** – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware | All Hall Users | If lone working, Adult must have mobile phone in case of emergency; although lone working is often necessary adults should aim to work with more than person where possible. At all times when Young People are present there should be two adults and general activities risk assessments followed, as well as Scout Association Safety and Safeguarding.  No Adults to carry out risky activities until at least two adults present. |  |
| **Floor –** slips, trips, falls. | All present | Before starting and work or activity check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury.  Make sure everyone’s wearing appropriate footwear and it’s secured to their feet (check laces are tied and so on).  Doormat at the entrance. Encourage everyone to wipe shoes on arrival, especially if wet. Leave excessively muddy footwear in hallway. Hang up coats in hallway. |  |
| **Storage of Hazardous Items** Camping Gas | QM, All Adults accessing Stores | Camping Gas should be stored securely in a ventilated area, current store in QM shed is adequate, but long term should be replaced by storage cage.  QM Store locked when not in use, with access only to Leaders with keys.  No Access to QM store to young persons unless supervised by QM.  Ensure all gas is turned off and gas cylinders checked regular, especially during camping season. | Installation of Gas Storage Cage |
| **Storage of Hazardous Items:** Tools, Sharps | All Hall Users | All tools and dangerous items must be stored securely in designated area: Metal Shed; QM Stores; Locked Hall storage cupboard; locked kitchen cupboard.  All secure areas should remain locked when not in in use, with access only to Leaders with keys.  No Access to secure areas for young persons unless supervised by Adult.  Ensure all sharp items are sheathed or boxed where necessary (e.g. axes, knives)  All kitchen sharps to be stored in locked cupboard when not in use. |  |
| **Storage of Hazardous Items:** Chemicals; cleaning materials | All Hall Users | All chemicals must be stored securely in designated areas Metal Shed; QM Stores; Locked Hall storage cupboard; locked kitchen cupboard.  All items labelled clearly with how to use and | Ensure poster displayed in Kitchen and store regarding use with further instruction |
| **Security** – intruder access to the building when hall empty or in use, young person leaving unattended. | All Hall Users | Leader in charge of each meeting, and last adult to leave at all times to ensure all windows and doors closed, and all locks secure on main door and storage sheds (if used).  When young people present keep a register of those attending at the start of the meeting. and adults follow group’s arrangements for preventing unauthorised departure and access once all of the young people have arrived.  Adults carry mobile phones and when young people present adult in charge has access to InTouch details in case of emergency.  Clear communication between leaders and parents and carers so leaders know who’s dropping off and picking up each young person. |  |
| **Roof Support Beams:** collisions causinginjuries to people. | Young People | Roof Support beams to be covered in protective foam.  Young people to not touch or interfere with foam protection | Condition of foam protection to be monitored |
| **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 |

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

### **Completed by:** Alex Petty **Date:** 10/2/2020

### **Ammendment/Review (if needed):** Hannah Thomas **Date:**

### **Approved by GSL:** Date:

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

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