

HQ Risk Assessment

Information

Staying Safe, Safeguarding and looking after each other is paramount for the 11th Spen Valley Scout Group.

The Scout Headquarters building is owned by the 11th Spen Valley (Hunsworth) Scout Group and is used by several other community groups for activities, meetings and events.

The building was completed in 2006 and is of single storey, conventional brick build with a slate roof. It consists of a main hall, kitchen, meeting room, two storerooms and separate male and female/disabled toilets, there is also storage in the roof space. It has its own car park with direct access.

It has disabled access and separate emergency exits. A Fire Alarm System and Emergency Lighting is also present.

The building is in use 5 days / evenings a week and this Risk Assessment should be used by all, to put the safety of young and vulnerable people first, and to support all, in keeping each other safe.

Adult Scout members are enhanced DBS checked, and trained in Leadership, Safeguarding and Safety. A large number are also trained in First Aid and Fire Safety.

Our Aim - To support delivery of safe and secure activities within Scouting, where all participants can enjoy the programme of activities with minimum risk or adverse impact upon others.

Who might be harmed and how?

Young people

Those with additional needs

Adult Volunteers

Visitors

Parents

Public

Scouting

- Injury to young people and adults
- Harm from others
- Damage to Scouting reputation

Version Control

Version	Date	Author	Notes
1.0	10/04/2021	Rodney Holroyd	Document Creation

Checked By

Version	Date	Name	Title
1.0	14/04/2021	Michael Holroyd	Group Scout Leader

Approval

Version	Date	Name	Title
1.0	15/04/2021	David Hirst	Group Chairman (on behalf of the Exec)

To be re-reviewed every 6 months by the Group Executive Committee

Hazard	Risk	Control Measures
<u>Building Construction</u>		
Roof	Falling from height	Warning signs
Blocked drainpipes/gutters and drains	Ground slippy, risk of slips, trips and falls	Regular maintenance
Windows	Broken glass/ cuts	Metal safety grills fitted
<u>Services</u>		
Electricity supply	Electrocution, Fire	Maintain and regular checks- service and record
Electrical equipment - overloaded sockets, trailing cables or damaged plugs	Electrocution, Fire, trips from loose cables	Maintain and regular checks - service and record
Water	Burst pipes/Leaks/slips	Regular maintenance
<u>Fire</u>		
Access routes blocked	Trips, confusion possible loss of life in emergency	Keep clear, maintain, ensure fire exits are accessible at all times, internally and externally Practice fire drill regularly
Firefighting equipment	Failure causing injury, loss of life	Regular maintenance and Training
Fire alarm system	Failure causing injury, loss of life	Regular maintenance/ service and record
Emergency Lighting	Failure causing injury, loss of life	Regular maintenance/service and record
Combustible material	Injury, damage, loss of facility	Arrangement for removal of rubbish
Smoking	Fire risk. Possible ill health effects	No Smoking policy

Hazard	Risk	Control Measures
<u>Store Room</u>		
Paint and wood preservatives	Fire risk, health effects, pollution	Store minimum amount of flammables away from source of ignition
		Use in well ventilated area. Do not dispose of old paint/varnish down drains into water course.
Equipment- dirty cooking equipment	Health risk, attract vermin	Inspect before storing
Tents, pegs, canvas stored wet	Mildew and rot	Dry before storage
Access equipment Ladders/steps	Fall from height	Ensure in good condition before use. Maintenance- use under supervision
<u>Gas Cylinders</u>		
Liquid petroleum gas, butane/propane and associated appliances	Fire risk from leaks, wrong cylinder on appliance. Rubber hoses in poor condition.	Store cylinders in fire proof container. Training. Non-smoking policy.
Tables and chairs	Falling causing injury	Store away securely at the recommended height. Instruction Notices visible
<u>Toilets</u>		
Unclean	Health risk from legionella	Regular inspection and cleaning. Maintain soap toilet paper and drying facilities
Toilet cleaners and chemicals	Health risk, may cause burns, toxic fumes, irritation to skin	Store out of reach of the young. COSHH assessment. Secure storage of any dangerous substance.
<u>Kitchen</u>		
Knives, electric kettles	Cuts, burns, scalding. Fire	Training, keep sharp objects in sealed containers. Keep food in sealed containers remove any unwanted/ out of date items. Clean up any spills promptly. Fire blanket
		Check electrical equipment regularly
Breakage of glass/crockery	Risk of cuts on cleaning up	wear appropriate PPE
Hot Water	Risk of scalding	Adjust thermostat, warning notices
<u>Outside</u>		
Movement of vehicles	Risk of injury through collision	Car park illuminated during dark periods. Regular maintenance of outside lights
Vandalism and theft	Damage and loss of facilities	Security lighting. Metal grills on all windows