

# Risk Assessment – HQ General use (Covid-19 version)

Date written: 16<sup>th</sup> July 2020

Review date: July 2021 or change in rating, whichever sooner.

Hazards identified	Who's at risk	Existing risk controls	Risk rating	Likelihood rating	Additional controls required?
<b>Covid-19 related hazards:</b>					
<b>Building maintenance –</b> Issues arising through irregular use.	All users	<ul style="list-style-type: none"> <li>Some maintenance has been completed while the Scouts have been away.</li> </ul>	2	3	Scout checklist to be completed to ensure compliance before return.
<b>Inadequate social distancing</b> when arriving and departing. Increased risk of transmission of virus.	All users, public.	<ul style="list-style-type: none"> <li>Restrict vehicles using the car park to leader's vehicles.</li> <li>Encourage young people to walk or cycle.</li> <li>Create two lanes through the main gateway, one for entering and one for leaving.</li> <li>Signage to reinforce messaging and social distancing.</li> <li>Cones and markings to be used by sections as required to help reinforce and embed routines.</li> <li>Make expectations clear on this to parents before the sessions begin.</li> </ul>	3	2	
<b>Inadequate social distancing</b> when outside. Increased risk of transmission of virus.	All users, public.	<ul style="list-style-type: none"> <li>Limit to number participating in activities: 15 including adults.</li> <li>Limit to one group of 15 at the Scout HQ at any one time as space limits prevent running parallel groups.</li> <li>Sections to produce their own risk assessments on how they are going to ensure social distancing with their age groups.</li> <li>Signage to remind users of this around the site.</li> </ul>	3	2	
<b>Inadequate social distancing</b> when inside. Increased risk of transmission of virus.	All users. Public indirectly through later contact.	<ul style="list-style-type: none"> <li>During Amber phase access to inside of HQ should be limited.</li> <li>Leaders have access to storage following social distancing rules with assumption of responsibility.</li> <li>Young person access for toilets only.</li> <li>Signage to remind of social distancing.</li> <li>Where young people are queuing for the toilets a one-way system is recommended – corridor to queue for toilets, exit from toilets into the hall and outside to field.</li> <li>If areas of the HQ need to be accessed for maintenance and require more than one person working within 2m then question if the job needs to be done in that manner. If it cannot be avoided then both parties must be from the same household, or both must wear masks or a contractor should complete the work.</li> </ul>	3	2	

<p><b>Hygiene of the hall.</b> Poor cleaning routines increase the risk of transmission.</p>	<p>All users. Public indirectly through later contact.</p>	<ul style="list-style-type: none"> <li>• Doors to be propped open to reduce the number of touchpoints needed to move around the hall. This can be done safely as the doors are not fire doors.</li> <li>• To be cleaned using disinfectant before and after the session by users of the hall and more often as required by each group.</li> <li>• Weekly clean of all surfaces including focusing on any area that is likely to be touched using cleaning products such as detergents and bleach solutions (Gov guidance)</li> <li>• Young people and parents to enter via the gate straight to the training field so should only need to enter hall for use of toilet facilities. Encourage use of the back door, propped open by a leader beforehand.</li> <li>• Hand sanitiser can be used for additional cleansing through a session but should not replace proper hand washing at start and end of session.</li> </ul>	<p>4</p>	<p>2</p>	<p>Recommend moving books and as many other objects away from the door. Reduces the risk of these being touched and therefore becoming touchpoints that require cleaning.</p> <p>Purchase hand sanitiser, cleaning solutions.</p>
<p><b>Hygiene in toilet facilities.</b> Poor cleaning routines increase the risk of transmission.</p>	<p>All users. Public indirectly through later contact.</p>	<ul style="list-style-type: none"> <li>• Sinks to be cleaned before and after session by a leader.</li> <li>• Paper towels should be purchased and used for handwashing.</li> <li>• Proper supply of soap to be provided for handwashing.</li> <li>• Posters to direct members to wash their hands, to include reminders on time and correct method.</li> <li>• Toilets and other areas of the toilets to be deep cleaned at least weekly.</li> </ul>	<p>4</p>	<p>2</p>	<p>Hall does not have a weekly cleaner.</p> <p>Purchase paper towels and dispensers.</p>
<p><b>Building construction:</b></p>					
<p><b>Windows</b> – Cuts from broken glass.</p>	<p>All users</p>	<ul style="list-style-type: none"> <li>• Doors and front windows have mesh in glass to reduce size of glass pieces.</li> <li>• Rear fire door of modern double-glazing standards.</li> </ul>	<p>3</p>	<p>2</p>	<p>Plans to replace side windows with refurbishments of building cladding.</p>
<p><b>Protrusions</b> – Bruising from contact with protrusions.</p>	<p>All users</p>	<ul style="list-style-type: none"> <li>• Protrusions limited around the external building.</li> <li>• Fold up bike handles used.</li> <li>• Logs placed against side of building to artificially move users away from some protrusions.</li> </ul>	<p>2</p>	<p>2</p>	<p>Relocate the paving slabs from front patio away from the building.</p>
<p><b>Blocked drainpipes and guttering</b> – Water damage to building. Slips risk through flooding.</p>	<p>All users</p>	<ul style="list-style-type: none"> <li>• Checked as part of maintenance routine and cleared. Defects reported on sheet in cleaners cupboard.</li> <li>• Replaced if defective.</li> </ul>	<p>2</p>	<p>1</p>	

<b>Site security</b> – Vandalism or damage to HQ, loss of equipment or facilities. HQ left in an unsafe way. Potential for arson.	All users	<ul style="list-style-type: none"> <li>• Site secured when unattended by locked gate to car park. Authorised users of hall have key. Keys recently changed.</li> <li>• Security lighting in use at front and back of HQ triggered by movement at night.</li> <li>• Bars fitted to side windows into kitchen, toilets and inside store and to rear fire exit.</li> <li>• Following recent break-ins, security improved and vans no longer parking in the car park offering less of an incentive.</li> </ul>	3	2	
<b>Asbestos</b> – Risk of asbestosis	All users	<ul style="list-style-type: none"> <li>• Asbestos register compiled and found in the HQ Safety Folder. Communicated with relevant people within the group.</li> <li>• Procedures for exposure created based on model and best practice. Remaining ACMs low risk and inspected 6 monthly.</li> </ul>	5	1	Remaining ACMs (Toilet cisterns) due for replacement with toilet refurbishment.
<b>Services:</b>					
<b>Water</b> – Damage through leaks or burst pipe.	All users	<ul style="list-style-type: none"> <li>• Check state of pipes during regular maintenance checks around the building.</li> </ul>	2	1	
<b>Legionella</b> through standing water.	All users	<ul style="list-style-type: none"> <li>• Dead legs minimised and newer taps reduce spray. No showers in building.</li> <li>• Modern hot water boiled on-demand to prevent stagnant hot water storage.</li> </ul>	3	3	Checks required following months on no use. See HQ restart checklist.
<b>Sewage and waste water</b> – Leaks, disease and vermin.	All users	<ul style="list-style-type: none"> <li>• Blockages reported to prevent disease and vermin.</li> <li>• Inspected as part of maintenance.</li> </ul>	2	2	
<b>Gas</b> – Gas leak could cause fire, explosions or asphyxiation. Carbon monoxide poisoning in gas appliances.	All users	<ul style="list-style-type: none"> <li>• Fittings and appliances worked on by approved Gas Safe registered engineer.</li> <li>• Regular preventative maintenance.</li> <li>• Carbon monoxide alarm installed and checked regularly.</li> </ul>	4	1	Following old boiler removal, look into whether carbon monoxide alarms need to be relocated or new ones installed.
<b>Electricity</b> – Electrocutation or fire risk from damaged or overloaded sockets.	All users	<ul style="list-style-type: none"> <li>• Electrical works and major inspections to be carried out by competent person. Condition of sockets checked as part of regular maintenance.</li> <li>• All users check sockets before use and report any defects. They immediately stop use.</li> </ul>	5	1	Place instructions how to isolate fuse box in emergency inside of light box. PAT test of portable electrical equipment.
<b>Risks common to all areas of hall:</b>					
<b>Fire</b> – Burns and smoke inhalation. Risk of death or serious injury and damage.	All users and local residents	<ul style="list-style-type: none"> <li>• See annually updated Fire risk assessment. Located in HQ Safety Folder and on the group website.</li> </ul>	5	1	

<b>Lone working</b> – Risk heightened due to lack of on-site aid and assistance.	All users.	<ul style="list-style-type: none"> <li>• Users strongly encouraged to work in groups at all time when on site. Those who have to work alone must inform someone else that they are there and their expected finish time.</li> <li>• Risky activities, i.e. working with services, working at height etc. should be completed in teams.</li> <li>• Risks communicated with cleaner and measure in place.</li> </ul>	4	1	
<b>Slips, trips and falls</b> – Breaks, bruises and cuts from falls.	All users	<ul style="list-style-type: none"> <li>• Good quality lighting throughout (once on). Defects in lighting reported as soon as they occur.</li> <li>• Entry, exit and evacuation routes to be cleared of tripping obstacles.</li> <li>• Trailing wires to be either secured to ground (e.g. through tape) or covered to ensure safe passage across or to prevent others crossing wire. (Tape located in cupboard to cover cables.)</li> <li>• Hall to be kept in tidy condition upon leaving so obstacles are not left exposed.</li> </ul>	2	2	Continue to reduce the number of objects stored at edge of hall. Plan in place to replace fixed tables.
Slipping on a wet floor.	All users	<ul style="list-style-type: none"> <li>• Spillages to be mopped up using equipment in cleaning cupboard. Wet floor sign to be displayed until dry.</li> <li>• Mats at entrances provided to wipe feet and reduce water carried into hall.</li> </ul>	2	2	
<b>Working at height</b> – Fall from ladder, scaffolding tower or balcony.	All users	<ul style="list-style-type: none"> <li>• See Working at height risk assessment in the HQ Safety folder and on the group's website.</li> </ul>	4	2	
<b>Manual handling</b> – Back strain through handling heavy or unwieldy objects.	All users.	<ul style="list-style-type: none"> <li>• See Manual handling guidance in the HQ Safety folder and on the group's website.</li> </ul>	3	2	
Risk of objects falling from height.	All users.	<ul style="list-style-type: none"> <li>• Store heavy equipment at low levels.</li> <li>• Ensure all equipment is stored on a stable surface.</li> <li>• Separate measures for balcony.</li> </ul>	3	2	Move anything stored on top of section cupboards not securely stored.
<b>Damp</b> – Risk to health from damp and mildew. Damage to equipment through rot.	All users.	<ul style="list-style-type: none"> <li>• Kit, especially tentage, is put away dry and QM made aware if stored away wet.</li> <li>• Ensure indoor areas are kept dry and well ventilated.</li> </ul>	2	1	
<b>Hall:</b>					
<b>Crushing</b> – Injury from objects falling on users. Mainly stacks of chairs.	Hall users.	<ul style="list-style-type: none"> <li>• Users of hall to leave hall in a tidy state after use including chairs stacked in like stacks of no more than 3 normally and lesser used in stacks of no more than 10.</li> </ul>	2	2	

Items falling from balcony and crushing users of hall below.	Hall users.	<ul style="list-style-type: none"> <li>Items should either be carried down on ladder or passed down to another below.</li> <li>Area around top of ladder to be kept clear of items at all times.</li> </ul>	3	2	
<b>Protrusions</b> - Minor injuries, cuts, bruises, sprains etc. from contact with table edges etc.	Hall users	<ul style="list-style-type: none"> <li>Fully stocked first aid kit is kept in the kitchen to deal with injuries of this nature. Cold packs located in the freezer to reduce swelling. Incident book kept with this to report any significant injuries. Sections also often keep their own first aid kits tailored to their own activities.</li> <li>Defective furniture taken out of service immediately.</li> <li>Plans in place to replace fixed tables with collapsible ones.</li> <li>Users to keep hall in good order.</li> </ul>	2	2	
<b>Toilets:</b>					
<b>Scalding</b> – Scalding from hot water.	Toilet users.	<ul style="list-style-type: none"> <li>Caution hot water signs placed above the hot taps in all locations within the hall.</li> <li>Plugs provided for basins in the Gents and Accessible WC so basins can be filled with warm water.</li> </ul>	3	2	Plans for redevelopment of toilets should include plans to address this – mixer taps.
<b>Kitchen:</b>					
<b>Covid-19 spread through kitchen use.</b>	Users	<ul style="list-style-type: none"> <li>Reduce the use of the kitchen wherever possible.</li> <li>If welfare facilities are required for the activity, investigate whether alternative arrangements are needed e.g. will leaders use own drinks from home.</li> <li>Clean surfaces before and after use.</li> <li>Limit the number of people using the kitchen at any one time – due to size this will likely be one person at a time.</li> <li>End practice of a volunteer making drinks for others at this time.</li> </ul>	3	2	
<b>Sharp objects</b> – Cuts.	Users	<ul style="list-style-type: none"> <li>Young people not allowed in kitchen without adult supervision.</li> <li>Ensure users are competent with knife use.</li> </ul>	3	2	
<b>Hot surfaces</b> – Burns or scalds from cooker, heated objects, water boiler/ kettle.	Users of kitchen.	<ul style="list-style-type: none"> <li>Ensure users of items are trained and are aware of safety rules.</li> <li>Young people not allowed in kitchen without adult supervision.</li> </ul>	3	2	
<b>Storage of food</b> - Risk to health if food goes off and of vermin.	Kitchen and store users.	<ul style="list-style-type: none"> <li>Food stored in proper conditions or stored off-site.</li> <li>Out of date food to be disposed of properly and not used.</li> </ul>	2	2	Check the condition of the fridge and freezer following the break in Scouting. Remove any out of date food and clean.

<b>Hygiene</b> – Contamination of food from poorly cleaned surfaces. Risk of vermin from food waste.	All users	<ul style="list-style-type: none"> <li>Leaders to do a full clean down after they have used the kitchen.</li> <li>Factsheets on food hygiene provided in the HQ Safety Folder, Nights away leaders competent with food hygiene measures.</li> </ul>	2	1	Due to loss of cleaner, the kitchen is no longer cleaned regularly.
<b>Cleaning materials</b> – Fumes when inhaled, burns if contact with skin made or swallowed. Risk of skin conditions.	Users of cleaning products.	<ul style="list-style-type: none"> <li>All chemicals stored securely in locked cleaning cupboard. Key is stored out of reach of children. Cupboard must remain locked when not in use – sign communicates this.</li> <li>All chemicals suitable for household use. COSHH risk assessments for each chemical in the cupboard.</li> </ul>	2	1	
<b>Explorer den:</b>					
<b>Social distancing</b>	Den users	<ul style="list-style-type: none"> <li>Due to poor ventilation and size limitations, recommend the Explorer Den is restricted to leaders accessing equipment only and not for section uses until green alert level.</li> </ul>	3	2	Continue to monitor the situation.
<b>Crushing</b> – Risk of injury through falling stacks of chairs.	Den users	<ul style="list-style-type: none"> <li>Chairs in Explorer den not to be stacked higher than 5 high.</li> <li>Items should be stored in the filing cabinet, chest, cupboard or blue stacking boxes wherever possible.</li> </ul>	2	1	
<b>Protrusions</b> – Minor bruising injuries from contact with edges of furniture.	Den users.	<ul style="list-style-type: none"> <li>Fixed tables normally stored at side of den to maximise floor space. Size of space restricts use to un-energetic activities, reducing risk of collision injuries.</li> </ul>	2	2	
<b>Outside of HQ:</b>					
<b>Trees</b> – Risk of injury from unsafe branches.	Outside users.	<ul style="list-style-type: none"> <li>Competent person to periodically check state of branches and remove unsafe or instable branches as soon as practical. Check after extreme weather. Annual maintenance day.</li> </ul>	4	2	Check condition as per HQ return checklist.
<b>Uneven ground</b> – Tripping on uneven ground. Rear step into building. Concrete fire pits in grass.	Outside users.	<ul style="list-style-type: none"> <li>Grass cut regularly to ensure even grass surface.</li> <li>Ensure users are wearing appropriate footwear for activity.</li> <li>Front patio in good state of repair and car park surface maintained as regularly as practical.</li> </ul>	2	2	
<b>Rubbish</b> – Disease from vermin or animal faeces. Cuts from rubbish or debris.	Outside users.	<ul style="list-style-type: none"> <li>Rubbish is routinely collected and disposed of appropriately.</li> <li>Hot ash is stored separately in a safe manner.</li> <li>Users check outside area for faeces prior to activities.</li> </ul>	2	1	
<b>Traffic</b> – Collision between pedestrians and vehicles.	All users.	<ul style="list-style-type: none"> <li>Road safety included into youth programme for all sections.</li> <li>Parents are warned of dangers verbally.</li> <li>Sensor lights cover majority of the area during darkness.</li> </ul>	3	2	
<b>Lorry-body area</b>					

<b>Construction</b> - Cuts from sharp metal sheeting and bolts around trailer store, pioneering pole store and firewood store.	Users in area.	<ul style="list-style-type: none"> <li>Depending on the age of the young people they should either be directly supervised by a leader or not allowed in the area.</li> <li>Construction inspected regularly and major defects seen to.</li> <li>Plans in place to replace with a more permanent structure in the medium term future.</li> </ul>	2	2	
Risk of injury from protrusions in this area.	Users in area.	<ul style="list-style-type: none"> <li>Trailer and pioneering poles stored back correctly without any protruding out of housing.</li> </ul>	2	2	
<b>Wood store</b> – Puncture wounds from nails and splinters from handling wood.	Wood store users.	<ul style="list-style-type: none"> <li>Wood sorted to ensure safe carrying practices.</li> <li>Appropriate footwear to be worn at all times in area.</li> <li>Stout footwear required in the area. Gloves provided when handling in the cleaning cupboard.</li> </ul>	2	2	Wood to be stored safely and securely on shelving.
<b>Waste materials</b> – Slips, trip and falls on debris stored in area. Risk to site security if waste is seen as desirable e.g. metal.	Users in area.	<ul style="list-style-type: none"> <li>Waste materials disposed of at earliest opportunity. Waste materials to be kept tidy until such a time when it is disposed of.</li> <li>Hazardous or desirable materials should not be kept in areas visible to public.</li> </ul>	2	1	
<b>Fire</b> – Arson with wood store as source of fuel.	All users.	<ul style="list-style-type: none"> <li>See HQ Fire Risk Assessment.</li> </ul>	4	1	

Specific risk assessments will still need to be carried out by sections when taking part in adventurous activities or activities where there is a significant risk of harm.