

Risk Assessment – HQ General use

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Hazards identified	Who's at risk	Existing risk controls	Additional controls required?
Building construction:			
Windows – Cuts from broken glass.	All users	<ul style="list-style-type: none"> Doors and front windows have mesh in glass to reduce size of glass pieces. Rear fire door of modern double-glazing standards. 	Replacement of front windows planned within next 5 years.
Protrusions – Bruising from contact with protrusions.	All users	<ul style="list-style-type: none"> Protrusions limited around the external building including fold up bike handles. Reviewed regularly as part of maintenance and maintenance days. 	
Blocked drainpipes and guttering – Water damage to building. Slips risk through flooding.	All users	<ul style="list-style-type: none"> Checked as part of maintenance routine and cleared. Defects reported on sheet in cleaners cupboard or direct to GSL. Replaced if defective. 	
Site security – 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"> Site secured when unattended by locked gate to car park. Authorised users of hall have key. Security lighting in use at front and back of HQ – AH inspects periodically. Bars fitted to side windows into kitchen, toilets and inside store and to rear fire exit. 	
Asbestos – Risk of asbestosis	All users	<ul style="list-style-type: none"> See Asbestos Register Six monthly checks. 	
Services:			
Water – Damage through leaks or burst pipe.	All users	<ul style="list-style-type: none"> Check state of pipes during regular maintenance checks around the building. Insulate pipes during warm weather. 	
Legionella through standing water.	All users	<ul style="list-style-type: none"> Dead legs minimised and newer taps reduce spray. No showers in building. Modern hot water boiled on-demand to prevent stagnant hot water storage. 	Hire in external specialist to assist with Legionnaires management plan creation and plan for monitoring. Review if showers installed as planned with toilet refurbishment.
Sewage and waste water – Leaks, disease and vermin.	All users	<ul style="list-style-type: none"> Blockages reported to prevent disease and vermin. Inspected as part of maintenance. Leaks mopped up quickly and materials and equipment on site to be able to do this. 	

Gas – Gas leak could cause fire, explosions, asphyxiation or carbon monoxide poisoning.	All users	<ul style="list-style-type: none"> Fittings and appliances worked on by approved Gas Safe registered engineer. Regular preventative maintenance, annual at least. Carbon monoxide alarms installed and checked regularly. 	Create log to record checks and tests to CO alarms. Investigate time-span of alarms and when they require replacing.
Electricity – Electrocutation or fire risk from damaged or overloaded sockets.	All users	<ul style="list-style-type: none"> Electrical works and major inspections to be carried out by competent person. Condition of sockets checked as part of regular maintenance. All users check sockets before use and report any defects. They immediately stop use. 	Place instructions how to isolate consumer unit in emergency inside of light box. Training of users in how to complete this.
Risks common to all areas of hall:			
Fire – Burns and smoke inhalation. Risk of death or serious injury and damage.	All users and local residents	<ul style="list-style-type: none"> See Fire Risk Assessment 	See Fire Risk Assessment for action points.
Lone working – Risk heightened due to lack of on-site aid and assistance.	All users.	<ul style="list-style-type: none"> Users strongly encouraged to work in groups at all time when on site, especially when working at height or with gas/electricity. Those who have to work alone must inform someone else that they are there and their expected finish time. 	
Working at height – Fall from ladder, scaffolding tower or balcony.	All users	<ul style="list-style-type: none"> See Working at height risk assessment. 	See Working at height risk assessment for action points.
Slips, trips and falls – Breaks, bruises and cuts from falls.	All users	<ul style="list-style-type: none"> Good quality lighting throughout (once on). Defects in lighting reported as soon as they occur. Entry, exit and evacuation routes clear of tripping obstacles. 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.) Hall to be kept in tidy condition upon leaving so obstacles are not left exposed. 	Investigate installation of motion triggered lights near door to allow time for leaders to turn lights on. Source mats to cover cables. AH engaged to look at additional provision of sockets closer to user areas to reduce need for extension leads.
Slipping on a wet floor.	All users	<ul style="list-style-type: none"> Spillages to be mopped up using equipment in cleaning cupboard. Wet floor sign to be displayed until dry. Mats at entrances provided to wipe feet and reduce water carried into hall. 	Replace entrance mats within next six months.
Manual handling – Back strain through handling heavy or unwieldy objects.	All users.	<ul style="list-style-type: none"> See Manual handling risk assessment and guidance. 	See Manual Handling RA for action points.

Risk of objects falling from height.	All users.	<ul style="list-style-type: none"> • Store heavy equipment at low levels. • Ensure all equipment is stored on a stable surface. • Separate measures for balcony. 	See Manual Handling RA for action points.
Damp – Risk to health from damp and mildew. Damage to equipment through rot.	All users.	<ul style="list-style-type: none"> • Kit, especially tents, put away dry and QM made aware if stored away wet. • Ensure indoor areas are kept dry and well ventilated. • QM to keep track of kit and current state. 	
Hall:			
Crushing – Injury from objects falling on users. Mainly stacks of chairs.	Hall users.	<ul style="list-style-type: none"> • Users of hall to leave hall in a tidy state after use including chairs stacked in like stacks of no more than 4 normally and lesser used in stacks of no more than 10. Signs to enforce this and users notified. 	Reinforce this to external users as enforcing this has been lax.
Items falling from balcony and crushing users of hall below.	Hall users.	<ul style="list-style-type: none"> • Items should either be carried down on ladder or passed down to another below. • Area around top of ladder to be kept clear of items at all times. 	
Protrusions - Minor injuries, cuts, bruises, sprains etc. from contact with table edges etc.	Hall users	<ul style="list-style-type: none"> • Fully stocked first aid kit is kept in the kitchen to deal with injuries of this nature. Cold packs located in the fridge or 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. • Defective furniture taken out of service immediately. • Users to keep hall in good order. • Reduction in amount of items being kept around the hall – continue efforts to reduce this further. 	Continue efforts to reduce amount of furniture or items left around the edge of the hall.
Toilets:			
Scalding – Scalding from hot water.	Toilet users.	<ul style="list-style-type: none"> • Caution hot water signs placed above the hot taps in all locations within the hall. • Plugs provided for basins in all WC basins so water can be mixed for warm water. • Hot water system takes a long time to warm up currently, reducing chance 	Plans for redevelopment of toilets should include plans to address this – mixer taps.
Hygiene – Illness from bacterial or viral infection.	All	<ul style="list-style-type: none"> • Group to ensure sufficient levels of cleaning materials to do this. • Leaders to check toilets after each session and address any major cleaning problems. • Soap stocked in toilets; leaders to ensure a combination of working hand-driers, paper towels or clean reusable towel in place. 	Toilets, basins, urinals and all floors to be cleaned at least weekly by cleaner. Recruitment for cleaner is underway. Volunteers have been covering where they are able to in meantime
Slips, trips and falls - Slipping on a wet floor. Higher risk due to recent leak of gents urinal cistern.	All users	<ul style="list-style-type: none"> • Spillages to be mopped up using equipment in cleaning cupboard. Wet floor sign to be displayed until dry. • Current cistern patched to reduce leak and item in place to soak and redirect any remaining leakages. Monitored weekly. • Leaders to check during sessions to ensure no current issues. 	Replacement cistern being investigated urgently. By Easter holidays complete.

Kitchen:			
Sharp objects – Cuts.	Users	<ul style="list-style-type: none"> • Young people not allowed in kitchen without adult supervision. • Ensure users are competent with knife use. • Specific Risk Assessment in place for any section use of kitchen, reviewed regularly by sections and checked before activity. 	
Hot surfaces – Burns or scalds from cooker, heated objects, water boiler/ kettle.	Users of kitchen.	<ul style="list-style-type: none"> • Ensure users of items are trained and are aware of safety rules. • Young people not allowed in kitchen without adult supervision. • Specific Risk Assessment in place for any section use of kitchen, reviewed regularly by sections and checked before activity. 	
Storage of food - Risk to health if food goes off and of vermin.	Kitchen and store users.	<ul style="list-style-type: none"> • Food stored in proper conditions or stored off-site. • Out of date food to be disposed of properly and not used. 	Assign a weekly user to check the fridges for out of date food and dispose.
Hygiene – Contamination of food from poorly cleaned surfaces. Risk of vermin from food waste.	All users	<ul style="list-style-type: none"> • Leaders to do a full clean down after they have used the kitchen. • Factsheets on food hygiene provided on Scout website with QR code in the HQ safety folder. Nights away leaders competent with food hygiene measures as part of Nights Away Permit assessment. • Periodic cleaning inside fridges and freezers. • Separate sink for handwashing available along with soap and paper towelling. 	
Cleaning materials – 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"> • All chemicals stored securely in locked cleaning cupboard. Key is stored in locked box. Cupboard must remain locked when not in use – sign communicates this. • All chemicals suitable for household use. COSHH risk assessments for each chemical in the cupboard along with Safety Data Sheets for additional information such as first aid measures. • Cleaner instructed in safe use. 	
Explorer den:			
Crushing – Risk of injury through falling stacks of chairs.	Den users	<ul style="list-style-type: none"> • Chairs in Explorer den not to be stacked higher than 5 high. • Items should be stored in the filing cabinet, chest, cupboard or blue stacking boxes wherever possible. • Do not stack on areas where floor is unstable. 	
Protrusions – Minor bruising injuries from contact with edges of furniture.	Den users.	<ul style="list-style-type: none"> • 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. Used as storage only and not for activities or meetings. 	
Structural integrity – collapse of floor	Deb users	<ul style="list-style-type: none"> • Floor weakened due to age of structure. Floor reinforced with new planking and heavy items kept off areas weakened with age. • Limited access to keys to den to reduce users. Regular users of den are aware of uneven floor. 	Notice advising of uneven or weakened floor.
Outside of HQ:			

Trees – Risk of injury from unsafe branches.	Outside users.	<ul style="list-style-type: none"> • Competent person to periodically check state of branches and remove unsafe or instable branches as soon as practical. Every few years, Group employ a professional tree surgeon to conduct this. • Check after extreme weather. • Annual maintenance day to include removing dead branches. 	
Uneven ground – Tripping on uneven ground. Rear step into building. Concrete fire pits in grass.	Outside users.	<ul style="list-style-type: none"> • Grass cut regularly to ensure even grass surface during summer months. • Ensure users are wearing appropriate footwear for activity. • Front patio in good state of repair and car park surface maintained. 	
Rubbish – Disease from vermin or animal faeces. Cuts from rubbish or debris.	Outside users.	<ul style="list-style-type: none"> • Rubbish is routinely collected and disposed of appropriately. • Hot ash is stored separately in a safe manner. • Users check outside area for faeces prior to activities. 	
Traffic – Collision between pedestrians and vehicles.	All users.	<ul style="list-style-type: none"> • Road safety included into youth programme for all sections. • Parents are warned of dangers verbally and at different points throughout the year, especially as the seasons change. • Sensor lights cover majority of the area during darkness. 	
Lorry-body area			
Construction - 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"> • Depending on the age of the young people they should either be directly supervised by a leader or not allowed in the area. • Construction inspected regularly and major defects seen to. • Plans to replace with more appropriate structures in the future 	
Risk of injury from protrusions in this area.	Users in area.	<ul style="list-style-type: none"> • Trailer and pioneering poles stored back correctly without any protruding out of housing. • Poles recently sorted to ensure uniform length and good condition. Defective poles removed and destroyed. 	Investigate whether signage is required to communicate this to external users.
Falls from height due to roof	Any on roof	<ul style="list-style-type: none"> • Subject to suitable risk assessment. Roof weak and should presume it would not hold weight on a person. 	Investigate progress of replacement to roof. Replacement of stores being actively considered.
Wood store – Puncture wounds from nails and splinters from handling wood.	Wood store users.	<ul style="list-style-type: none"> • Wood sorted to ensure safe carrying practices. • Wood stored only on shelving in manageable sizes. • Stout footwear required in the area. Gloves provided when handling in the cleaning cupboard. 	Investigate whether signage is required in wood store area to communicate this to external users.

<p>Waste materials – Slips, trip and falls on debris stored in area. Risk to site security if waste is seen as desirable e.g. metal.</p>	<p>Users in area.</p>	<ul style="list-style-type: none"> • Waste materials disposed of at earliest opportunity. Waste materials to be kept tidy until such a time when it is disposed of. • Hazardous or desirable materials should not be kept in areas visible to public. 	
<p>Fire – Arson with wood store as source of fuel.</p>	<p>All users.</p>	<ul style="list-style-type: none"> • See HQ Fire Risk Assessment. • Area kept in good order with Scout Leaders and building manager taking lead. 	

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.