

## Risk assessment

Name of Section or Activity	General Use of Scout Hut	Date of risk assessment	25 <sup>th</sup> August 2020	Name of who undertook this risk assessment	Tris cocks
		Date of next review	January 2027		

Hazard Identified? / 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?
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p><b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
Access and Egress - Injury	All	<ul style="list-style-type: none"> <li>Ensure main exit and fire exits are not blocked</li> <li>Unlock back compound gate whilst the hut is in use</li> <li>Fire doors to be secured in the open position when opened</li> <li>Leaders to ensure no trip hazards leading to and from main exit.</li> <li>Gates to be secured in the Open position when in use.</li> <li>Check to be checked for Slip Hazards such as leaves &amp; ice. Remedial action to be taken as required.</li> </ul>	
Slips Trips and Falls - Injury	All	<ul style="list-style-type: none"> <li>Visually inspect the hut at the beginning and during the meeting to check for trailing leads, ropes, obstacles that could create a trip hazard</li> <li>Check the condition of the floor tiles for any raised corners or damage</li> <li>Ensure adequate lighting for the activity being undertaken. I.e. hall light, side spot lights or opening window blinds</li> <li>Check Toilets and kitchen for spillages and clean as required</li> <li>Do not stack chairs more than 8 high.</li> </ul>	
Lighting – Trips, Injury	All	<ul style="list-style-type: none"> <li>Ensure there is adequate credit in the electric meter to provide lighting throughout the course of the meeting</li> <li>During darker evenings, Pathway lights are to be controlled by a timer clock to coincide with the running times of each section</li> <li>All outside lights to be extinguished when not in use</li> <li>Report any defective lighting to the Executive committee</li> </ul>	

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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Fire – Burns, Explosion	All	<ul style="list-style-type: none"> <li>• Leaders to perform a Fire drill once a Term, this shall be recorded in the fire log</li> <li>• Leaders to brief their section on actions to be taken in the event of a fire once a Term</li> <li>• No flammable Liquids or Gas to be stored in the Scout Hut</li> <li>• All Heaters and Heat Sources to be switched off upon leaving the Hut except for Night storage Heaters</li> <li>• Regular checks of Fire alarm system and Fire Extinguishers to take place</li> </ul>	
Security – Theft, Unauthorised persons on site.	All	<ul style="list-style-type: none"> <li>• Leaders to check Compound Gate is closed and locked when leaving the Hut</li> <li>• All windows to be closed &amp; window blinds closed when hut is unoccupied</li> <li>• Check Fire Door and Front door are Closed and Locked upon exit</li> <li>• Access Gate to be closed and locked when hut is not in use (unless football pitch / pavilion is in use)</li> <li>• Outside Store &amp; Explorer hut to be locked when not in use</li> <li>• Trailers to be locked and any items securely locked to / in trailers where possible.</li> </ul>	
Manual handling – Injury	All	<ul style="list-style-type: none"> <li>• Assess alternative methods of moving the objects such as a trolley or sack truck</li> <li>• Check the route is clear before attempting to move the object</li> <li>• Ask for additional support to lift the object</li> </ul>	
Bacteria / Disease - Illness	All	<ul style="list-style-type: none"> <li>• Hands to be washed before making food or drink</li> <li>• Surfaces to be cleaned prior to preparing food</li> <li>• Antibacterial hand wash to be available at all times</li> <li>• Toilets &amp; Shower to be regularly cleaned and disinfected</li> </ul>	
Gas & Flammable Liquids – Explosion, Fire, Burns	Leaders	<ul style="list-style-type: none"> <li>• Gas and Flammable Liquids to be stored outside of the hut in a locked compound or cage with good ventilation &amp; appropriate signage</li> <li>• No Combustible materials to be stored alongside Gas Bottles or Flammable Liquids</li> <li>• All Containers and bottles to be stored upright and out of direct sunlight.</li> <li>• Only trained and competent leaders are to disconnect and reconnect gas bottles.</li> </ul>	

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Vermin (Rats & Mice) – Disease, Illness	All	<ul style="list-style-type: none"> <li>All surplus food from camp to be stored in sealed boxes</li> <li>No opened food to be kept in the hut</li> <li>Any food waste to be removed from the hut at the end of the evening</li> </ul>	
Electricity – Electric Shock, Fire	All	<ul style="list-style-type: none"> <li>Electrics to be regularly checked</li> <li>Emergency Lights are to be regularly checked</li> <li>Leads, Plugs and equipment to be visually checked for damage prior to use. Any damage to be reported to the Executive committee</li> <li>Extension leads are not to be “Piggy backed” to one another</li> <li>Sockets not to be overloaded</li> <li>Extension leads crossing a Path or Exit Route are to be routed overhead or secured to the floor using tape to reduce any trip hazards.</li> </ul>	
Chemicals – Burns, Explosion	Leaders	<ul style="list-style-type: none"> <li>Cleaning Chemicals to be securely stored out of reach of Young People or in a locked cupboard</li> <li>Doors or Windows to be open to provide ventilation when using chemicals</li> <li>Appropriate PPE to be worn as identified on the Chemical instructions; (Gloves, Glasses, and Mask etc.)</li> <li>Chemicals are not to be mixed with one another.</li> </ul>	
Behaviour	All	<ul style="list-style-type: none"> <li>Behavioural expectations of all persons involved in the activity to be briefed before the activity commences.</li> </ul>	
Supervision	All	<ul style="list-style-type: none"> <li>Supervision of YP to be within minimum ratios as specified in POR.</li> </ul>	
First Aid	All	<ul style="list-style-type: none"> <li>leader to hold a current first aid qualification and to have easy access to a first aid kit suitable for the activity.</li> </ul>	

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<b>Checked by Line Manager</b>	Paul Woodward Assistant GSL 9 <sup>th</sup> December 2020	<b>Checked by Executive</b>	Lesley Dingle Group Chair 9 <sup>th</sup> December 2020
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### Version Control

Date	Version	Changed by	Comments
25 August 2020	1	Tris Cocks	Initial Version
28 <sup>th</sup> August 2023	1.1	Paul Woodward	Reviewed
17 <sup>th</sup> February 2026	1.2	Paul Woodward	Reviewed

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