

Risk assessment

Name of Section or Activity	Maintenance Covers Maintenance and Inspections undertaken by Adult Group Members	Date of risk assessment	12 th January 2021	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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. <i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Slips, Trips & Falls	Leaders, Group Members	<ul style="list-style-type: none"> Visually inspect the area at the beginning and during the task, check for trailing leads, ropes, obstacles that could create a trip hazard Ensure adequate lighting for the activity being undertaken, temporary lighting to be utilised as required. Area to be check for spillages prior to work commencing and any spills to be cleaned as soon as reasonably practicable. Covered footwear to be worn 	
Manual Handling – Strains or Sprains, Dropped loads	Leaders, Group Members	<ul style="list-style-type: none"> Assess alternative methods of moving the objects such as a trolley or sack truck Check the route is clear before attempting to move the object Ask for additional support to lift the object 	
Weather Conditions – Injury, lightning strike	Leaders, Group Members	<ul style="list-style-type: none"> Weather to be assessed prior to commencing work. No working at heights or on elevated platforms during thunder storms. Regular breaks are to be taken to rehydrate in hot / humid weather 	
Use of Hand Tools – Injury, Sprains (Hammers, Screwdrivers, Spanners etc.)	Leaders, Group Members	<ul style="list-style-type: none"> Only to be used by competent users or under supervision of a competent person Correct PPE to be worn as shown by signage on the tool. Tools only to be used for their intended purpose Tools to be checked for damage prior to use. Any broken or damaged tools belonging to the Scout Group are to be quarantined and reported to the QM 	

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

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Use of Power Tools – Injury (Drills, Powered Saws, Grinders etc.)	Leaders, Group Members	<ul style="list-style-type: none"> • Only to be used by competent users or under supervision of a competent person • Correct PPE to be worn as shown by signage on the tool, (Glove, Safety Glasses, Ear protection etc.) • Tools only to be used for their intended purpose • If using extension leads, ensure they do not cause a trip hazard and any sockets are covered to protect from debris • Other persons in the vicinity are to be warned prior to using any power tools. • Tools to be checked for damage prior to use. Any broken or damaged tools belonging to the Scout Group are to be quarantined and reported to the QM 	
Use of powered Gardening Equipment – Injury (Mower, Strimmer etc.)	Leaders, Group Members	<ul style="list-style-type: none"> • Only to be used by competent users or under supervision of a competent person • Correct PPE to be worn as shown by signage on the equipment (Glove, Safety Boots, Face protection, Ear protection etc.) • Equipment to be checked for damage prior to use. Any broken or damaged equipment belonging to the Scout Group are to be quarantined and reported to the QM 	
Paint, Glues, Solvents & Chemicals – Inhalation of chemicals	Leaders, Group Members	<ul style="list-style-type: none"> • Area to be well ventilated whilst using Glue, Solvents & Chemicals , consider using outside if appropriate • Manufactures guidelines and instructions to be followed, including PPE requirements • Flammable glue / solvents to be stored in flammable storage locker outside of the Hut • All substances to be disposed of in accordance with the manufacturers instructions 	
Working at heights – Falls, Injury, Falling objects	Leaders, Group Members	<ul style="list-style-type: none"> • Where possible avoid working at heights; consider using alternative tooling • Visually check Ladders for damage prior to use and ensure the ladder is on stable ground or supported by another adult • Consider using alternative access methods where appropriate such as scaffolding, static towers or MEWP • Barriers to be erected around the working area to prevent other users being injured by any falling objects • If working at height on fragile roofs, crawling boards are to utilised 	

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Lone Working – unknown accidents or injuries	Leaders, Group Members	<ul style="list-style-type: none"> Refer to separate Lone Working Risk Assessment 	
Electricity – Electric Shock, injury	Leaders, Group Members	<ul style="list-style-type: none"> Circuit to be isolated and proved dead prior to removing facia and commencing work Qualified & Registered Electrician to check and certify all work prior to removing isolations 	
Gas – Fire, Explosion, Burns	Leaders, Group Members	<ul style="list-style-type: none"> Only “Gas Safe” engineers are to work on installed gas systems 	
Fuels – Fire, Explosion, Burns	Leaders, Group Members	<ul style="list-style-type: none"> Fuels for equipment are to be stored in the flammable storage cage. Fuels are not to be mixed with the exception of 2-stroke fuel. Naked Flames / Smoking are prohibited whilst fuelling equipment 	
Failure of Equipment – Injury	Leaders, Group Members	<ul style="list-style-type: none"> Equipment to be checked for damage prior to use; any damaged equipment is to be reported to the QM and not used Equipment only to be set up by or under supervision by competent Leaders 	
First Aid	Leaders, Group Members	<ul style="list-style-type: none"> At least one person shall have a valid first aid certificate and easy access to a first aid kit suitable to the task in hand Persons shall have a method of calling for help 	

Checked by Line Manager	Paul Woodward Assistant GSL 18 th January 2021	Checked by Executive	Lesley Dingle Group Chair 23 rd March 2021
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Version Control

Date	Version	Changed by	Comments
12 th January 2021	1	Tris Cocks	Initial Version
28 th August 2023	1.1	Paul Woodward	Reviewed
17 th February 2026	1.2	Paul Woodward	Reviewed

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