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| **Activity:** | HQ/Scout Huts (Inc. Section and Adult meetings) | **Location:** | HQ (St. Paul’s and St. Peter’s). | **Last review date:** | April 2023 | **Produced by:** | Alex Windows (Section Leader) |
| **Next review date:** | December 2025 | **Quality Assured by:** |  |

* TSA Managing a Safe Scout Premises Guidance - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/>
* TSA Fire Safety - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/fire-safety/>
* TSA Managing Water Risks of Legionella - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-water-risks-of-legionella/>

**The 4th Stafford Scout Group does not own any premises. The Group has no responsibility for the maintenance of our Headquarters and storage facilities, including fire prevention and escape measures. The purpose of this risk assessment is to outline the safety considerations when using these facilities. Any concern should be reported to the premises owner.**

**For use of kitchen space, see the Kitchen and Cooking Risk Assessment.**

**Building – Indoor Spaces (Main Hall and Meeting Rooms)**

| **What are the hazards?** | **What are the risks?** | **Who is most at risk?** | **What control measures will be put in place?** |
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| **Windows** | Broken Glass  Impact Injury | Young People  Leaders | * Activities should restrict the use of airborne objects that might cause damage to windows (e.g., heavy balls during games). * Only soft / foam balls should be used inside. * In the event of broken windows, clear the area as soon as possible and clear the glass. |
| **Doors** | Trapped fingers or limbs.  Obstructions | Young people  Visitors | * Prop open doors that are in regular use to prevent them from closing – unless a fire door. * Adults and young people should be vigilant when opening and closing doors, especially around younger children. |
| **Chairs and Tables** | Trapped fingers or limbs.  Impact injuries | Young people | * Young people should be shown how to safely move these by an adult leader and must only carry small numbers of chairs at a time. * Tables should be carried by two young people at a time, especially for younger members. * Leaders should assist with stacking/unstacking chairs, especially with younger members. * Chairs and tables should be stored securely so they cannot fall. * Leaders and young leaders to oversee the setting up and moving of tables and chairs. * Chairs should be stacked no more than 6 chairs high. * Leaders should explain the rules around using and storing chairs and tables to young people. * Do not attempt to climb on chairs, tables, or other equipment. * Do not attempt to sit on stacked chairs. |
| **Notice Boards** | Cuts  Falling materials | All | * All papers should be securely attached to the notice boards. * All loose fixtures should be reattached or removed. * Check for drawings pins on the floor before commencing activities. |
| **Floors** | Slipping or tripping  Impact injury | All | * Leaders should check that the floors, especially in toilet and kitchen areas, remain free from fluid on the floor. * Any excess fluid found should be mopped up quickly. * Wet floor signs could be positioned to provide a warning. * Check the floor is clear of any obstacles and spills to prevent the risk of tripping or slipping or causing injury if fallen on. * Doormat in entrances – everyone should be encouraged to wipe shoes on arrival, especially if wet. |
| **Electrics** | Electric shock  Burning  Overloaded Sockets  Fire  Trailing Leads | Leaders  Young people | * Young people should ask before using any electrical equipment. * Leaders should show young people the correct use of the equipment before allowing use. * Ensure that electrical appliances are correctly plugged into wall sockets before use. * Measures should be taken to ensure the correct maintenance of electrical appliances. * Avoid using electrical appliances near water supplies. * Electrical equipment and the supply cable should be checked before use.   Check for and do not use if there is:   * Damage to the lead including fraying, cuts, or heavy scuffing. * damage to the plug, e.g., to the cover or bent pins. * Tape applied to the lead to join leads together. * Coloured wires are visible where the lead joins the plug (the cable is not being gripped where it enters the plug). * Damage to the outer cover of the equipment itself, including loose parts or screws. * Signs of overheating, such as burn marks or staining on the plug, lead, or piece of equipment. * Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible. * Cables trapped under furniture or in floor boxes. |
| **Heaters** | Burning | Young people | * Heaters should only be turned on if required. * Avoid direct contact with heaters. * Where there are overhead heaters, avoid ball games inside. |
| **Rubbish** | Disease / Vermin |  | * Place all rubbish into bins at the end of the meeting, either inside or the main bins outside. * Ensure food waste is wrapped. |
| **Cupboards**  **(Inc. Storage Rooms)** | Trapped fingers or limbs.  Impact injury  Falling objects | All | * Young people should be warned of the risks of using cupboards and be advised to exercise caution around them. * Permission should be granted before young people access the equipment inside the cupboards. * Younger members should be assisted by leaders when reaching high cupboards. * Do not stand on chairs or other objects to reach items in cupboards. * Ensure items put back in cupboards are secure and cannot fall on opening the cupboard. * Any materials stored at height should be securely placed or fastened to minimise potential movement. * Storage of materials up high should be limited, particularly heavy or sharp objects. |

**Building – Fire Action Plan**

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| **Emergency Procedures Notice** | * This guidance is made available to all leaders and members via the Group’s website. |
| **Precautions** | * All fire exits and escape routes should be checked before participants arrive to ensure unlocked and clear. * All leaders and young leaders know what to do in the event of a fire and where the fire /emergency assembly point is. |
| **Discovery of a Fire** | * If you hear the smoke alarm or discover a fire raise the alarm by shouting ‘FIRE’ and warn people in the vicinity of the fire. * Do not put yourself at risk. * Leave the building straight away. * If you hear the smoke alarm, follow the Evacuation Procedures without delay. |
| **Alerting the Emergency Services** | * This should be done by anyone finding a fire at the soonest opportunity. * They need to dial 999 and ask for the Fire Service. |
| **Assembly Point** | * Upon evacuating the building, proceed to the assembly point. * St. Paul’s – Yew Tree at the far end of the Churchyard * St. Peters – End of the outdoor grass space. |
| **Flammable Materials** | St. Peters Headquarters:   * Several Propane and Butane PLG gas bottles are stored behind the main building. |

**Building – Toilets**

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| **What are the hazards?** | **What are the risks?** | **Who is most at risk?** | **What control measures will be put in place?** |
| **Water Supply** | Leaks.  Burst Pipes  Legionella | All | * Water should not be left to stagnate, as diseases can be present. Systems should be flushed out or through regularly. * In the event of a leak, the system should be turned off. Leaders should know the location for this. * In the event of a leak, the areas should be vacated as soon as possible, and the water cleared. |
| **Pathogens** | Disease | All | * Wash hands after using the toilet, leaders could check for younger members. * Check for a good supply of toilet paper, soap, towels or hand-drying facilities. * Check toilet and kitchen facilities are clean before use. Clean as required. |
| **Cleaning Materials** | Fumes,  Chemical burns  Injuries from misuse | Young people | * Train leaders and young people on the correct use of cleaning materials if required. Read the labels carefully. * Avoid mixing bleach with other cleaning materials. * Limit access to chemicals (those used for cleaning) by locking them away or putting them out of reach of young people. * Adults to supervise any use. |

**Outdoor Space**

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| **What are the hazards?** | **What are the risks?** | **Who is most at risk?** | **What control measures will be put in place?** |
| **Road** | Cars and pedestrians | Young People | * Games and activities should take place away from the road area, where possible. * Avoid playing ball games, or other activities, where the ball, or other activity equipment, could fall onto the road. |
| **Trees** | Rotten or dangerous branches | Young People | * Young people should not climb trees in the dark. * Avoid activities in trees during high winds. * Assess the trees in activity areas for damage or disease. * Move activity indoors or to a different area if a tree is unsafe.   **Warning Signs of Tree Damage/Disease:**   * Top heaviness, e.g., as indicated by excessive swaying in the wind. * Lifting root plate, tearing out of roots, extensive root damage, or root loss. * Large cracks in the ground around tree roots. * Cracks or splits in the trunk or large limb. * Broken trunk or large limb. * Hanging broken trunk or large limb. * A large amount of decay in a trunk or large limb. * Forks involving big limbs that show signs of weakness or possible failure at the centre of the fork. * Signs that the tree is in poor health, or may be dying, e.g., smaller than normal leaves, dead leaves in summer, dead limbs, and fungal growth. |
| **Grass Area** | Risk of fire,  Trips and cuts | Young People | * Leaders should check areas for hazards and debris, before highlighting them to young people or removing them. * Participants should be advised on suitable footwear, and they should be checked at the start by a leader. * Walk and assess the area before running an activity. |
| **Visibility** | Increases risk of tripping and other accidents due to the inability to perceive trip hazards. | Young People. | * Torches should be used during activities in the dark to aid visibility, leaders to advise young people to bring them. * Leaders must check the weather before undertaking activities, visibility and darkness will vary depending on cloud cover as well as the amount of additional lighting, such as street lighting. * Leaders may advise torches to be kept turned off so as not to impair night vision and restrict the field of vision. |