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| **Activity:** | Storage Facilities | **Location:** | Storage container | **Last review date:** | December 2022 | **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/>

**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.**

**If carrying out maintenance or working alone, use the Maintenance and Lone Working Risk Assessment.**

| **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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| **Container Doors** | Trapped fingers or limbs.Obstructions | All | * Prop open doors that are in regular use to prevent them from closing.
* When windy, secure doors to prevent them from blowing shut.
* Permission should be granted before young people access the equipment inside the container.
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| **Floor Space** | Slipping or trippingImpact injury | All  | * Any excess fluid found should be mopped up quickly.
* Check the floor is clear of any obstacles and spills to prevent the risk of tripping or slipping or causing injury if fallen on.
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| **Storage Procedure** | DisorganisationTrips and falls | All. | * Storage racks will reduce unsafe piles of gear falling.
* Quartermaster to oversee the equipment, so that it is known what the group has, who needs to borrow it and to make sure that it is kept in good condition.
* A full list of equipment and its location can be found on the Group’s website.
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| **Storage at Hight** | FallingGalling Objects | All. | * Use stepladders to access gear that is on higher levels, such as steps.
* Do not stand on chairs or other objects to reach items in cupboards.
* Ensure items put on high shelves are secure and cannot fall.
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| **Gas and LPG** |  |  | * Store securely inside the gas cadge in a well-ventilated storage area – LPG bottles can be located at St. Peter’s Headquarters.
* Remove other potential ignition sources.
* Store cylinders securely outside, in an area free of combustible material but not below ground level, away from drains & keep them upright. Refer to advice from the LPG Association website.
* Train young people and leaders on the correct uses of fuels and appliances before use.
* Check before use.
* Ensure good ventilation when changing cylinders.
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| **Camping Equipment** | Rot, Mildew |  | * Ensure that tentage is put away dry and the store is kept dry and aired.
* Wipe/dry any condensation on the roof or walls.
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| **Cleaning Materials** | Fumes, Chemical burnsInjuries from misuse |  | * Train leaders and Scouts on the correct use of cleaning materials if required. Read the labels carefully.
* Have secure storage for all chemicals.
* Avoid mixing bleach with other cleaning materials.
* Limit access to chemicals (those used for cleaning) by locking them away.
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| **Vehicles**  |  |  | * Exercise vigilance when moving around outside spaces and look out for moving vehicles.
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| **Manual Handling** | Strains or SprainsDropped loads | Workers. | * Ensure the use of good lifting techniques, lifting from the knees, not from the waist. Keep back straight.
* Advise not to attempt to carry more than capable of.
* Check the route is clear before attempting to move the object.
* Ask for additional support to lift the object, if possible.
* Where possible, break loads down to make them lighter and easier to move.
* Make sure loads are packed into boxes or bags to be more secure.
* Use wheels, e.g., a trolley or wheelbarrow, where possible, or get more people to help.
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| **Stepladders** | Falling. | Users. | * Ensure all locking devices are in working order before use.
* Do not work off the top three steps unless a safe handhold is available.
* Avoid side-on working.
* Do not overreach – make sure that your belt buckle stays with the up-rights and that both feet are kept on the same rung or step throughout the task.
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**Building – Fire Action Plan**

**Should be carried out in accordance with the site's own 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.
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| **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.
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| **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.
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| **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.
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| **Assembly Point** | * Upon evacuating the building, proceed to the assembly point.
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