**169th Bristol Scout Group, Building and Grounds Risk Assessment**

Date: 25/05/2023 Assessed by: Matt Barrett Signature: Mbarrett Review date: 25/05/2024

|  |
| --- |
| **Car Park** |
| Hazard | People Affected | Control Measures |
| Vehicular impact. | Scouts, Guiders, People hiring the hall, Damage to other cars and property. | Only leaders are to park their cars in the car park during scouting and guiding nights/ activities. Open the pedestrian gate so that people on foot don’t have to walk through the double gates. Pedestrians are to use the walkway to avoid the car park.All vehicles are to be driven in a safe way and parked as to not cause obstruction to other vehicles entering or leaving the premises. |
| Slippery ground causing slips trips and falls.Wet leaves causing a slippery surface. Ice on cold days creating a slip hazard. | Anyone walking across the car park. | Ensure leaves are swept up on a regular basis.Put rock salt on the ground during cold weather. |

|  |
| --- |
| **Grounds, Front** |
| Hazard | People Affected | Control Measures |
| Gas bottles. Gas leaking, bottles being tampered with or stolen | People near the gas bottle may breathe in the fumes. Could lead to explosion if enough gas is released. | Lockable gas cage to store gas bottles in and gas bottles checked on a regular basis for leaks and damage. |
| Trees | Dead branches falling, damaging people or property.Young people climbing the tress and getting injured. | Remove dead branches from trees, ensure young people are aware of the rules regarding climbing the trees and supervise as necessary. |

|  |
| --- |
| **Grounds, Rear** |
| Hazard | People Affected | Control Measures |
| Patio area | Patio furniture as a trip hazard to people using the patio area, wooden rails at head height for young people. | The patio furniture is to be moved the edge of the patio area when not in use so it doesn’t cause an obstruction. Young people are not to play anywhere on the patio area and are not to climb through or over the rails. |
| Trees | Dead branches falling, damaging people or property.Young people climbing the tress and getting injured. | Remove dead branches from trees, ensure young people are aware of the rules regarding climbing the trees and supervise as necessary. |
| Campfire circle | Lining rocks are a trip hazard to young people and log seating can be slippery when wet.Burns to people or clothing when near the fire.Potential for fire to spread. | Young people are not to walk on the lining stones or log seats and are to be told not to be anywhere near the campfire circle when it’s not in use.People using the campfire are not to wear nylon or other easily flammable material and are to be aware of their distance from the fire.All fires are to be kept at a reasonable level, and not allowed to reach bonfire size.All fires are to be supervised by a responsible adult. |
| Neighbours | Neighbours surrounding the premises affected by noise and smoke from firesFire brigade being called out by neighbours because of large campfires. | Noise is to be kept to a minimum before 7am and after 11pm.The neighbours closest to the campfire circle area are to be informed if there is going to be a campfire.The leader in charge is responsible for calling the fire brigade at Southmead on 0117 926 2061 and informing them that they are having a fire so there won’t be any false call outs |
| Canoe storage | Injury to young people from playing near the canoe storage area. | Young people are to be told not to play anywhere near the canoes or to climb on any equipment nearby. Adult supervision where required. |
| Access ramp | Possible injury through slipping if icy. | Put rock salt on the ground during cold weather. |
| Wood pile | Injury to young people from climbing on or playing on the woodpile. Potential injury from trying to take wood from the rear of the pile. | Young people are to be told not to climb on or play near the pioneering poles. Adult supervision where required. Only take wood that is close to the front of the pile. |

|  |
| --- |
| **Lawn Mower Shed** |
| Hazard | People Affected | Control Measures |
| Fuels, oils and lubricants | Potential harm to people using the shed from contact with the chemicals.Environmental damage from leakages. | PPE is to be worn when handling fuels, oils and lubricants.Drip trays are to be used to store fuels oils and lubricants and any spillages are to be cleaned up immediately. |
| Fumes | Petrol fumes could cause nausea to a person in the shed. | Leave doors open when in the mower shed and don’t spend too long inside. |
| Combustibles | Potential for fire from the mower fuel and oils stored in the shed. | No sources of ignition are to be taken within 20 metres of the mower shed. |

|  |
| --- |
| **Main Hall** |
| Hazard | People Affected | Control Measures |
| Smoking | Potential fire hazard and harm to others from passive smoking. | No smoking policy within any of the 169th buildings or grounds. People wanting to smoke will have to stand outside the front gates. |
| Tables | Risk of injury to young people from running into the wooden tables at the front of the hall. | Young people told not to play at the front of the hall. When a larger area is needed for games the tables are to be moved into a corner or removed from the hall until the game is over. |
| Radiators | Risk of injury to young people from running into the radiators, and risk of damage to the radiators. | Young people are to be told not to lean on the radiators around the edges of the hall and try to keep games away from the edges. |
| Notice boards | Risk of injury from drawing pins falling from the notice boards. | Ensure that drawing pins are pushed firmly into the notice boards and any that fall out are picked up off of the floor. |

|  |
| --- |
| **Toilets** |
| Hazard | People Affected | Control Measures |
| Cleanliness | Potential hygiene risk to anyone using the toilets. | Ensure that toilets left in a clean and tidy state after every activity at the Scout hut. Disinfectant is to be used when cleaning the toilets. |
| Legionella | Potential Legionella risk from old water sitting in taps. | Ensure all taps are run through at least fortnightly to prevent any build-up of stale water accumulating. |
| Waste | Potential hygiene risk from waste left in toilets and from feminine hygiene products. | Bins are to be provided for all waste, hand towels etc. Sanitary bin to be provided in female toilet and emptied regularly. |
| **Group Store Room** |
| Hazard | People Affected | Control Measures |
| Trip hazards | Risk of tripping over wooden wire cover. | Make people aware of the cover before they enter the room. Ensure that any young people entering are supervised. |
| Shelving and storage | Risk of shelving falling over or items falling from shelves and landing on someone. | Check shelving to ensure that it is stood correctly. Attach the shelving to the wall. Do not climb the shelving to reach items on the top shelf. Ensure heavy items are stored at the bottom and light items on the top |

|  |
| --- |
| **Games Store** |
| Hazard | People Affected | Control Measures |
| Access | Trip hazard to people entering the games store if equipment is left lying on the floor. | Ensure that the games store is left in a tidy and clean condition after every use to prevent access problems and trip hazards. |
| Shelving and storage | Risk of shelving falling over or items falling from shelves and landing on someone. | Check shelving to ensure that it is stood correctly. Attach the shelving to the wall. Do not climb the shelving to reach items on the top shelf. Ensure heavy items are stored at the bottom and light items on the top |
| Equipment | Potential harm to young people from damaged or old equipment. | Check all equipment before and after use for any damage and remove damaged equipment if found so that it cannot be used.  |

|  |
| --- |
| **Furniture Store** |
| Hazard | People Affected | Control Measures |
| Stacked chairs | Risk of injury from falling chairs or manual handling related injury from chairs stacked too high | Ensure that all chairs are stacked to a safe height and only lift off a maximum of two chairs at a time. |
| Tables | Potential manual handling related injury from heavy tables. | Stack heavy tables at the back and ensure that two people lift each table out of the store. |
| Access | Potential trip hazard or manual handling related injury from lack of space due to poor stacking. | All tables are to be stood upright and against the wall and all chairs are to be stacked neatly against the wall to ensure that enough room is available.  |

|  |
| --- |
| **Kitchen** |
| Hazard | People Affected | Control Measures |
| Cleanliness | Hygiene risk to people using the kitchen facilities from unsanitary conditions and the potential to attract vermin. | The kitchen and all equipment is to be cleaned and put away after every use. The cooking and food preparation areas are to be cleaned and wiped over with disinfectant after each use.The floor is to be swept and mopped after every use. |
| Food hygiene | Risk to health to people from unsafe food handling practices. | Best current practice is to be used when preparing, cooking and handling any food in the kitchen. A hand washing sink with antibacterial soap is provided and is to be used before handling any food products and after handling raw meat or fish.Colour coded chopping boards are provided and are to be used for the correct food types. |
| Sharp knives | Risk of injury to people using sharp knives and potential injury to young people if knives are left out. | All sharp knives are to be stored either in the knife rack or the cutlery drawer and not left out on the draining board or food preparation surfaces when not in use.All knife use by young people is to be supervised by a responsible adult.A first aid kit is available in the kitchen in case of injury. |
| Waste | Unsanitary conditions to people from food or other waste being left in the kitchen or the bin for extended periods. | All waste is to be put in the bin provided and emptied at the end of each day to discourage fungal growth and vermin. |
| Slippery floor | Risk of injury to people entering or using the kitchen from slipping on a wet floor. | Any liquid spillages are to be cleaned up when they happen and the kitchen will be out of bounds immediately after mopping the floor. A caution wet floor sign is to be used until the floor is dry. |
| Hot surfaces | Risk of burns to people using the kitchen from hot surfaces. | Ensure that caution is taken when using the cooker and supervise all young people. When handling hot pot and pans use oven gloves to reduce the risk of burns. |

|  |
| --- |
| **Bunk house**  |
| Hazard | People Affected | Control Measures |
| Step up into bunk house | Risk of injury to young people from tripping up on step into bunk house | There is a step up into the bunk house, could become slippery in the wet. |

|  |
| --- |
| **Equipment store** |
| Hazard | People Affected | Control Measures |
| Heavy equipment | Risk of manual handling related injury to people from lifting heavy equipment. | Use two or more people for heavy loads (over 20kg) and ensure than young people only lift items that they can manage easily and do not lift heavy items by themselves.People lifting heavy items are to be instructed in safe lifting techniques. |
| Shelving | Risk of shelving falling over or items falling from shelves and landing on someone. | The shelves are built into the walls and are sturdy but are not to be climbed up to reach items at height. All items are to stored neatly and away from the front of the shelves to reduce the risk of falling off. |
| Sharp objects | Risk of injury to people from axes and saws. | All axes and saws are to be stored in marked boxes and where possible the sharp edges are to be sheathed.  |
| Storage at height | Risk of manual handling related injury from stretching to reach object placed high on the shelving/ | All heavy items are to be stored low on the shelving to reduce any unsafe lifting.Ladders and a kick stool are provided for any items out of reach. |
| Damaged equipment | Risk of injury to users of damaged equipment. | All equipment is to be checked for serviceability before and after every use and taken out of use if it is found to be faulty.All gas pipes on cookers are to be checked 6 monthly and when used to ensure that they are in date and to look for any splits or damage. |

|  |
| --- |
| **Section Size** |
| Hazard | People Affected | Control Measures |
| Too many young people for the size of the facilities | Young people and adults involved in section activities, risk of injury due to lack of space and difficulties in evacuation in the event of fire. | Section sizes limited to a maximum of 30 young people per section. Correct Adult to young people ratios will be adhered to at all times. |

**169th Bristol Scout Group Fire Policy**

The buildings at the 169th Bristol Scout Group are wired into a fire detection and alarm system and are regularly serviced.

There is a no smoking policy throughout our property.

All fire exits are clearly marked.

There are fire extinguishers in the main hall and a fire blanket in the kitchen; these are also checked for serviceability on a regular basis.

**Action on the outbreak of a fire**

Upon discovering a fire at the 169th Bristol Scout Group:

1. Shout “FIRE” continuously and raise the alarm by sounding the nearest fire alarm.
2. Contact the emergency services on 999 and state the location of the Scout hut and where the fire is located.
3. Evacuate the building by the nearest exit and assemble at the designated assembly area – This is normally the car park at the front of the building. If both of the front exits are blocked, leave the building via one of the rear exits, only attempt to reach the front assembly area if it is safe to do so at the side of the building.
4. When at the assembly area take a roll call to ensure that all persons are present and accounted for.
5. DO NOT RE ENTER THE BUILDING FOR ANY REASON UNTIL IT IS DECLARED SAFE TO DO SO BY THE SENIOR FIRE BRIGADE OFFICER PRESENT.

**Building Close down Procedure**

The last person leaving the building must ensure that the following takes place:

* All non-essential electrics are switched off.
* All windows and doors are closed.
* All lights are turned off.
* All personnel have vacated the building.
* The alarm is set and the main door is locked.
* The front gates are closed and the padlock is snapped shut.