

169th Bristol Scout Group, Building and Grounds Risk Assessment

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Car Park		
Hazard	People Affected	Control Measures
Vehicular impact.	Scouters, 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 trees 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 fires Fire 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 callouts
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.
Pioneering poles	Injury to young people from climbing on or playing on the poles.	Young people are to be told not to climb on or play near the pioneering poles. Adult supervision where required.
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 169 th 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.

Office/Computer 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
Internet safety	Potential risk to young people from the internet.	Ensure that all computers are protected with antivirus software and parental controls. All young people are to be supervised when using the computers to access the internet.

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 construction area		
Hazard	People Affected	Control Measures
Building materials	Risk of injury to young people from playing on or near the building materials used for the construction of the bunk house.	The bunk house and surrounding area is out of bounds to anyone not involved in the construction. The immediate area around the bunk house is taped off to separate it from the rest of the grounds. Young people are to be told not to enter the taped area and not to play around or on any construction materials. Adult supervision is required to ensure these measures are enforced.

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 that 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 be 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.

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.