

Risk Assessment

Name of section or activity	1 st Halton Scout Group – Scout Hut and Grounds	Date of risk assessment/ Last Review	11/04/2021 02/01/2025	Name of who undertook this risk assessment	Anne Haythornthwaite Robert Prescott	To be reviewed	Annually
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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?
Hazard: something that may cause harm or damage. Risk: the chance of it happening.	Young people, leaders, visitors	Controls: ways of making the activity safer by removing or reducing the risk from it. For example, you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change or even stop it. This is a great place to add comments which will be used as part of the review.
Moving vehicles: Either entering or leaving the site; Using the area outside the scout grounds to park; Parking on the roadside; Proximity to road.	All Persons especially Young People	- Activities are to be kept within the perimeter walls and away from the road and traffic, when an activity is to be off site, supervision must be given and instructions from the leaders followed. - Vehicles to be parked along the road with the exemption of leaders who may park inside the perimeter wall due to equipment that may be required / unloading etc. This is to minimise the vehicular movements when there are many people about arriving and leaving sessions. Dependant on the session, it may be required that vehicles are all parked on the road to allow space for activities. - Parking should not at any time block the gateway. This is to allow emergency access at all times and reduce the risk of accidents by vehicles on the road when people are leaving by the gate. - Vehicles such as minibuses stored within the grounds should be parked as not to block any exits and away from activity areas.	
Slips, Trips and Falls (Outdoor)	All Persons especially Young People	Users of the building and grounds should keep to the front of the building and the grass side of the hut and should not be around the back of the hut or on the garage side without reason. This is due to a higher number of trip and slip hazards as the ground is uneven and just earth. Access by children round	Updated to note that rough area beyond grass is to be fenced off at all times to prevent access.

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		the back of the hut should be supervised by a leader and only with leader permission. - The area of rough ground beyond the grassed area should not be used as this area does not belong to the scout group and is rough posing more of a trip and fall risk, area to be fenced off at all times. Should any item such as footballs etc need to be recovered from this area, care should be taken on the rough terrain. - The scouts do not own land beyond the perimeter walls and therefore persons should not climb over the walls for access. - Leaders should advise children about not climbing and standing on the boundary walls due to large drops the other side. Children should be advised not to stand or swing on the gate or climb on logs or boulders within the scout grounds that can be slippery and uneven. - De-icing salt is provided for use within the scout grounds in freezing temperatures.	
Slips, Trips and Falls (Indoor)	All Persons especially Young People	- Equipment should be stored correctly and not create a hazard which could lead to slips, trips and falls or damage to equipment due to poor storage. - If the floor is wet due to condensation, cleaning etc, other users should be warned, and the area cordoned off from use until dry. - Floors should be regularly swept to remove any debris brought in by shoes or from activities. - Users of hut should to take appropriate steps to maintain the condition of the floor surfaces and to prevent trip hazards in the floor coverings	

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		• Leaders should advise children not to stand on benches, climb between bays/dens or sit/stand on the walls of the bays. • When entering the building, users should be reminded to wipe feet on the mat to remove any dampness or mud and to minimise slips and falls. • Any spillages should be cleared up immediately and other users warned of possible wet floor and if necessary, the area cordoned off.	
Trees	All persons	• The site will be inspected periodically for any dangerous trees by an appropriate group representative and expert advice sought, if required; remedial action will be taken as necessary. • Leaders are responsible for briefing their groups and setting boundaries in relation to tree climbing etc.	
Fire	All persons	• Separate guidance will be provided in relation to the occupation of any permanent building: emergency exits, alarm systems, emergency lighting, evacuation, etc. • For those sections camping, leaders are to ensure that best practice is followed and that naked flames are not too close to combustible materials – e.g. tents, gas canisters, wood piles etc. • When not in use, all electrical appliances should be unplugged or isolated at their supply. • During all indoor activities and use of the hut, the doors and escape routes must remain accessible and in a state that allows their ease of use. Thumb locks and push bars should be installed, no additional fastenings to be used.	
Natural Environment	All Persons	• Leaders should advise their section accordingly in relation to insect stings/bites, nettle stings, toxic plants and the like.	

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Site equipment and cleaning items (tools, grass cutters, other plant, chemicals, etc	All Persons	- Any tools, machinery, chemicals or plant considered to be potentially dangerous should be kept locked away and inaccessible to guests. - Leaders are to remind their sections of the danger of 'investigating' any plant, fittings and fixtures stored within the grounds. - All persons/volunteers will receive appropriate training/supervision before using tools/machinery/chemicals etc. - No equipment is to be left unattended. - Where access equipment is required to undertake work or gain access to equipment, only designated equipment should be used such as ladders and steps, (Chairs/tables/furniture should not be used as alternatives). - Roller Shutter on Garage only to be operated by Leaders/Adults, Leaders/Adults to ensure Shutter area is clear before operation of shutter, shutter to be isolated when in open position to prevent unauthorised operation.	
Installed activity facilities.	All Persons	- Leaders are advised to remind their sections regularly that the facilities (climbing/bouldering wall - outdoor to rear of hut and shooting range in garage) are out-of-bounds unless taking part in a programmed activity and under the control of an authorised/qualified instructor. - Separate risk assessments to be produced for usage of activity facility	
Fire risk from smoking	All Persons	Smoking (including the use of e-cigarettes) is not permitted in the building or within the walls of the surrounding scout grounds.	

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Proximity to Neighbours, animals, etc	All Persons	- The leaders are responsible for advising their sections when taking-part in activities offsite of the scout hut boundaries and of the need to respect other people's property. - The scout group does not own beyond the perimeter walls and therefore members should not climb over or beyond these. Permission is given for the use of the woodland opposite for specific activities; however, risk assessments will need to be carried out beforehand.	
Cooking and food prep facilities (cuts, contamination)	All Persons	- All appliances to be cleaned thoroughly after use (fridge, oven, microwave, etc) - Sharps (knives etc) to be stored in a separate drawer away from other utensils to prevent injury. - Food preparation and storage to follow recommended practices. - Leaders should ensure adequate ventilation (such as opening windows and doors) when cooking. - When younger persons are using the kitchen, they should be adequately supervised.	
Electrical Equipment	All persons	- Young persons should be advised not to play with electrical equipment by leaders. - When electrical equipment is not in use it is to be isolated or unplugged including kitchen appliances. - Portable electrical equipment to be PAT tested on a three yearly basis, this frequency was deemed appropriate due to the infrequency of movement/use of electrical equipment. - Electrical equipment should be visually inspected for damage before use and if damage is found, the item should not be used	

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		and put aside labelled to identify as unsafe. This should be reported to the leader in charge so it can be repaired or replaced.	
Group stores	All persons	- Heavy equipment, such as tents, should be carried in accordance with current manual handling practices. Items over 25kg should be carried by two people where possible, and the use of a barrow truck or cart is advised if item has to be carried more than a short distance. - Heavy items should not be stored above shoulder height or stored upstairs. - Care is to be taken that items in the stores do not pose a trip hazard or have the potential to fall over/off shelving.	
Cleaning Chemicals	All persons	Cleaning chemicals are to be stored in a locked cabinet/room, and are to be used in accordance with current COSHH regulations.	
Legionella	All persons	Water heaters in kitchen and toilets, toilets cisterns and taps to be flushed out regularly when not in use for an extended period during for example school holidays.	
Activity Equipment falling into hands of unqualified persons (Air rifles, etc)	All Persons	- Activity permit scheme laid out by Scout Association to be followed where required for activity, - Equipment to be stored securely away from young persons, - Air Rifle Shooting Equipment (rifles) to be stored in firearms cabinet located in cleaning/tables store, and not to be left unattended, - Only qualified instructors to have access to firearms cabinet - Separate risk assessment produced for each activity,	

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Review: An additional risk assessment should be produced for each activity			

Approved by Group Trustee Board on 9 January 2023, Name John Elliott, Role CHAIR, Signed [Signature]