

Name of activity/ event/location	Worting Scout Hut, East View, Basingstoke RG23 8PS	Date:	February 2020	Names of authors:	Roy Packer Gavin Clark, Chrissie Clark
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Hazard identified/ Risks arising	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?
<p><u>Access</u></p> <ul style="list-style-type: none"> - Busy B3400 road - Parking limitations - Pathway access - seasonal hedge overgrowth - No direct vehicular access – heavy kit - Poor outdoor lighting <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Annoying the domestic neighbours - Narrowing pathway width - Manual handling injuries during kit in-loading/out-loading - Slipping/tripping/impact with fixed objects during poor light conditions 	All	<p>Those with children or kit are encouraged to park in the estate (Warham Rd).</p> <p>Maintenance of friendly relations with all neighbours (essential to maintain friendly relations with neighbours; be polite & informative).</p> <p>Pathway kept clear - may at times require that an adult trims the pathway hedges.</p> <p>During kit in-loading and out-loading, neighbour at 427b Worting Rd is asked for permission to use their driveway for closer access to the hut.</p> <p>Use of battery powered torches to illuminate pathways during kit inloading/outloading in poor light conditions.</p>	
<p><u>External structure</u></p> <ul style="list-style-type: none"> - The buildings (hut and store) are in a conservation area and are of non-standard construction - Regulations for buildings conservation - Hut elderly; storage building 21yrs old - Potential for roof/board damage (weather-related) and water ingress damage - Potential for rodent invasion <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Non-compliance with regulatory requirements - Building damage-related injuries to users or ill-health of users - Ill-health arising from contact with rodent urine, faeces, or food contamination 	All building users	<p>All building repairs and maintenance are undertaken after consideration of conservation regulatory requirements.</p> <p>The hut and storage buildings are regularly inspected for damage - both require periodic maintenance and 'respect' during use.</p> <p>The felt roofing is regularly checked against water ingress.</p> <p>The rain guttering and down-pipes are frequently checked and cleared of debris. Users are reminded to not leave doors open during rain.</p> <p>The windows, doors, door-frames, feather boarding and fencing are regularly inspected and, where necessary, protective paint or preservative are applied.</p> <p>Periodic volunteer work parties are arranged to effect building repairs and maintenance.</p> <p>Rodent poison 'bait' boxes are positioned on likely rodent runs around the buildings. It is necessary to ensure that young people cannot access the bait.</p> <p>Potential rodent access points are regularly checked for signs of activity. It is necessary to maintain vigilance and, where necessary, repair holes, etc.</p>	

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<p><u>Internal fabrication</u></p> <ul style="list-style-type: none"> - Northerly half of floor wooden; southerly concrete - react differently to movement. - Damage to floor supporting structure (under wooden floor) - Carpet tiles on hall floor - Laminate panels on kitchen floor - Vinyl floor covering in toilets - Potential for rodent damage <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Slips, trips and falls on uneven flooring - Trips and falls due to protruding carpet tile/laminate edges and holes in laminate and vinyl floor coverings - Ill-health arising from contact with rodent urine, faeces, or food contamination 	<p>All building users</p>	<p>All flooring surfaces are kept clean. Carpet tiles are regularly checked and re-stuck if they have come adrift. Laminate on kitchen floor and vinyl coverings in toilets are regularly checked for wear. Internal wall and floor surfaces are regularly checked for evidence of holes or disturbance of insulation material by rodents. Periodic volunteer work parties are arranged to effect building repairs and maintenance.</p>	
<p><u>Fire</u></p> <ul style="list-style-type: none"> - Largely wooden building structures - Presence of substantial combustible materials: compressed flammable gas in cylinders; tentage; camping accessories; and waste materials - Use of portable electrical appliances in the kitchen and elsewhere <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Rapid escalation of a fire - Death or serious injury from smoke inhalation, contact with flames, or impacts from fire-related explosions 	<p>All building users</p>	<p><u>Fire precautions:</u></p> <p>Ceiling mounted, battery-powered, smoke detectors fitted in the hut and tested regularly.</p> <p>Hut fire exit doors are provided, maintained, suitably signed and regularly checked for effective operation.</p> <p>Flammable gas cylinders stored only in a purpose-built, securable, metal store shed, which is suitably signed to warn of the presence of flammable gas cylinders and the 'No Smoking' requirement.</p> <p>Suitable portable fire extinguishers are located at designated fire points around the hut and storage shed. All fire extinguishers are inspected annually by a competent person.</p> <p>A fire assembly point has been established. A fire evacuation plan is in place, communicated to all relevant people, and is practiced regularly.</p> <p>The safety of portable electrical appliances is regularly checked by a competent person.</p> <p>Combustible waste materials are not allowed to accumulate - bins emptied regularly.</p> <p>Smoking is not permitted inside any of the buildings. There are signs to this effect at all building entrances.</p>	

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<p><u>Emergency (first-aid) provision</u> Risks of:</p> <ul style="list-style-type: none"> - Inadequate response to accidents, on-site injuries and ill-health 	<p>All building users</p>	<p>Trained first-aiders are present during all scout, cub and beaver activities at the hut. First aid kits are available and clearly visible within the hut. Contents of first aid kits checked regularly; out of date products replaced. Incidents requiring first aid are recorded in largest first aid kit. In the event of a serious emergency a leader must telephone the relevant emergency service. All bystanders must be directed safely away from the incident. An adult should take up position at the Worting Road end of East View path in order to guide the emergency crew to the incident.</p>	
<p><u>Services</u> <u>Mains Electricity (230v AC)</u> Risks of:</p> <ul style="list-style-type: none"> - Electrocution - Burns - Fire - Inadequate lighting (power failure) - Cold water or lack of heating (power failure) - Disconnection of supply <p><u>Water Supply</u> Risks of:</p> <ul style="list-style-type: none"> - Leaks leading to flooding/fabric damage - Failure of supply 	<p>All building users</p>	<p>Supplies are isolated before carrying out any maintenance or remedial works. All portable electrical appliances are safety tested (PAT) annually by a competent person. Cubs and beavers are only permitted to use mains electrical appliances under close adult supervision. Bulbs and light fixtures replaced immediately if they fail. Repairs, alterations and maintenance of the mains electrical system: an electrician is called if water heaters or fan heaters fail. Electric and water meter readings are taken externally and bills paid by direct debit. Water supply pipes are lagged appropriately to protect against freezing. Stopcocks are checked periodically (male loo, raised area outside loos, in pavement at end path).</p>	
<p><u>Toilet & hand washing facilities</u> - Separate facilities (rooms) are provided for male and female users. Risks of:</p> <ul style="list-style-type: none"> - Unhygienic facilities - Wet floor leading to slips and falls 	<p>All toilet users</p>	<p>Frequent checks are made to ensure door privacy locks are working. Washbasins, toilets and vinyl floor surfaces are cleaned regularly. Loo brushes are inspected and replaced frequently. Checks are made to ensure that loo roll (and a spare) are constantly available in both washrooms. Hand towels are frequently replaced and removed to a hot wash. Checks are made to ensure that hot water and soap for hand washing are available during all meetings. Ensure any spillage or 'accident' is cleared immediately and appropriately.</p>	

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<p><u>Cooking facilities</u></p> <ul style="list-style-type: none"> - Electric hob and oven; microwave cooker; electric kettle; electric water boiler; refrigerator; kitchen sink, cupboards and work surfaces <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Burns/scalds from contact with hot surfaces or hot liquids - Skin cuts and punctures from contact with sharp edges/points of kitchen utensils and equipment. - Unhygienic facilities and equipment - Ingestion of contaminated food and drink - Head/face -impacts with 'left-open' cupboard doors 	<p>All building users</p>	<p>When cooking, only adult accompanied young people are allowed in the kitchen. No children 0–10yrs allowed in kitchen unaccompanied.</p> <p>Appropriate precautions are taken to avoid burns and scalds when using the electric stove, microwave, kettle and water boiler.</p> <p>Only <u>sheathed</u> sharp knives are stored in the kitchen; all others are stored in the knife box in QM store.</p> <p>Stove, microwave, fridge, kitchen sink, drawers, cupboards and work surfaces, and are cleaned regularly using appropriate cleaning materials and are kept in a hygienic condition.</p> <p>Kitchen cloths and scourers are frequently replaced.</p> <p>Tea & hand towels are replaced frequently & taken to wash.</p> <p>Regular checks are made on the 'use by' dates of food and drink items kept in the fridge. Out-of-date items are disposed of appropriately.</p> <p>Hot water switched on before each meeting (and switched off at the end).</p> <p>All cupboard doors closed asap – especially the eye level mug wall cupboard.</p>	<p>11yrs+ can wash up unaccompanied!</p>
<p><u>Hall</u></p> <ul style="list-style-type: none"> - Equipment storage (potential obstructions) - Notice boards - Temporary storage of waste <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Body impact with equipment - Skin puncture wounds if drawing/other pins are used for notices - Contamination of surfaces and attraction of vermin if waste is not removed regularly 	<p>All</p>	<p>The hall is kept clean and tidy. Check and empty hoovers frequently.</p> <p>Ensure that notices are secured with staples in preference to drawing pins.</p> <p>Where possible, ensure that equipment is moved to the edge of the hall.</p> <p>Remove all waste to domestic compost, recycling, glass or general waste bins at the earliest opportunity.</p>	

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<p><u>Storage facilities</u></p> <ul style="list-style-type: none"> - Loft - QM store - Store cupboards - Box seating – bare flooring - Outbuilding - Gas store – heavy cylinders - Wood store - splinters and nails - Potential for rodent access <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Falling from height (loft) - Falling heavy objects/tools - Body impact with protruding kit - Cuts from contact with sharp tools (outbuilding) - Wood splinters and stabs (wood store) - Contact with rodent urine or faeces 	<p>All users with access to storage facilities</p>	<p>Storage areas for valued equipment is frequently checked to ensure that they are clean and dry.</p> <p>Access to & movement in the loft is restricted to trained personnel only.</p> <p>Means and position of storage are frequently checked. 14+years only allowed in QM store.</p> <p>Doors to be closed when not in use and secured after meetings.</p> <p>Contents to be reviewed frequently – spiders & in-blown dust removed.</p> <p>Tools in crates – not too many or too heavy in each. Heavy on bottom, lighter top.</p> <p>Gas store to be kept locked. Correct manual handling techniques to be used when handling gas cylinders. Cylinders only moved by those 14yr+.</p> <p>Care taken with any stacking.</p> <p>No access to wood store for those under Explorer age. Users to be warned and be watchful of nails & splits/splinters.</p> <p>Keep all drawers and cupboards closed.</p> <p>Dispose of all waste after each meeting.</p> <p>Do not store any food in the buildings other than sealed beverage supplies in the wall cupboard above the kitchen sink and condiments/sauces in top of 'broom' cupboard.</p>	
<p><u>Chemicals and combustibles</u></p> <ul style="list-style-type: none"> - Bleach and cleaning materials - Paint and varnish - Solvents - Wood preservative <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Ill-health arising from inhalation, ingestion, or skin contact with hazardous chemicals - fire arising from the ignition of combustible liquids 	<p>All users of chemicals and combustibles</p>	<p>Only minimal quantities of hazardous chemicals are stocked; these are made inaccessible to young people.</p> <p>Hazardous chemicals are only stored in their original containers and in the cupboard under the kitchen sink; instructions (on product containers) for the safe use of the chemicals are followed closely.</p> <p>No children 0–10yrs are allowed in the kitchen unaccompanied by an adult.</p> <p>Fire safety precautions as listed under the Fire Hazard topic (at page 2, above)</p> <p>Only a few small pots of paint and varnish are stored in sealed containers in a locked corner cupboard in the hall.</p> <p>Turps and white spirit are kept in small quantities only & stored in sealed containers in a locked outbuilding.</p> <p>Containers of wood preservative are stored in sealed containers and located in a locked outbuilding.</p>	

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<p><u>Grounds</u></p> <ul style="list-style-type: none"> - Adverse incline - Potential for breach of hedge, gate or fence by unauthorised persons. - Stranger danger - Lone working - Refuse & litter - Open fires and BBQs <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Slips and falls on sloping ground - Inappropriate contact between children and strangers - No/delayed first-aid response when lone-working - Build up of waste leading to fire and attraction of vermin - Spread of fire leading to danger to life and destruction of buildings 	<p>All grounds users</p>	<p>Grass mowed regularly; weeds kept to minimum; bench stained annually.</p> <p>Note requirement for special care when van loading via the incline to the side fence.</p> <p>Site boundaries are checked, gate kept locked, hedge trimmed and fence maintained.</p> <p>Leader to challenge unknown persons.</p> <p>When lone working, keep others informed of activities, including expected start/finish times and communicate mobile phone contact numbers. Get to know the neighbours.</p> <p>Ensure grounds and surrounds are kept clear of waste and litter; waste disposed of promptly.</p> <p>Fires are only allowed in the BBQ drum or fire pan; young people are supervised at all times.</p> <p>Appropriate fire fighting measures and equipment are made readily available to prevent the spread of fire during fire making and BBQ activities.</p>	
<p><u>Securing hut on departure</u></p> <p><u>Risks of:</u></p> <ul style="list-style-type: none"> - Leaving premises insecure - Leaving unhygienic conditions - Leaving food out, attracting vermin - Leaving waste out, attracting vermin - Leaving untidy conditions for the next users to deal with - Leaving electrical appliances 'switched on' unnecessarily, wasting resources and harming the environment 	<p>Adults</p>	<p>Safety protocols & duty of care require that the hut is fully secured after each use.</p> <p>Ensure that loos are checked & flushed.</p> <p>Ensure that kitchen & loo surfaces are cleaned appropriately.</p> <p>Check all food is removed except that stored inside the fridge or in suitable containers in the kitchen top wall cupboards.</p> <p>Ensure any waste is removed to domestic compost, recycling, outside dustbin or glass bin.</p> <p>Ensure that kit is stored correctly and the hall left "as one would wish to find it".</p> <p>Ensure the water heater, any heating and all internal lighting is turned off.</p> <p>Check that the side gate, gas store, outbuilding, QM store, Beaver, Cub & Scout cupboards are all locked shut.</p> <p>Ensure any problem, or the presence of airing kit, is reported to GSL & the next occupant.</p>	

Risk assessment shared:

This draft document shared on 28th February 2020 with David Wheeler, Gary McAllister, Ryan Adair, Neil Macintosh, David Hopkins, Stuart Macfarlane, Jack Hopkins, Will Scott, Robert Scott, Philippa Scott, Tim Clark, Greg Catlin, Andy Butler, Sam Stevens, Amber Tavener, Harry Hollingshead, Julie Jacobs, Nicky Young and Ben Mills. After an activity, please complete final column for next review of this RA. Share your comments & experiences with those previously circulated, plus others as appropriate.

Review:

A risk assessment needs reviewing if circumstances change. Regular reviews should be scheduled to ensure they are current - perhaps every 12 months. The review must include a detailed look at each element of the risk assessment in order to establish if any changes are required.

Additional information can be found in the Safety Checklist for Leaders and other information at: scouts.org.uk/safety

HQ Template Published February 2019