

Premises Risk Assessment
Concern: Safety of Premises / Prevention of Harm
Purpose: To promote the safe use of all premises used by scouts by identifying hazards, assessing risk, and implementing effective control measures.
Safety Policy 2.6.2.6 - Trustee Boards and Trustees Must be satisfied, through appropriate assurance and monitoring activities, that this policy is being used effectively and to engage and consult with members on day-to-day health and safety conditions and ensure it is on the agenda at all meetings. Are responsible for making sure that these requirements are met for all Scout premises or locations operated by them and therefore deemed to be the Managing Controller of the premises.
The table, below..., is a summary of Hazards, Risks, and Control Measures taken from various premises Risk Assessments provided to West Region. The table gives examples that could be included in a Premises Risk Assessment. However, the list of examples is not exhaustive and may not contain all the hazards in a particular premises. Do not just copy the examples, your circumstances are unique and you need to do a risk assessment appropriate to your setting, making sure you are clear on what you will be doing in your location to control the risks.
The purpose of a risk assessment is to identify hazards, evaluate the risks they present, and implement control measures to minimise or eliminate risk, so far as is reasonably practicable to do so. • A Hazard is something that could potentially cause harm. • A Risk is the degree of likelihood that harm will be caused. • The Consequence is the possible outcome of a risk. • A Control Measure is an action taken to eliminate, reduce, or manage risk.
The risk assessment should be briefed to all adult volunteers. A risk assessment is only effective if the team act on it.

Hazard	Consequence	Control Measures
Access & Egress	Slip, Trip, Fall Injuries Struck by road vehicle	Correct signage in place. Good ergonomic culture allowing adequate safe access/egress to and from the areas. Step edges highlighted with contrasting paint. Handrails fitted Lighting
Alcohol	Intoxication Fire accelerant Slip, Trip, Fall Injuries	Banned other than licenced functions & fundraising All products sealed and stored in accordance with manufacturers guidelines. Stored in a secure, cool, and dry environment All spillages to be cleaned up immediately and appropriate signs placed advising personnel of the hazard Fire Zone plan updated with location All staff are aware of contents of all store rooms
Asbestos	Asbestosis	Asbestos survey Asbestos removed or made safe Asbestos condition monitoring Information No asbestos found
Blocked drainpipes and guttering	Water damage to building. Slips risk through flooding.	Checked as part of maintenance routine and cleared Defects reported

Chemical Exposure	Burns Ill Health	Control of Substances Hazard to Health COSHH data sheet COSHH assessment Cleaning cupboards available on site for all COSHH substances. These areas are locked when not in use Staff monitor the contractor's cleaning process encouraging contractors to report any issues Contractor are responsible for ensuring that the correct equipment is available Contractors are responsible for replacement of irritant products as and where possible Different coloured mops and buckets are used to prevent cross-contamination
Cigarette Smoke	Cancer Ill Health	Smoking Prohibited Prohibition Signs
Cleaning materials	Fumes when inhaled, burns if contact with skin made or swallowed. Risk of skin conditions	All chemicals stored securely in locked cleaning cupboard Key is stored in locked box Cupboard must remain locked when not in use – sign communicates this All chemicals suitable for household use COSHH risk assessments for each chemical in the cupboard along with Safety Data Sheets for additional information such as first aid measures Cleaner instructed in safe use
Contractors and Visitors	Slip, Trip, Fall Injuries Struck by injuries Gases and Substance injuries	All visitors and contractors must watch and adhere to the 4C's instructions in order to minimise risk to themselves and other members of staff Contractors must sign in the contractor register when they arrive Visitors and contractors must sign the fire register when they arrive and sign out when they leave Both of these sign in sheets are at reception in the main centre 4C's of the site can be found at Contractor sign in A copy of site induction along with site asbestos register can also be found at reception All Contractors must read all of these and be shown around site upon arrival on site Contractors must report any accidents, incidents or near misses whilst on site to a member of staff
Crushing	Injury from objects falling on users.	Users of hall to leave hall in a tidy state after use Chairs stacked in stacks no more than ten high Reinforce this to external users and section leads Signs to enforce this and users notified Limit access to storage areas
Container storage	Falls Injury from objects falling on users.	No activities on the roof Professionals contracted for repairs Secure storage of ladders (ladder register & inspection) No step-up ability from free standing structures
Damp	Risk to health from damp and mildew. Damage to equipment through rot.	Kit, especially tents, put away dry Ensure indoor areas are kept dry and well ventilated De-humidifier used periodically during colder months.
Electrical	Fire Electrocution Electric shock Electrical burns	Know location of supply point and consumer unit Inspection of fixed equipment Portable Appliance Testing (PAT) Microwave oven testing Defective equipment disposed of Fault Reporting Arrangements Staff are trained in basic electrical safety and do pre-use visual checks Any defective equipment – plugs, discoloured sockets, damaged cables, and on/off switches are promptly reported and a method instigated to cease usage Defect reporting system in place Weekly building walk rounds conducted by staff Staff are to electrically isolate the equipment at the mains if deemed safe to do so PAT testing carried out and managed by contractor and all items logged by room location across site All repairs carried out by a qualified electrician Electrical works to be carried out by competent person. Safety inspection work to be carried out by competent person Condition of sockets checked as part of annual maintenance All users check sockets before use and report any defects Damaged sockets should not be used. Power sockets are not to be overloaded with no multi-sockets in use When socket is not in use power is turned off and safety plug fitted COB's incorporated into all circuits and tested quarterly (Chip-on-Board (COB) technology) Isolation switch installed to isolated consumer unit from electrical supply Train all section leaders on how to isolate consumer unit Place instructions how to isolate consumer unit in emergency next to both consumer units
Emergency	Failure to Manage the Emergency Fatalities, Injury & Ill Health	First Aid Equipment First Aiders Emergency Arrangements & Rehearsed Action Plans Inspection, Test, & Maintenance of Equipment Emergency Lighting Instruction & Training

Events	Crushing Noise	For enclosed spaces venue restrictions consulted Numbers checked ahead of event Numbers in enclosed space monitored and stopped in event of crush Police have been notified ahead of large events Neighbours notified in advance
Environment light, heat, air	Airborne infections Slip, Trip, Fall Injuries Stress	Environment – blinds to prevent glare Natural ventilation and air conditioning units available Maintenance of air conditioning units Efficient and well-maintained heating, air conditioning, and lighting systems. General and recycle bins available throughout
Fire	Fatalities, Injury & Ill Health	Building Constructed to Legal Requirements Fire Risk Assessment Fire Arrangements & Escape Plan Fire drills Fire Warden & Register Correct storage & management of Gas Fire Fighting Equipment Smoking Prohibited Instruction & Training Staff carry out Fire safety awareness mandatory training in accordance with Training matrix Fire Risk Assessment has been carried out Local Fire department has sight of floorplans and have visited centre for familiarity Reception currently controls who is in the building, through Fire register - sign in/sign out procedure Fire-signs are in place Fire extinguishers of correct type are in place and maintained – weekly visual checks are carried out that pin is intact, safety tag secure, water pressure gauge is in green area and maintenance label is in date Any user who is alerted of a potential risk of fire from the equipment is to inform a member of staff Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment – plugs, discoloured sockets, damaged cables, and on/off switches are promptly reported and a method instigated to cease usage Staff are to electrically isolate the equipment at the mains if deemed safe to do so Routine maintenance checks of emergency lighting, alarm systems, equipment, and automatic doors to ensure in date and fit for purpose All repairs carried out by a qualified electrician Secure outside gas bottle storage Firewood store is separate from the main building Ignition sources are secured by volunteers in leaders desk or kitchen
Food preparation and Food Storage	Food poisoning Infection	Good practice is adhered to at all times There are clear signage states where drinks and food cannot be consumed All equipment and surfaces are thoroughly cleaned after use with appropriate products Food and drink are stored safely, however particular attention paid to high-risk items for storing and users discouraged not to store fresh food. All users are informed of standards and safety requirements Fridge checked on daily close down and out of date items are checked every Friday and disposed of Groups are held responsible for storage of their own food items and to adhere to policies of good housekeeping and using correct chopping boards to prevent cross contamination. Signage applied as and where applicable User groups are generally first aid trained, however staff are also on hand to act as first point of contact and arrive with first aid box and dial 999 as and where appropriate Also signage present to advise supervision of children at all times
Gas	Fire Explosion Leaks Carbon Monoxide	If gas is smelled fire safety procedures should be followed and Scout Hall evacuated Know location of supply shut-off valve Gas System Inspection, Test, & Maintenance Regime Smoking Prohibited - Prohibition Signs Store in a well ventilated area Propane to be securely Stored Outside Store away from sources of Ignition / heat Fault Reporting Arrangements Gas appliances inspected annually (Hob, Boiler, Water Heater) Carbon monoxide alarm installed in kitchen (part of hard-wired fire alarm) Gas Safe registered engineers to work on appliances
General House Keeping	General harm	Good Housekeeping standards – work areas kept tidy, stores and equipment stored suitably etc Kitchen equipment is maintained to prevent leaks onto floor Equipment faults leading to leaks are quickly reported to manager Should any users notice a spillage they are to inform a member of staff Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry Suitable cleaning materials are used and readily available Staff place the appropriate Yellow cautionary wet floor signage in the affected area and alert others of the spillage and potential hazards Walkways are kept clear of obstructions/ protrusions Storage along fire escape routes/near fire exits is prohibited Cabinet doors and drawers are kept closed when not in use

		Good office organisation and layout allow sufficient working space around each desk and provides walkways that are wide enough for ease of movement There is provision of adequate lighting in all areas No trailing cables or obstructions in walkways Steps and changes in level are highlighted
Grounds	Uneven Surfaces Vegetation (infection) Discarded Waste (Needles) Impact injuries Slip, Trip, Fall injuries	Pest Control Arrangements Good Housekeeping Good Hygiene Controlled Waste Disposal Inspection and Maintenance Paths, Stairs, Lighting, Flooding – Slips, Trips and Falls – All defects reported as and where applicable Grass cut regularly to ensure even grass surface during summer months Ensure users are wearing appropriate footwear for activity Young people discouraged from going around the side and rear of the building
Hot surfaces	Burns or scalds from cooker, heated objects, water boiler/ kettle.	Safety briefing Ensure users of items are trained and are aware of safety rules. Young people not allowed in kitchen without adult supervision Specific Risk Assessment in place for any section use of kitchen, reviewed regularly by sections and checked before activity Hot water is set at a temperature that will not scold when used
Hygiene	Contamination of food from poorly cleaned surfaces. Risk of vermin from food waste.	Leaders to do a full clean down after they have used the kitchen. Factsheets on food hygiene provided on Scout website Nights away leaders competent with food hygiene measures as part of Nights Away Permit assessment. Periodic cleaning inside fridges and freezers. Soap and paper towelling available at all sinks/basins
Hygiene	Illness from bacterial or viral infection.	Sufficient levels of cleaning materials maintained Leaders to check toilets after each session and address any major cleaning problems Stocks of toilet paper, paper towels and soap checked weekly and restocked as required
Intruder	Assault	Emergency call 999 Doors kept secure at all times Do not confront intruder Regular practice of drills Contact Police promptly (dial 999 in the event of an emergency should you know or suspect that an intruder is in the building. Do NOT confront the intruder, lock your door, and await the arrival of the Police Staff trained in how to communicate in a polite, non-confrontational way Contact details retained from all bookings and organisations who use the facilities Induction training – covering all aspects of Health and Safety whilst on site. Rehearsal and drills regularly practiced Safe System of work (SSoW) for intruder entering building Doors kept on Exit only if staff members are in the building alone
Legionella & Biofilm	Infection Ill Health	Water System Inspection, Test, & Maintenance Regime Regular Flushing, & Cleaning Hot & Cold water supply Soap Clean Towels Ventilation Toilets flushed weekly to flush cold water in dead legs (main toilets – 2 times, rear toilet- 5 times) Hot water taps run for 5 mins weekly to flush water in dead legs (Main toilets - 2 basins , Rear toilet - 2 basins, Kitchen) No showers in building. No water storage tanks on site
Lone Working	No Support Injury Ill Health	Lone Working Arrangements Home contact arrangements Communications (mobile phone) Users strongly encouraged to work in groups at all time when on site, especially when working at height or with gas/electricity Those who have to work alone must inform GLV (or their nominee) that they are there and their expected finish time
Low light Conditions	Impact injuries Slip, Trip, Fall injuries	Adequacy of Lighting Assessed Suitable Lighting Installed Inspection Test, & Maintenance
Low Roof	Impact injuries Slip, Trip, Fall injuries	Well Ventilated Bump Cap Situational Awareness

Manual Handling	Musculoskeletal Injury	Manual Handling Assessment Manual Handling Techniques Manual Handling Equipment Good Housekeeping Manual Handling training is carried out on induction and kept up to date as per mandatory training guidelines. Heavy items not stowed above head height. Staff trained in how to lift safely Unstable heavy loads are not to be lifted without support from colleagues or lifting equipment. Trolley available to move goods around site.
Physical Activities	Impact injuries Slip, Trip, Fall injuries	Specific risk assessment for physical activities Area inspected for hazards Where possible, hazards removed or protected Inspect equipment is in good order Supervision
Protrusions	Bruising from contact with protrusions.	Protrusions limited around the external building Reviewed regularly as part of maintenance
Protrusions	Minor injuries, cuts, bruises, sprains etc. from contact with table edges etc.	Fully stocked first aid kit is kept in the kitchen, including cold packs Additional cold packs located plastic box in Leaders room. All accidents to be report to GLV using OSM reporting tool. If First Aid kit has been, notify GLV (or their nominee) so that it can be restocked. Defective furniture taken out of service immediately. Users to keep hall in good order Reduction in number of items being kept around the hall
Road Traffic	Struck by Vehicles Fatalities, Serious Injury	Controlled Access & Egress Supervision No Running Road safety included into youth programme for all sections Parents are warned of dangers verbally and at different points throughout the year, especially as the seasons change External lighting to be switched on when hall is occupied during periods of darkness
Rubbish	Disease from vermin or animal faeces. Cuts from rubbish or debris	Rubbish is routinely collected and disposed of Users check outside area for faeces prior to activities
Scalding	Scalding from hot water.	Hot water system takes a long time to warm up, reducing chance of very hot water
Sewage and waste water	Leaks, disease, and vermin.	Blockages reported to GLV to prevent disease and vermin Inspection Covers removed and inspected as part of annual maintenance
Sharp objects	Cuts.	Young people not allowed in kitchen without adult supervision Ensure users are competent with knife use Specific Risk Assessment in place for any section use of kitchen, reviewed regularly by sections and checked before activity
Site security	Vandalism or damage to HQ, loss of equipment or facilities. HQ left in an unsafe way. Potential for arson.	Building secured when unattended by high security lock and 5 level mortice dead lock on front door. List of key holders maintained Security lighting at front door of HQ – inspected periodically Mesh fitted to side windows (main hall, kitchen, toilets and storerooms) Metal security door at rear of building with security drop bars Metal security double fire exit with security drop bars
Slipping on a wet floor.	Breaks, bruises, and cuts from falls.	Spillages to be mopped up using equipment in kitchen Mats at entrances provided to wipe feet and reduce water carried into hall
Slips, trips, and falls	Breaks, bruises, and cuts from falls.	Good quality lighting throughout Defects in lighting reported as soon as they occur to GLV Entry, exit and evacuation routes clear of tripping obstacles Trailing wires to be either secured to ground (e.g. through tape) or covered to ensure safe passage across or to prevent others crossing wire Hall to be kept in tidy condition upon leaving so obstacles are not left exposed Emergency lighting in corridors to be left on
Slips, trips, and falls	Slipping on a wet floor.	Spillages to be mopped up using equipment in kitchen Leaders to check at end of sessions to ensure no taps left running

Spillage	Slip, Trip, Fall Injuries Electrical Contact Infection Ill Health	Know location of water supply valve Plumbing Inspection, Maintenance Waterproof building Mops and Spillage Kit Spillage Cleared Check state of pipes during regular maintenance checks All pipes insulated Water turned over during extreme cold weather Heating left on in building during extreme cold weather Mats at entrances provided to wipe feet Wet floor signs available to mark and give warning
Storage of food	Risk to health if food goes off and of vermin.	Food stored in proper conditions or stored off-site Out of date food to be disposed of and not used
Structural Change	Failure to Manage Emerging Risk as a Consequence of Change	Change Management Risk Assessment & Planning Scout Association Code of Practice for Contractors
Structure including Artificial Climbing Walls and other specialist structures	Structure Failure Fatalities Injury & Ill Health	Building Constructed to Legal Requirements Technical File Review Inspection, Test, & Maintenance Regime Pre-use inspection by Leader in Charge Any damage found is to be secured by and reported to group trustees and will be repaired or made safe until repairs can be completed Regular trustee meetings are held where hall upgrades, refurbishment and safety is discussed are held as part of the meetings Specialist facilities to have own risk assessment and safe use procedures
Tools & Portable Equipment	Misuse causing harm	Equipment is securely stored appropriately in allocated storage areas, which are reviewed and tidied regularly. Clean as you go policy in place where equipment is put away as soon as possible following usage with regular work by trustees to ensure stored in a safe manner Heavy items are kept on lower shelves
Uneven ground	Tripping on uneven ground	Grass cut regularly to ensure even grass surface during summer months
Vandalism	Damage leading to Injury	Secure Facility Inspection and Repair
Vegetation	Risk of injury from unsafe branches.	Competent person to periodically check state of branches and remove unsafe or instable branches as soon as practical Periodically employ a tree surgeon to inspect tree Check after extreme weather
Vermin	Infection Ill Health	Pest Control Arrangements Good Housekeeping Good Hygiene Disposal of Waste Inspection for evidence
Waste Management	Infection Ill Health	Good Housekeeping Good Hygiene Waste management Arrangements Supervision
Windows and Doors	Cuts from broken glass Finger jams	Fire Doors have mesh in glass to reduce size of glass pieces Windows have internal 40mm mesh guards Foyer window is laminated Doors are fitted with finger guards
Working at Height	Falls	Use of ladders & Work at Height Platforms Inspection of equipment Avoid storing at height All visitors and contractors must watch and adhere to the 4C's instructions in order to minimise risk to themselves and other members of staff Contractors must sign in the contractor sign in list when they arrive and all visitors must sign the fire register Contractors must use their own ladders whilst working at height on site