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**30th Purley, Scout HQ
Rear of Hillars Heath Road
Coulsdon
CR5 2JP**

Risk Assessment

**Updated
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AREA of H.Q.	MAIN HALL		
ITEM	RISK	ACTION	NOTES
Furniture	Accidents occur when furniture encroaches onto the main hall space, especially if sticking out.	Ensure furniture is kept to the sides of the room	Young People to be warned of dangers when playing games.
Heaters	Hot surfaces and correct mountings	Above normal height	Need regular PAT testing
Lights	Breakages during games (especially with balls)	Covered with cages	
Electric Sockets	These are at mid-height and easily accessible	Filled with childproof “blanks” when not in use	
Floor surface	Floor tiles are laid on concrete and condense in cold/wet weather making the floor slippery	Awareness when playing games etc. in such conditions. Feet wiped on entry.	Should not be cleaned with any soapy/bubble based detergents. Use water only.
	Uneven surface in several places	Awareness	
Equipment	Will cause danger if equipment is left in main body of hall.	Any equipment should be housed under existing furniture.	

AREA of H.Q.	KITCHEN (1)		
ITEM	RISK	ACTION	NOTES
Cupboards	Food poisoning etc.	Cleaned regularly	Redundant items / out of date items etc. binned
Surfaces	Cleanliness	Cleaned with anti-bacterial liquids after use	
Electric sockets	Elec. shock	Do not operate with wet hands. Use childproof “blanks” when not in use	Turn off all sockets when leaving building (except fridge & freezer if in use)
	Overloading	No adaptors should be used to give further socket points	
Cupboard contents	Food	Only top cupboards should be used to house food	Mice cannot access these
Cooker	Electrical safety	Checked regularly	
	Safety in use	No Young Person should be using this unless under constant supervision	
	Upper surface	Danger of placing objects on the upper surface of the cooker whilst hot or storing items there then activating the cooking rings or damaging	Cooker should ALWAYS be turned off at the wall socket after use
Fridge & Freezer	Electrical safety	Checked regularly	
	Contents	Contents checked for “in-date” quality, condition etc.	Monthly check and discarded as appropriate
	Cleanliness	Should be cleaned and defrosted at least termly	Check doors are closed properly. Doors left OPEN if not in use.
Microwave	Electrical safety	Checked regularly	TBC once we buy
	Moving	Heavy objects should be moved by 2 people	TBC once we buy
	Safety in use	No Young Person should be using this unless under constant supervision	TBC once we buy

AREA of H.Q.	KITCHEN (2)		
ITEM	RISK	ACTION	NOTES
Water heater	Electrical safety	Checked regularly	
	Safety in use	Water temperature is regulated and feeds the kitchen tap as well as the toilets.	
	Scalding	The water from this is HOT .	Care should be exercised especially with splashes from the outlet
Floor	Tripping	Floor should be kept as clear as possible	
	Wet surface	Becomes slippery, needs drying.	Mat placed to cover much of surface
	Dirty surface	Grease causes surface to become slippery.	Spills need to be cleaned up immediately
Food Storage	Mice	Any food (other than tins & jars) should only be kept in **	** fridge/freezer **upper cupboards or **sealed containers
	Food Safety	All food should be checked regularly and discarded as appropriate	
Cleaning materials	Access - physical	Kept on top shelves in least accessible cupboards and on cupboard tops.	Step ladders should be used to access these.
	Access - people	No Young People should be able to reach any of these cleaning agents	NB Option would be to keep in locked box or container.
Access to cupboards		Should be by chair or step ladder	as appropriate
Access to roof space	Access is possible from the kitchen to the roof space. There should be no means of accessing this left in the kitchen (i.e. steps or chairs)	No one (including adults) should access the space from this area unless working with assistance and NO youth member, under any circumstances.	This should only be done when at least 2 adults are present in the HQ
Toaster, Kettle & Urn	Electrical safety	Checked regularly	
	Scalding	No Young Person should be using this unless under constant supervision	
	Heavy object	The urn should not be moved when full	

AREA of H.Q.	ENTRANCE HALL		
ITEM	RISK	ACTION	NOTES
Safe passage	Trip	Coats, shoes, wellingtons and equipment should be hung or left appropriately at the edge of the corridor area	

AREA of H.Q.	TOILETS		
ITEM	RISK	ACTION	NOTES
Floors	Slip	Floors should be kept dry and spills wiped up	
	Hygiene	Regular mopping with disinfectant	
Hygiene	Spread of disease	Regular cleaning of toilet bowls, seats and rims, flush handles etc. with appropriate disinfectant	
Basins	Spread of disease	Basins cleaned regularly with proprietary cleaning agents	
Towels, soap etc.	Spread of disease	Cloth towels, soap and anti-bacterial gel provided and towels changed on a weekly basis	

AREA of H.Q.	HOYLE ROOM (opposite kitchen)		
ITEM	RISK	ACTION	NOTES
Equipment	Falling items, trip hazards	Overcrowding minimised and all equipment safely positioned and appropriately stored	
Food storage	Mice	All foodstuffs not in jars or tins should be stored in metal or plastic containers (i.e. cool boxes)	
	Food Safety	All food should be checked regularly and discarded as appropriate	
Access to shelves	Falling	Should be by chair or step ladder as appropriate	This should only be done when at least 2 adults are present in the HQ
Hoover	Electrical safety	Checked regularly	
	Electrocution	No Young Person should be using this unless under constant supervision	
Projector	Electrical safety	Checked regularly	
	Electrocution	No Young Person should be using this unless under constant supervision	
Access to roof space	Access is possible from the Hoyle Room to the roof space. There should be no means of accessing this readily available (i.e. steps)	No one (including adults) should access the space from this area unless working with assistance and NO YOUTH MEMBER, UNDER ANY CIRCUMSTANCES.	This should only be done when at least 2 adults are present in the HQ

AREA of H.Q.	RESOURCES' ROOM (opposite tent store)		
ITEM	RISK	ACTION	NOTES
NO YOUNG PERSON should have unsupervised access to this area			
Equipment	Falling items, trip hazards	Overcrowding minimised and all equipment safely positioned and appropriately stored	
Access to shelves	Falling	Should be by chair or step ladder as appropriate	
Electricity meters	Fire / Electrical safety	A 1 meter exclusion zone should surround this cupboard	

AREA of H.Q.	INSIDE CAMP STORE		
ITEM	RISK	ACTION	NOTES
Access to shelves	Falling	Should be by chair or step ladder as appropriate	No Young Person should enter the store without express permission and should be under supervision
Equipment	Falling items, trip hazards	Overcrowding minimised and all equipment safely positioned and appropriately stored	

AREA of H.Q.	OUTSIDE CAMP STORE (large shed)		
ITEM	RISK	ACTION	NOTES
<u>This shed houses general camping equipment</u> Altar fires (large) : Pots & Pans : Wooden Patrol Boxes : Folding Tables & Benches : Bowls & Buckets and Plastic Drainers : Water Containers : Towels & Tea-Towels : Camp items / Patrol Boxes: Trolley :			
NO COSHH ITEMS SHOULD BE STORED IN THIS SHED			
All Equipment	Injury	All items stored neatly. Heavy items at ground level. No items beyond reasonable reach.	Wooden Patrol Boxes should be moved by 2 people and a trolley employed as necessary.
Altar Fires (x 3)	Injury	These structures are very heavy, have sharp edges and need at least TWO adults or FOUR Young People to move them.	Supervision of Young People ESSENTIAL
Altar Fires (x 3)	Injury	Should be tucked under tables so no edges protrude	
SHED SHOULD BE LOCKED WHEN NOT IN USE			

AREA of H.Q.	PATH STORE (small shed)		
ALL COSHH ITEMS STORED HERE			
This shed houses Tarpaulins: COSHH items : Fire Grids : Miscellaneous items : Gardening Tools : Axes & Saws : General Tools : Storage Bags : Picnic Stoves : Double-Burner Gas Stoves FIRE IGNITION ITEMS			
ITEM	RISK	ACTION	NOTES
COSHH items	Propane Gas bottles Butane Gas Canisters Methylated Spirit Decorating paints Wood preservatives Reproofing aerosols White Spirit Lighter fuel WD40, Petrol (for lawn-mower) Lawn-mower	No Young Person should be in this store unless under CONSTANT supervision	RELEVANT SIGNAGE ON THE OUTSIDE FOR COSHH ITEMS
Fire igniting “tools”	Fire	Matches, firelighters, hand-held gas lighters, flint & steels should be stored in metal, tight-lidded containers	Access restricted to Leaders (and Scouts under supervision).
Access to equipment	Injury. Much of this is heavy equipment	Supervision should be in place when items from this store are accessed	
Equipment condition	Injury. Due to its nature, much of this equipment is metal has sharp edges, corners etc. and may be rusty	Extreme care should be exercised when accessing any equipment from this store	
Lawn Mowers	Injury	To be accessed by adults only	NO USE BY YOUNG PEOPLE PERMITTED
Storage	Injury	All heavy items should be at ground level. All items kept neatly positioned and within easy reach.	Items suspended from rafters should be accessed by at least TWO adults

AREA of H.Q.	GROUNDS		
ITEM	RISK	ACTION	NOTES
Campfire circle	Trip on edge markers and wood piles	Constant supervision should be in place when this area is used	See other precautions and risk assessments for activities
Vegetation - Trees - Nettles - Bushes	- Low branches - Falling branches	Trees kept in safe condition. Croydon Council will do a check.	Tree surgeons needed for large trees
	Stings	Nettles cut down twice yearly.	
	Low branches/twigs	Bushes trimmed at least annually	
Wood storage	Trip/ Injury	Designated areas for wood piles	(and in the “wood-shed” at the corner of the site)
Fallen wood	Trip hazard	Trees shed many twigs and small branches	Collect and store as necessary
Fencing Railway side & Hillars Heath side	Injury to members and neighbours	Treated with respect as other people's property. Any damage reported to neighbours or Rail-Track	NB The railway and Hillars Heath Road boundaries are not our responsibility but we need to be aware of any problems.
Fencing Stoats Nest side	Injury	Ensure chain-link is in serviceable condition. Contain bush growth by the path.	The fence and chain-link fence on this side is ours.
Gully around HQ	- Injury by fall - Flooding	All members made aware. Camp layouts appropriately sited	The gully should also be kept clear of vegetation and rubbish
Path safety	- Ice - Wet Leaves	Path kept clear of fallen leaves. Access via grass if icy	Icy/snowy conditions may necessitate the cancellation of meetings.
Ground condition grass area	Trip	Grass cut at least fortnightly during the growing season	
Campfire Circle	Injury	Inside circle kept clear of debris. Fires doused thoroughly after use	
General	Various	Inspection of the site in winter when growth is least.	
Vehicles	Vehicles are advised not to access the grounds during or following prolonged or very wet weather as they could easily become bogged down. The main “danger” area is the lower central part of the lawn.		