



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

8.Scout Hall Risk Assessment

Date of risk assessment	22 Jun 2022	Date of next review	28 Dec 2022	Name of person who undertook this risk assessment	Alan Comber (working with others)
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Hazard / Persons Affected	Risk Rating			Prevention	Residual Risk		
	L	S	RF		L	S	RR
Lone Working – People in the building on their own - risk of a medical or other incident occurring they cannot be dealt with adequately Staff and facility users (hirers, scouts etc)	2	2	4	If possible, ensure that at least two people are in the building when occupied. For staff and Scout Members who undertake lone working, follow the guidance in the lone working Risk Assessment.	2	2	4
Traffic – injuries from collisions between vehicles and people. Staff, facility users (hirers, scouts etc) and members of the public.	2	3	6	Ensure the Scout Hall Car park is only used by people needing to bring kit and equipment to the hall; keep numbers parked to a minimum; and ensure vehicles are safely parked. Ideally ensure cars arrive and park, outside of the arrival time of most of the people taking part in an event and depart after the everyone has left to avoid accidents. All to use the marked pedestrian walkways. Cycles should not be ridden around the Scout Hall as it is public open space with notices prohibiting cycling. Ensure cyclists dismount before entering the car park and place their bicycles in the cycle rack.	2	2	4

Protrusions, slips, trips, falls, collisions - injuries to people moving around. Staff, facility users (hirers, scouts etc) and members of the public.	3	2	6	Ensure that all external areas around the hall eg car park, paved areas etc have adequate lighting levels where provided. A flood light is available that covers the car park if required and there is a motion sensitive light above the low hall car park door. Ensure car parking surface and any paths, steps, ramps, and barriers to and from the Hall are properly maintained to minimise slip and trip risks. Provide appropriate safety markings on the car park and gate access route to segregate pedestrians and drivers as much as possible and prevent routes being blocked. Ensure that all areas eg halls, rooms, toilets, kitchen, loft areas etc have adequate lighting levels. Ensure emergency lighting is provided as per current regulations and is regularly serviced and checked for working order including emergency exits. Ensure all floor surfaces are in good condition and any carpets fixed. Provide matting to minimise rainwater etc from being carried into the building. Ensure doors and windows have appropriate manifests if required and windows do not open and protrude over walkways around the building. When not being used, ensure cupboard doors are closed or in a position that avoids undue risk of being collided with. Ensure access to the loft area can be undertaken safely. Ensure that any signage (eg A-frames, feather flags etc) or items put out (eg tables, chairs etc) do not create a trip hazard or impede public access. Ensure staff and users are made aware that they should not leave clutter over floors to cause trip hazards etc. The need for electric cables to cross public access routes, halls or rooms should be avoided if at all possible. Cables should be run along walls, fences, hedges etc. Where cables need to cross public access routes or halls or where problems may arise then cable protectors should be used. Ensure that if anything is dropped or spilled on a floor surface then it is cleaned up immediately and wet floor notices put out as appropriate. No water games or activities should be carried out indoors where spillage would cause a high probability of a slip hazard or damage to the Scout Hall. Where any activity (eg cleaning, fixing, maintaining, installing, putting up decorations etc) needs to be undertaken above floor level and a ladder, steps or tower is required, then this	2	2	4
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				should only be carried out by people who have been suitably trained or have a relevant qualification. Ensure any foliage around building does not cause any safety issues ie trips, accidental cuts etc. Ensure any devices fitted to doors to reduce trapped fingers are in good condition. Ensure that a ramp(s) is available to provide access to the hall where there is an entrance step, to reduce entry risks (for example when moving cages) or improve disability access. A ramp is available to improve the safety of moving equipment in or out of the shed. Various types of barrier and bollards are available at the scout hall to help reduce collisions, manage the movement of people, and provide safety features including retractable queueing barriers, roadwork barriers, safety barriers, heras fencing, cones etc. Salt stored in external store can be used by Staff on external exits if ice is present to help minimise the chances of slips by any users. When no longer required any items used for an event should be removed and either placed in a safe area (against a wall etc) or back in its storage area to prevent becoming a trip hazard etc. On hall check list			
Manual Handling – back injuries, strains, cuts, bruises etc Staff, facility users (hirers, scouts etc) and members of the public.	3	3	9	Any lifting should be undertaken safely eg straight back, two people where weight exceeds recommended limits etc and use mechanical aids and safety equipment eg gloves, goggles etc where applicable. Plan routes , ensure no trip hazards See separate RA	2	2	4
Kitchen, food preparation, hot food etc – burns, cuts, scalds, food poisoning, allergies Staff, facility users (hirers, scouts etc) and members of the public.	3	3	9	Numbers in the kitchen should be kept to the minimum required and areas organised to minimise risks eg make drinks in a different area to cooking and preparing food. Ensure good food hygiene practices are in place such as hand washing, separation of cooked and raw food and utensils used, catering gloves, coloured preparation boards, etc to avoid cross contamination. Ensure food is properly cooked by use of temperature probes. Check and provide ingredients lists for allergens wherever possible. Consider sensible transportation of hot drinks and food.	2	3	6

				Where food is being provided or sold, consider the need for at least one member of the catering team to have a valid Food Preparation Certificate. Cooking surfaces (kitchen, tables etc) should be kept clean and tidy to reduce cross contamination. All food should be suitably stored in containers and in accordance with appropriate environmental practice ie kept covered, chilled, frozen etc. Consideration should be taken to locking away or sealing food to protect from wildlife or vermin. All food should be correctly disposed of along with any material waste. All cutlery, sharp objects eg knives etc should be safely stored in suitable containers, cupboards or drawer when not being used. The use of hot water urns, kettles or pump pots by young people should be supervised or monitored to ensure water is safely decanted. Ensure the water from the hot water taps isn't too hot so as to cause scalds. Signs are present in the kitchen warning of hot areas, food preparation surfaces etc.			
Toilets - scalds, cuts, emergencies Staff, facility users (hirers, scouts etc) and members of the public.	1	2	2	Ensure the water from the hot water taps isn't too hot so as to cause scalds. The disabled toilet emergency call cord and buzzer should be tested periodically. The edging of toilet partitions should be checked regularly to ensure there are no sharp edges. Edging strips should be replaced as soon as possible if they have come unstuck.	1	2	2
Office / Meeting Room / General - emergencies Staff and facility users (hirers, scouts etc)	n/a	n/a	n/a	Easy access to the office should be provided to allow use of the telephone in an emergency along with any day-to-day access agreed with the scout group ie use of printers, computers, photocopier, stationary items etc.	n/a	n/a	n/a
Storerooms / Storage Areas / Cupboards – injuries to people collecting and returning kit / equipment or using the sink (indoor store only). Staff, facility users (hirers, scouts etc) and members of the public.	3	2	6	No heavy objects should be stored up high. Storage of equipment up high should require the use of a step ladder Objects should not be stored on shelving and racking that may easily fall or be pushed off. Shelving/racking should be adequate to take the weight of the objects stored on them. Ensure the water from the hot water heater isn't too hot so as to cause scalds.	2	2	4

				Jumble sale items should be stored safely in the appropriate area, in cages or crates to minimise trip hazards, being careful of fragile items such as glass, not overloading crates, contents not tipping out etc Access to the storerooms, storage areas and cupboards should be restricted to Scout Group use only, unless any other hirer has been authorised to store items or use items within them. The boiler room should be kept locked at all times as chemicals are stored in it.			
Stairs - slips, trips, emergencies, fire Staff, facility users (hirers, scouts etc) and members of the public.	1	1	1	The stairs should be kept clear at all times and in good order and treads marked appropriate to meet current regulations. Areas under the stairwell should be kept clean and tidy. An evacuation chair is provided to enable the evacuation of people from the upper floor in an emergency or if the lift is out of service/not working. On hall check list	1	1	1
Lift - slips, trips Staff, facility users (hirers, scouts etc) and members of the public.	1	1	1	The lift should be kept clear at all times. The lift should only be used for equal access purposes or to transport heavy items to the upper floor. The lift should be checked periodically to ensure doors close automatically and the safety lock mechanism engages correctly. The lift should only be installed, inspected, tested, and maintained by qualified Lift registered engineers.	1	1	1
Equipment eg tables, chairs and other equipment – injuries to people setting up, moving, using or collapsing furniture or equipment. Contamination, infections, allergies, deterioration etc. Staff, facility users (hirers, scouts etc) and members of the public.	2	2	4	Chairs, tables, and benches should be stacked so they can't fall. Typically, chairs should be no more than eight chairs high. Tables should ideally be stored in a table trolley and secured. When moving tables, chairs and equipment, where possible appropriate transport mechanisms should be used ie use table/chair trolley's, trolleys, sack barrows etc Ensure regular checks are carried out on any permanent and moveable fixtures, inside or outside the building, to make sure they are in good condition, eg seats, tables, shelving, cupboards, notice boards, signage etc and remove if deemed unsuitable. All Scout owned equipment (eg tables, chairs, canes, scissors etc) should be checked periodically for damage and faults and if issues are found taken out of service or replaced / repaired asap.	1	1	1

				Ensure anything placed on top of cupboards or above head height is safe and can be lifted down safely. Before using any equipment, it should be visually checked before use and if damaged taken out of service and replaced/repared asap. Any equipment used (catering equipment, camping kit etc) should be put away clean and dry to minimise deterioration, mould, damp etc All equipment used should be returned to its designated storage location at the end of a session (meeting, event, hiring etc) unless required for the next session or agreed with the Scout Group. Users (hirers, scouts etc) should only use equipment that is either their own or part of the day-to-day facilities of the hall. They should not use anyone else's kit unless agreed with the owner.			
Electrical equipment – electrocution, burns, fires etc Staff, facility users (hirers, scouts etc) and members of the public.	1	5	5	All fixed electrical installations – internal/external lights, hand dryers, wiring etc should only be installed, inspected, tested, and maintained by qualified electricians. At suitable (occasional) intervals the building electrics including RCD and overload trips should be tested and given an electrical safety certificate. All portable or fixed electrical equipment (eg cookers, fridges, hoovers, led lights, cables, photocopiers, PC's etc) should be visually checked and, where necessary, tested at suitable (occasional) intervals to ensure it is safe to use. Any damaged electrical equipment should be taken out of service or replaced/repared asap. Before using any portable electrical equipment, it should be visually checked before use and if damaged taken out of service and replaced/repared asap. Any audible PA systems (inc disco systems) should be connected to the red sockets in the main halls, so the system is disconnected in the event that the fire alarm goes off. Any portable electrical equipment brought in by users (staff, scouts, hirers, public) should adhere to any required electrical installation testing standards eg PAT testing. No generators are allowed on the site without permission of the Scout Group. The Solar Panels should be visually checked for faults periodically and that they are still generating correctly.	1	5	5
Gas equipment – explosions, carbon monoxide poisoning etc Staff, facility users (hirers, scouts	1	3	3	All fixed gas appliances (eg boilers, cookers, water heaters etc) should only be installed, inspected, tested and maintained by qualified Gas Safe registered engineers. At suitable (occasional) intervals the gas appliances should be tested and given a safety	1	2	2

etc) and members of the public.				certification. If mobile gas appliances are used (eg heaters fuelled by bottled gas, gas burners etc), these should be periodically examined by a competent person. Any damaged appliances should be taken out of service, have remedial work carried out if required or replaced/repairs asap. Before using any mobile gas equipment, it should be visually checked before use and if damaged taken out of service and replaced/repairs asap. All mobile gas equipment brought in by users (staff, scouts, hirers, public) should have been examined by a competent person. For fixed and mobile gas appliances carbon monoxide sensors should be in place and correctly located. When using mobile gas appliances, the area should be well ventilated. When connected-up, portable gas appliances should be checked to ensure gas is not leaking and valves work properly. A gas spanner should be used to tighten up connections that require it. When being used, gas bottles should be sited far enough away from gas equipment (eg burners, bbq's, ovens etc) to safely enable the supply to be turned off or disconnected in an emergency. Gas containers should only be used indoors for the duration of an activity. When not being used they should be put outside. For longer term storage gas bottles should be stored safely outside in a cage. Gas bottles are currently stored at 7 Quantock Close. For overnight activities, sleepovers etc gas bottles can be stored at the Scout Hall but must be outside of the building in a safe area when not being used. The use of a gas burners, bbq's, camping stoves, by hirers needs to be agreed in advance with the Scout Group.			
Fires, hot surfaces – burns, scalds, evacuation Staff, facility users (hirers, scouts etc) and members of the public.	2	4	8	A fire risk assessment should be completed at suitable intervals, and any appropriate safety measures put in place resulting from it including fire and heat sensors, firefighting equipment, alarms etc. Numbers using the facilities at any point should not exceed the stated limits either defined by the fire regulations, public entertainments licence or by the Scout Hall Hire agreement, whichever is the lower. A fire evacuation plan should be in place and appropriate notices displayed.	1	4	4

			The fire alarm system should be tested at suitable (occasional) intervals. Fire exits, doors should meet current regulations and push bars should be checked regularly to ensure they work along with any automatic closure devices. All fire doors should be closed when the building is not in use. When in use many doors have fire door retainers to keep them open which automatically close when the fire alarm goes off. Firefighting equipment should be checked regularly to make sure it is present in the correct locations and tested and meets current safety regulations and certificated. Staff should be trained to use the firefighting equipment? Regular users (hirers, scouts etc) should be asked to carry out fire drills at least once a year and record the date and time and should familiarise themselves with the position and types of firefighting equipment in the hall and the evacuation procedure. Regular checks should be made to ensure escape routes and exit doors are unobstructed and adequate, and effective for the number of people that will be using the hall (including those who are disabled or vulnerable). Any combustible substances, dangerous chemicals, or waste to be stored safely. No flammable, explosive, or otherwise dangerous materials or equipment to be used or stored in the hall without Scout Group Permission. All users should know what to do in the event of a fire and where the emergency assembly point is. When outside, where equipment could potentially catch fire (whether by a naked flame, electrical fault or hot item) users are responsible for providing appropriate fire prevention measures etc and comply with any fire regulations. Ensure hot cloths/gloves are available for moving/lifting hot items. No smoking or vaping allowed inside the Scout Hall. Notices should be provided to highlight any hot surfaces – heaters, radiators, cooking hobs etc The High Hall heating system has fan assisted low heat radiators and the low hall has ceiling mounted radiators to minimise burn risks. Hall check list Fire risk assessment carried out			
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Chemicals, solvents, adhesives etc – burns, poisoning, scalds, allergic reactions etc Staff, facility users (hirers, scouts etc) and members of the public.	3	2	6	Access to chemicals (used for cleaning etc) should be restricted by locking away or putting out of reach of young people. There is a locked boiler room and chemical cupboard in the indoor storeroom for safe storage. Appropriate training should be undertaken, and PPE worn when using any chemicals as per the manufacturer's guidance. Ventilation advice should be taken account of, as per the manufacturer's guidance. When no longer required any chemicals used should be removed and either placed in a safe area or back in its storage area to prevent injuries. Coshh cleaning sheets are stored in the office and information on containers for other items used. see coshh RA	2	2	4
Legionnaires' disease Staff, facility users (hirers, scouts etc) and members of the public.	2	3	6	Showers should be periodically run/cleaned and tested for legionnaires disease? On cleaners check list	1	3	3
Maintenance (injuries) Staff, Leaders and helpers.	2	3	6	Where maintenance is provided by staff, leaders or helpers, all health and safety issues should be taken into account before undertaking any work – materials and tools used, working practices, heights, certificates required, safety barriers etc. Particular care should be taken when working at height or on the external parts of the building. For example, painting, repairing external cladding, repairing roofs; cleaning gutters etc.	2	2	4
Office / Meeting Room / General (theft, security) Staff, facility users (hirers, scouts etc) and members of the public.	n/a	n/a	n/a	No significant levels of petty cash should be stored in the Scout Hall, apart for the duration of a fundraising event or activity (tuck shop, sleep over etc) Encourage people to lock their vehicles when parked at the Scout Hall ie cars locked, bicycles padlocked to the cycle rack, keys removed from electric buggies etc. Encourage people to appropriately look after or secure personal possessions (phones, handbags, purses etc) to avoid theft ie keep out of sight, keep with them, lock in the office etc A CCTV system is fitted at the Scout Hall to deter damage and thefts. At the end of a meeting, event or hiring and the hall has no other users present, all building doors should be locked, windows closed, alarm set, and gates locked.	n/a	n/a	n/a
Safeguarding Young people.	n/a	n/a	n/a	Ideally no personal, confidential or Intouch information should be stored in the scout hall apart for the duration of a meeting or activity. If confidential information needs to be stored, then it should be stored in a suitable secure facility.	n/a	n/a	n/a

				Any scout computers, smartphones, IT equipment (CCTV etc) should be protected by adequate mechanisms (passwords, two stage authentication etc) to prevent direct access ie they should not be set up to allow automatic access (ie having login in details stored in browsers etc).			
Other Control Measures - Trading Standards, Environmental Health and Health & Safety at Work	1	3	3	Ensure that all accessibility features and facilities are regularly inspected for damage and faults and taken out of service or replaced/repared asap. All users (Scouts and hirers) and any events held in the hall must comply with all relevant legislation and be legal. This includes current trading standards, environmental health legislation, appropriate licenses (alcohol, music, gambling etc). No alcohol is to be sold or drunk within the hall unless appropriate licences are obtained, or the event is exempt. All users should familiarise themselves with the safe operation of the building – setting/un-setting of the security alarm, locking doors and gates, fire equipment, use of the lift, heater controls, first aid kits, fire evacuations etc and if appropriate know where the H&S files and user guides are held. All users of the hall will be provided with information to operate safely where appropriate? or be provided with terms and conditions of hire/use. All users of the hall will be asked to provide sufficient responsible adult attendants or stewards for adequate supervision of the premises and users therein. All users will be asked not to attach or tie anything to any gas, water, or heating pipes, electrical or firefighting equipment etc to prevent damage, leakage or serious injury. Eyelets and hooks have been provided in the low and high halls for people to tie small items to ie balloons, party signs etc. All users are required to provide a name and address and post code so if any issues arise after they have left, they can be contacted. All users shall be responsible for leaving the premises and surroundings clean and tidy, fit to be used by the next letting or Scout meeting. All equipment and materials brought into the hall must be taken away unless agreed by the Scout Group and all debris and rubbish deposited in the appropriate bin in the yard or taken home. All users should report any injury to persons, near misses, loss or damage of property, faulty/unsafe equipment, out of date or missing first aid items, whilst using the Scout Hall to hall management. These to be reviewed by the Group Executive at their regular meetings. Coshh assessments to be carried out by hirers	1	3	3

				Hall check list Fire risk assessment carried out			
Insurance cover	n/a	n/a	n/a	The Scout Group requires each hirer (club, organisation, or business) to provide an insurance certificate demonstrating that they have Product and/or Public Liability Insurance minimum of £5Million cover at the time they hold their event(s). For personal events (birthday parties, weddings, wakes etc) home insurance will be adequate. ?	n/a	n/a	n/a
First Aid / Injuries that need treatment	n/a	n/a	n/a	A standard H&S First Aid box is provided in the foyer and a Catering First Aid kit in the kitchen for emergencies. First aid kits should be checked at regular intervals to ensure all items are up to date and complete. Ensure someone present has a basic first aid certificate if at all possible. No pills or medication should be stored in the Scout Hall unless in a designated First Aid kit for external events eg camps etc. Ensure emergency services have easy access to the Hall and access to the Car Park if required, at all times. Call 999 if an emergency and/or carry out appropriate first aid. Assess risks. Wear PPE and goggles as appropriate and follow current guidance. Move person to a safe area if appropriate to do so ie there are no injuries where moving the person is not advised. Nearest hospital Ipswich NHS trust IP4 5PD 01473 712 233. Fill in an accident form for any first aid event / treatment. These to be reviewed by the Group Executive at their regular meetings. For critical incidents (involving loss of life, near loss of life or collapse of a structure) inform Scout HQ asap and follow the HQ process.	n/a	n/a	n/a
Emergency exit points / Access Routes	n/a	n/a	n/a	The hall has marked exits points. Ensure appropriate signage is provided, as required, to ask people not to block public access routes. All users should be made aware that during an activity or event they should not block emergency access routes at any time.	n/a	n/a	n/a

				Staff and users (hirers, scouts etc) should ensure emergency vehicles can gain access to the car park, and the building at all times.			
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Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood

Rating 1 = Very unlikely

Rating 2 = Unlikely

Rating 3 = Likely

Rating 4 = Very likely

Rating 5 = Almost certain

Severity

Rating 1 = No injury

Rating 2 = Minor injury or illness

Rating 3 = “3 day” injury or illness

Rating 4 = Major injury or illness

Rating 5 = Fatality, disabling injury, etc