

Risk Assessment: 18th Ipswich Scout Headquarters and Grounds - reference to Factsheet FS285001

Ensure Safety briefing to everyone unfamiliar and when using outside

Reviewed: 01/07/2012, next review, 05/01/2014

General Risks for all areas				
Hazard	Whom might be affected, Risk	Precautions	Mitigation	Comments / Review
Heavy Objects	All, more effect smaller persons, Physical injury	Do not lift heavy objects, where necessary in pairs, break down load. Avoid overloading litter bags	Stop if pain / discomfort experiences	Avoid heavy objects where possible, and in pairs or greater when required.
Chemicals / Hazardous materials	All, Chemical burns, ingestion, fire	Do not approach suspicious objects/containers and materials. Typical indicators – smell/colour and touch.	Wear PPE, medical attention immediately as required. Record details of any substances, location, and label information	Environment agency 0800 80 70 60, wear PPE and avoid
Steep slopes and adverse inclines/drops	All, broken bones, sprains, cuts	Observe weather as this will effect surfaces, beware instability indicators – precipices, etc.	Suitable footwear, observation and medical treatment.	Lone working precautions
Ground Conditions	All, broken bones, sprains, cuts	Appropriate footwear on adverse surfaces	Medical attention as required	Equipment preparation lists
Hedges/Walls	All, broken bones, sprains, cuts	Avoid climbing unprepared obstacles		Stay within area and use ladders and assoc where nessary
People / Strangers / lone working	All, assaults, accident and injury	Avoid and beware aggressive and difficult persons.	Stay in pairs or greater, remain in sight of group, avoid conflict. Ensure appropriate mobile communications are available to each group	Keep together and stay off private property. If lone working nessary, then ensure a person/s knows your location and a review/contact time. Ensure mobile communications are available and known contact details. Ensure adequate fire and first aid precautions are made.
Refuse and Litter	All, cuts and ingestion risks	Only pick up litter, avoid hazardous materials/broken glass and medical waste	Seek medical attention	Use Protective clothing/ gloves. Ensure waste recepticles are appropriate to waste – sharps/chemicals/weights etc. Avoid bags knocking against individuals and legs when being carried.

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Tools / Equipment	All, cuts and ingestion risks, and physical injury - associated risks in handling/lifting	Only use tools where required, and when use is appropriate. Right tool for job. PPE as required. Only use tools to which you have been trained and are confident in use. Beware some tools/equipment have special precautions with regards to enclosed spaces, weight, PPE, pairs etc	Seek immediate medical attention as required. Training and supervision are pre-requisites.	PPE, Fire equipment and First aid to always be available.
Weather	All	Adverse weather can cause and aggravate health conditions	Ensure covered meeting area is available, and criteria for event cessation. Observe weather reports.	Ensure protective / Appropriate clothing is worn
Toilets	All	Toilet breaks as required	Locations and alternatives known.	Ensure everyone uses facilities prior to any external event, and is aware that toilet permission is required and only leave in pairs/supervision. Adults must ensure groups are supervised in their absence
Dehydration	All	Ensure water locations are known and portable water supplies are available.	Hot weather associated issues	Ensure everyone is hydrated / drunk drinks prior to event. If available water sources are remote, take sufficient portable water.
Vegetation	All	Avoid unknown plants – touch and ingestion	Remind everyone about plant hazards – touch (ivy), thorns, and irritants. Medical attention as required	Ensure protective / Appropriate clothing is worn
First Aid	All	Ensure appropriate first aiders are available with kits		Observe Group ratios, and appropriate first aid kit and first aiders are available AND MARKED
Child Protection	All	All supervising adults to be aware of Child protection issues and be CRB checked		
Infections	All	Water born, contact based, ingestion,	Medical attention as required. Fresh water, and hand washing facilities.	Ensure PPE is worn, no eating without handwashing. Hands washed at conclusion of event and between activities.

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General		Ensure site survey and area is familiar to all supervising adults. Emergency contact details to be available and procedure		
Fire	All, Death injury	Regular testing of fire equipment. Check/test detectors and alarms	fire drills and training	
Food Poisoning	All, Death injury	Clean surfaces/utensils and crockery. Fresh water to clean food/surfaces/equipment and hands.	Limit storage of fresh stores	

Special Precautions - Allotment

Chemicals	All, chemical burns, fires, ingestion	Only use where appropriate and required. Only store amount required for purpose. NOT to be stock piled and stored without precautions	Medical attention as required. Fresh water, and hand washing facilities. Always follow handling and storage instructions	Beavers – not to use/handle, cubs and scouts only under direct supervision. Caustic and toxic – adults only. PPE and first aid to be always available
Tools	All, lifting, injury	No use of equipment without training and PPE. Special precautions with digging forks and spades. Cutting equipment – adult only.	Training	Avoid having excess tools for the job, and bring along only that required for persons and job.
Supervision and lone working	All	All persons to be supervised and work within guidance issued.	Lone working precautions	Adult supervision at all times.

Special Precautions - Fires and External

Cooking

	All	All persons to be supervised and work within guidance issued.	Medical attention as required. Fresh water, and hand washing facilities. Fire	Adult supervision at all times.
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Building and Construction

Fragile Roof	Failling through, debris	special precautions, climbing ladders, supervision	Access only as required. Scaffolding to be used	Permission required prior to from GSL and above
Windows	Broken Glass, Opening/closing	Safety glass on all windows, beware appendages and persons walking past on both sides when opening/closing	PPE when handling breakages	
Protrusions	Low protrusions from building - internal/external: Eg: Windows, Cills, door handles - affecting persons of short standing	Warning markers, limit and close as required	Isolation and marking	
Blocked drainpipes and gutters	All, accidental ingestion, cuts, risk of falls,	PPE, ladders, chemicals	chemicals as required. When working at height - work in pairs. Right tool for right job	

Services

Gas Supply	NIL, beware premises either side may have gas - digging			
Electrical Supply	Electrocution, Fire	PPE, correct equipment, ensure supply is isolated when exposed. Do not overload sockets. Surge protectors as required	Breakers, off switches and isolators	Annual PAT testing. Ban personal untested equipment from premises.
Water Supply	Flood, drowning, slip/fall injuries	Water stop cock to be marked and advised. Ensure quarterly testing.	Pipe lagging as appropriate	

Entrances / Exits

Obstructions	Trips / Falls	All fire exits and emergency access routes to be clear at all times	Labeling and training	Daily checks.
Lighting	Trips / Falls	Bulb and light failures to be notified to building manager and followed up	Daily Checks	Poorly lighted areas to be investigated
Surfaces (walking)	Trips / Falls	uneven surfaces to be reported to building manager and followed up	Daily Checks	

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Combustables	Fire	Avoid storage inside building	PPE, Fire equipment, Clear storage	
Chemicals	Fire, ingestion	containers to be clearly marked, special storage precautions - avoid	PPE, Fire equipment, Clear storage	
Equipment	Storage at height	Limit, lighting and marking precautions		
	Sharps	Store clearly		
	Heavy lifting	Lift only as nessary with equipment and additional persons		
	Rot/Mildew	Store only when dry, in appropreaite methods, away from water, and off floor		
Rubbish	Fire, ingestion, vermin	Empty rubbish daily and more as required		

Kitchen

See Factsheet FS285001

Gas Store	Locked at all times Limit to essential only All cyclinders to be in store on level storage. Stop valves to be double checked.	Venting to be cleared as obstructions occur		
Toilets	Wet Floors Door Closers Chemicals Flood and electrical exposures	Ensure regular cleaning to limit bacteria		
Foyer	emergency exits/entrance - unlocked at all times when building in use	Wet floor precautions		
Stores	Sharp tools to be stored with precautions no chemicals or paints Overhead obstructions			
Main Hall	Overhead heaters and lights when used for games Wet floor precautions Door Jambs for minors			

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Kitchen	Hot surfaces sharps Overhead obstructions	Ensure regular cleaning to limit bacteria Hot surfaces and items to be restricted and marked.		
Stairway	Slip and falls West floor precautions	Incline of stairs necessitates training and use of handrails - restrict access to beavers/cubs		
Hallway	Fire exit to be clear and free of obstruction. Fire exit to be unlocked when building in use			
Upstairs / Loft	Restricted fire egress. Limit use	Incline of stairs necessitates training and use of handrails - restrict access to beavers/cubs		

Special precautions/known risks

Regular fire drills all sections. Everyone to be aware of exits, emergency routes, fire tackling equipment