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| **Name of Activity** | General Use of District Hut | **Date of Risk Assessment** | 20.5.24 | **Name of who undertook this Risk Assessment** | Graham Thorpe |
| **Date of Next Review** | May 2026 |

### NOTE – This Risk Assessment is in addition to the activity Risk Assessments that need to be in place when running activities.

This Risk Assessment outlines the general / typical risks within the District Hall environment and the controls to mitigate these risks

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| **Hazard Identified? /**  **Risks from it?** | **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?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors/Hirer, Contractors, Site Team* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Lack of Contact Details for Persons using / attending District Hut**  -Unable to notify next of Kin, distress to participant & next of kin / family | All | Advisable that Emergency Contact details should be recorded at the start of an activity meeting (e.g. AGM) where participant details may not be known |  |
| **Uncontrolled / improper use of Building & Facilities**  -Risk of Injury  -Risk of damage to building & property | Young people,  Leaders,  Visitors/Hirer | **Members of Scout Association** (inc. Girl Guides) – Risk assessments for activities need to be planned and communicated to all participants and leaders prior to the activity starting.  **Non-Scout Association Hirers** – Ensure a risk assessment is submitted to the Site Team as part of the booking process to ensure safe practice and controlled activities re undertaken within the premises. | Lack of a suitable risk assessment may led to the cancellation or a termination of any activity or booking. |
| **Slips / Trips –** Obstructions on Floor | All | Ensure all obstructions are cleared away as soon as possible and if they are required to remain  Ensure due care and attention whilst in the proximity of the area with obstruction. | Ensure semi portable obstructions are stores away as practicably as possible (e.g. Air Hockey and Table Tennis) |
| **Slips / Trips –** Wet Floor / Spillages | All | When Cleaning floor, ensure that other users are aware that the floor is wet. Utilisation of cones to limit access advisable.  Where spillages occur during activities, ensure that these are cleaned up as soon as practicable to lessen the risk of slip.  This also applies during adverse weather situations where the floor may become wet due to transfer of water on footwear. Ensure wet areas are suitably identified and clean up as soon as possible to mitigate risk. | Cleaning activities should be conducted when building is not in use to reduce the number of persons at risk |
| **Trips –** Hoover Cable | All | When using the Henry Hoover to clear hut areas, use due care and attention when doing so.  Try to Minimise trailing cables during cleaning activity | Cleaning activities should be conducted when building is not in use to reduce the number of persons at risk |
| **Slips / Trips & Collisions - Tables (and other obstructions) –** injuries to participants or leaders setting up, moving or collapsing the items. | All | Leaders and Young Leaders to oversee the setting up and moving of tables and chairs.  Tables to be carried by two people at a time. |  |
| **Incorrectly stored tables & chairs**  -Risk of injury from falling / toppling items | All | Ensure chairs and tables are suitably stacked in the cupboards provided. |  |
| **Incorrectly stored items (General)**  -Risk of injury from tripping  -Risk of injury from falling / toppling items | All | Ensure all items are stored in a manner so as to prohibit unintentional collapse or fall.  Where areas of concern are identified, do not (you or your party) approach the hazard and contact the Site Team to manage the incident | If unsure as to the correct practice or if an unsafe practice is observed please contact the Site Team as soon as possible to ensure that the hazard is dealt with. |
| **Unsafe Equipment in use within the premises**  -Risk of Electrocution (Electrical items)  -Risk of Explosion (Gas appliances)  -Risk of Asphyxiation (Gas Appliances | All | Check cooking equipment provided is in good condition and appropriate for the use.  All cooking / kitchen appliances must be tested (i.e. Gas Safe for Cookers, PAT for electrical appliances). Records of inspections are held by the Site Team and are available upon request. |  |
| **Burns / Fire Risk / Cooking equipment –** appropriateness for the tasks | Young people,  Leaders,  Visitors/Hirer, Site Team | Consider what elements need to be done by adults, or with close supervision.  Ensure there is adequate spacing between participants and location of the participants  Ensure good ventilation in the building at the time of the activity.  Ensure Smoke Detectors are working properly prior to starting activity | Smoke / Fire detection systems to be tested in line with statutory requirements |
| **Fume Hazard from Gas Usage in hall –**  Risk of CO intoxication | Young people,  Leaders,  Visitors/Hirer, Site Team | Where LPG / gas bottles are used in the District Hut ensure maximum possible ventilation in the hut whilst in use.  CO monitors installed in the District Hut, with audible alarm. If alarm sounds, building to be evacuated and not to be re entered until alarms are silent and 30 minutes have passed to ensure CO has dissipated in all areas. | CO Monitor testing conducted as part of Fire System Test |
| **Cuts - Use of Sharp items** – injuries from mistakes / mis use (may include craft tools and culinary items e.g., scissors, knives) | Young people,  Leaders,  Visitors/Hirer, Site Team | Due care and attention to be taken when using sharp implements during activities conducted in the building, including food preparation.  Young people to be briefed on the safe use of the sharp item before use.  Adults should be mindful of the risks in using equipment. |  |
| **Burns from Heat sources** – burns from mistakes / mis use | Young people,  Leaders,  Visitors/Hirer, Site Team | Due care and attention to be taken when using sources of heat (ie. cooking equipment) during activities conducted in the building, including food preparation.  Young people to be supervised when using hot items (ovens, stoves, candles, fires), one adult / young leader per group.  Young people to be briefed on the safe use of the heat sources before use. |  |
| **Behaviour** – over excitement at start, end of evening | Young people, Visitors/Hirer | Users of the facility to follow the expected code of conduct  Scout sections code of conduct in place to set clear expectations of behaviour. | Improper use / behaviour of he building and on site in general may result in the expulsion of user / group(s) from the site |
| **Lone Scouting (Working)** – Risk of undetecting injury & ill health | Leaders,  Visitors/Hirer, Site Team | **For Site Staff** - Dedicated WhatsApp group in place for Site staff when working lone working, including inside buildings  **For Groups / Parties using the building** - When working or residing in the hut alone, ensure that someone is aware you are down there. This can be another leader / adult (during activities) or a family member or friend (if accessing hut out of typical scouting hours for setting up etc..).  Ensure that you have a mobile phone in your possession and arrange a contact call if you do not return with an agreed timeframe. |  |
| **Chemical Inhalation** – Cleaning activities | Leaders,  Visitors/Hirer, Site Team | Ensure area being cleaned is well ventilated to ensure any fumes / odours do not build up.  Ensure that potential chemical reactions of cleaning chemicals do not occur (e.g., mixing acids and alkali products during cleaning process. | Cleaning activities should be conducted when building is not in use to reduce the number of persons at risk |
| **Build up or release of noxious / toxic fumes**  -Risk of Asphyxiation | All | CO (Carbon Monoxide) devices installed in building.  If gas is detected / smelled – evacuate the building following the evacuation plan and from a safe distance notify the site team.  For chemical fumes as part of cleaning activities – please refer to Chemical Inhalation hazard above | CO detection systems to be tested in line with statutory requirements |
| **Chemical Burns** – Cleaning activities | Leaders,  Visitors/Hirer, Site Team | Ensure a copy of MDS (Material Data Sheets) are available for any cleaning product utilised.  Due care and attention to be observed at all times.  Gloves are available for use stored under the kitchen sink. | For chemical substances used on site, a copy of relevant MDS sheets can be accessed via the MS Teams site.  Cleaning activities should be conducted when building is not in use to reduce the number of persons at risk |
| **Electrocution** – Unsafe Equipment | All | Ensure that electrical equipment this is required to be used is safe and in good working order. This includes personal items brought into the Hut during activities  For Items that are deemed to part of the ‘fabric’ of the hut, all portable items shall be subject to Portable Appliance (PAT) Testing and will be identified by a dated label either on the device or plug / wire |  |
| **Fall From Height –** Use of Ladder / Chairs to access items above head height | Site team | The use of chairs as a method of reaching items above head height should be minimised, and it is advised that the step ladder is used.  When using the step ladder to access items above head height, ensure that the ladder is sited in a safe area, with no obstructions/additional hazards in place.  Ask another member of the Site Team to steady the ladder and supervise the activity  Do not use the ladder if you are Lone Scouting |  |
| **Fall from Height** – General Activity | All | If standing on chairs are to be used as part of an activity, the associated risks shell be document within the specific Risk Assessment. |  |
| **Trip / Fall** - Evacuation from Building during Emergency | All | Ensure Fire Risk Assessment and Fire Evacuation Plan is followed during these incidents  When leaving the hut during an evacuation, do not collect personal belongings, do not run and safely follow the evacuation map to the nearest or designated assembly point |  |
| **Muscular Injury –** Lifting /carrying of heavy Items | All | Please refer to specific Activity Risk Assessments in general  Ensure due care and attention is utilised when lifting and carrying loads, utilising TILE to review the  -Task (What are you lifting, how far do you have to carry it?)  -Individual (performing task (e.g. can / should a scout lift that?)  -Load (is it balanced, awkward?)  -Environment (are there Obstructions, slip / trip hazards etc.)  If load is too heavy, ask for assistance  All lifting tasks for young persons should be assessed prior to commencing them to see if they can be performed in a safe manner. |  |
| **Burns / Scalds** – Use of Hot Water in Kitchen | All | The hot water from the Kitchen Sink is VERY hot due to it coming directly out of the adjacent boiler.  Ensure due care is utilised when using hot water.  Gloves are available for tasks such as washing up under the sink, if desired.  Young person’s utilising the sink should be supervised at all times |  |
| **Cuts** – Broken glass / ceramic items from accidental breakage | All | Due care and attention to be applied at all times.  If a breakage does occur, the areas should be cleared / evacuated, and leaders are to clear up the broken items using the appropriate cleaning equipment stored in the kitchen cupboards.  Any associated spillages should be managed, following the guidance given earlier in this RA under **Slips / Trips –** Wet Floor / Spillages. |  |
| **Multiple Hazards -** Contractors / Visitors to Hut | Contractor / Visitor | Ensure visitors / contractors are supervised at all times, unless under exceptional circumstances (e.g. long times frame of work undertaken)  Ensure appropriate Risk Assessments have been received and approved by the Exec or by GSL team PRIOR to work commencing.  All ancillary items / waste to be removed from hut environment to ensure no additional hazards result from the contractor tasks. |  |
| **Allergic Reaction to Food Stuffs served in Hut**  -Allergic reaction and potential anaphylactic shock to individual | All | It is the responsibility of the event organiser / hut hirer to ensure that all details regarding food allergies for participants are known and detailed  .One example of this could be through the recording Emergency Contact & Medical details that should be recorded at the start of an activity meeting (e.g. AGM) |  |
| **Abuse or threat of Abuse (verbal & Physical**  -Physical and mental trauma | All | When using the District hut or attending events there in, the values of Scouting should be paramount and upheld at all times.  If incidents (including potential incidents) of verbal and / or physical abuse may occur, it is at the discretion of the Site Crew, District Trustee Council or Leader in Charge at that time whether to suspend activities being conducted and stop further use of the facilities.  Persons safety is paramount, and if an incident should occur all persons using the hut will be asked to vacate in a safe and proper manner.  Any acts of physical or verbal abuse may be reported to the Police and the persons involved may be subject to prosecution |  |
| **Review**  17.9.22 – Addition of the use of LPG / Gas for cooking in the hut  16.5.23 – Review of Abuse or threat of abuse arrangements  20.5.24 – Additional requirements raised as part of Trustee Meeting discussions (20.5.24) | | | |