

# Golcar Scout and Community Centre Risk Assessment

Name of activity, event, and location	4 <sup>th</sup> Huddersfield (Golcar) Scout and Community Centre – Building Risk Assessment	Date of risk assessment	August 2023	Name of person doing this risk assessment	Duane Laverick
		Date of next review	August 2024		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	Prompts / reminders
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment, or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<b>Building</b>			
<p><b>Security risks / access</b></p> <p>Security, damage, loss of facilities</p>	All	<p>The property is set back from the main road next to a school. The GS&amp;CC is gated of with a pedestrian and vehicle gates, locked when not in use. The Main entrance to the building is to be locked when not in use and the Alarm system set. Keys and Alarm Code are only given to Leaders and other regular Centre users. There is a key safe in the Centre to access all areas of the ground should this be required.</p>	<ul style="list-style-type: none"> <li>Maintenance of padlocks and keys to be maintained and a log of key holders to be held in the Centre Office.</li> <li>Codes to be changed at set points/when required.</li> <li>(see building maintenance log)</li> </ul>
<p><b>Flat Roof</b></p> <p>Water collection, leaks, failing roof</p>	All	<p>The roof is inspected each year to check for structural integrity and is signed off by an appropriately qualified person.</p> <p>Any leaks and maintenance is carried out swiftly and safely.</p>	<ul style="list-style-type: none"> <li>Schedule review each year.</li> <li>(see building maintenance log)</li> </ul>

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<b>Doors</b> Forced entry, risk of injury if unable to exit safely	All	Fire doors are to be unlocked and clear at all times ( <b>check outside too</b> ). Installed good lighting (plus emergency lighting) on exit routes.	<ul style="list-style-type: none"> <li>• Fire doors should be checked frequently.</li> <li>• Alarms tested regularly</li> </ul>
<b>Windows</b> Broken glass, forced entry.	All	Windows are small, one in the Gilwell, two in the Den, one in the office, plus sky lights. Only small air ventilation windows, opens on a small vertical angle.	<ul style="list-style-type: none"> <li>• Windows should be checked frequently for any damages.</li> </ul>
<b>Fire Safety</b> Risk of injury	All	Suitable alarms are installed and should be frequently checked. Make sure fire doors are unlocked and clear at all times ( <b>check outside too</b> ). Install good lighting (plus emergency lighting) on exit routes. Fire safety policy in-place, practice fire drill at least once each year with all users/all sections. Fire risk assessment is in place and reviewed regularly.	<ul style="list-style-type: none"> <li>• Check fire/smoke/heat alarms frequently.</li> <li>• Check lighting works.</li> <li>• Fire doors should be checked frequently.</li> <li>• Read and practice fire safety policy/fire drill.</li> <li>• (see building maintenance log)</li> </ul>
<b>First Aid</b> Risk of injury	All	Two first aid kits are located in the kitchen, clearly visible. First aid kits should be frequently checked to ensure they are replenished and are in-date. Scouting users should follow incident recording policy as per POR. External user groups should follow their own policies and operating procedures.	<ul style="list-style-type: none"> <li>• Regularly check first aid kits.</li> </ul>
<b>Blocked drainpipes and gutters, Waste water</b> Slippery ground (worse if frozen).	All	Regularly inspect and clean out. Flush toilets after each meeting night to keep run off clear.	<ul style="list-style-type: none"> <li>• Regularly inspect and clean out.</li> </ul>
<b>Services</b>			

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<b>Gas supply</b> Explosion, fire, asphyxiation.	All	Use HSE approved gas fitter (Gas Safe registered) for work on fittings and appliances. Carry out good preventative maintenance.	<ul style="list-style-type: none"> <li>Carry out good preventative maintenance as needed.</li> <li>(see building maintenance log)</li> </ul>
<b>Water</b> Leaks, burst pipes. Legionella.	All	Check systems regularly. Flush systems if not used for extended periods of time. E.g. Summer and no user groups. See section on toilets and washrooms.	<ul style="list-style-type: none"> <li>Regularly inspect and report any problems immediately.</li> <li>(see building maintenance log)</li> </ul>
<b>Sewer and waste water</b> Leaks, blockage, disease.	All	Regularly inspect and report any problems immediately.	<ul style="list-style-type: none"> <li>Regularly inspect and report any problems immediately.</li> <li>(see building maintenance log)</li> </ul>
<b>Central heating boiler and hot water system</b> Release of gases to building – harm from carbon monoxide poisoning. Loss of use. Hot radiators and heaters.	All	Carbon monoxide alarm installed and checked regularly. Arrange regular maintenance by a competent person. Use appropriate guards on heaters.	<ul style="list-style-type: none"> <li>Check carbon monoxide alarm frequently.</li> <li>(see building maintenance log)</li> </ul>
<b>Electricity</b> <b>Overloaded sockets</b> Electrocutation. Fire. <b>Trailing or damaged leads</b> Tripping.	All	Check equipment leads and plugs regularly. Remove anything substandard. Arrange for a competent person to do repairs and major inspections - PAT testing completed regularly by qualified electrician. Isolate supply as necessary.	<ul style="list-style-type: none"> <li>PAT testing to be completed by a qualified electrician.</li> <li>(see building maintenance log)</li> </ul>
<b>Storage</b>			

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<b>Combustible materials</b> Fire.	All	Carefully store in suitable containers. Remove potential ignition sources. (Propane, gaz, meths) Store in the gas cages outside the building by the large shed.	
<b>Rubbish</b> Disease or vermin.	All	Remove all rubbish by placing in the bins outside after every session. Bins to be placed near the vehicle entrance gate for collection.	<ul style="list-style-type: none"> <li>Remove all rubbish at the end of sessions.</li> <li>Ensure bins are ready for collection.</li> </ul>
<b>Camping equipment</b> Rot or mildew. Lifting heavy kit.  Storing at height.	All	Put kit away dry and keep store dry and aired. Use dehumidifiers if required. Break the task down into manageable amounts. Work together. Don't expect young people to lift things that are too heavy (even if they're keen to help). Put heavy things low down and light things up high. Check ladders and steps are safe before you use them and work in pairs.	<ul style="list-style-type: none"> <li>Frequently check condition of equipment</li> <li>Regular spot checks to ensure the store room is safe and accessible.</li> <li>Change gas pipes on camp stoves every 5 years. (see building maintenance log)</li> </ul>
<b>Axes, saws and craft knives</b> Risk of injury	All	Keep axes and saws in the axe box and keep in the garage at all times when not in use. These must be securely stowed away. Young people should not be left unsupervised in the garage. Check condition of axes, saws and craft knives before use to ensure they are safe to use.	<ul style="list-style-type: none"> <li>Store axes and saws safely in the designated box, locked in the store room at all times.</li> </ul>
<b>Gas cylinders and appliances</b> Leaks, fire, explosion. Hoses in poor condition.	All	Keep cylinders upright. Store them securely outside in the gas cage, above ground, on an area free of combustibile material and away from drains. Refer to advice from LPG Association web site. Train users, check hoses before use and make sure there's good ventilation when changing cylinders.	<ul style="list-style-type: none"> <li>Store cylinders upright in the locked gas cage away from the property.</li> <li>Change gas pipes on camp stoves every 5 years. (see building maintenance log)</li> </ul>
<b>Kitchen</b>			
<b>Sharp objects</b> Cuts.	All	Control access to sharp knives – they should be securely stowed and locked away in the drawers (Some user groups have their	<ul style="list-style-type: none"> <li>Sharp knives should be stored in the correct draws in the kitchen.</li> </ul>

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		own draws and utensils, knives, craft knives etc.). Dispose of broken glass carefully (wrap it protect sharp edges).	
<b>Food and Drink</b> Food poisoning. Vermin. Slipping on spills.	All	Refer to factsheet on Food Safety FS320003. Avoid leaving food in premises (where possible). Clean up spills promptly. Make sure appropriate cleaning equipment is available.	<ul style="list-style-type: none"> <li>• Check cleaning equipment is available.</li> <li>• Arrange deep cleans regularly. (see building maintenance log)</li> </ul>
<b>Hot Surfaces</b> Burns and scalds.	All	Hot surfaces should not be left unattended. Young people should not be left unsupervised in the kitchen.	<ul style="list-style-type: none"> <li>• Check cooker light function regularly.</li> </ul>
<b>Toilets and washrooms</b>			
<b>Bacteria</b> Disease.  <b>Legionella</b>	All	Regularly inspect and clean facilities. Make sure there's a good supply of toilet paper, soap, and towels or hand drying facilities. Check and run hot water systems.	<ul style="list-style-type: none"> <li>• Regular inspect and clean facilities.</li> <li>• Frequent deep cleaning arranged.</li> <li>• Period checks of hot water system by a competent person.</li> </ul>
<b>Cleaning materials</b> Fumes, chemical burns.	All	Carry out a COSHH* risk assessment that applies to all chemicals on the premises. Read labels carefully. Have secure storage for all chemicals. Store in secure cupboard with labels intact.	<ul style="list-style-type: none"> <li>• Carry out COSHH risk assessment where needed.</li> </ul>
<b>Surrounding land</b>			
<b>Grass, rubbish, uneven ground, bushes.</b> Risk of fire, trips and cuts.	All	Cut grass regularly. Use eye protection if using strimmer's. Clear rubbish. Assess the area before running an activity.	<ul style="list-style-type: none"> <li>• Regular grass cutting during summer months.</li> <li>• Trim hedges and bushes when required.</li> </ul>
<b>Trees</b> Rotten or dangerous branches.	All	Assess the tree on site, especially in high risk areas that people use regularly. Rotten or dangerous branches to be removed.	<ul style="list-style-type: none"> <li>• Inspect tree annually.</li> </ul>

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<p><b>Traffic on site</b> Cars and pedestrians.</p>	<p>All</p>	<p>Keep vehicles separate from areas where people are walking where possible. Use a spotter where necessary and that the area is clear of people before using the car park. Make road safety part of the programme for young people. (See Craig Ellis)</p>	<ul style="list-style-type: none"> <li>• Use spotter and ensure the area is clear of people if necessary.</li> </ul>
<p><b>Neighbours</b></p>	<p>All</p>	<p>A reminder to all that the GS&amp;CC is located in a residential area and everyone should be mindful of their property (including parking over driveways/gates etc.) and be respectful when using the Centre.</p>	<ul style="list-style-type: none"> <li>• Be respectful of other people's property.</li> <li>• Report any incidents to the GLVs / leader in charge.</li> </ul>

<p><b>Context</b></p>	<p>The Centre is a stone building positioned on its own land next to a Junior and Infant School, which is fenced and gated some distance from the centre but within eyeline of the front door. The building has a main entrance and three key fire exits, with other exits available. There is a kitchen, fitted with the standard appliances, a sink and exit. There are male and female separate toilets and an inclusive/leader toilet all with separate sinks. A meeting room. A large hall and a small hall. There are indoor and exterior stores. There is a large grass area, small grass area with picnic benches outside as well as a patio area at the back with a leaning shelter. We have use of the sports field adjoined to the two Schools.</p> <p>There is a separate risk assessment and policies on the following:</p> <ul style="list-style-type: none"> <li>• Fire risk assessment for the centre.</li> <li>• Health and Safety Policy</li> </ul> <p>All user groups are to complete their own activity risk assessments to comply with health and safety laws, including following their own organisation's policies and operating procedures.</p>
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