



# **123rd Manchester Scout Group (Chorlton)**

## **Premises Risk Assessments**

### **(Excluding Fire)**

#### **Premises:**

**Peppercorn Lodge  
29 Buckingham Road  
Chorlton  
Manchester  
M21 0SB**



**Scouts**

**Chorlton**

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Bear Grylls to volunteer**

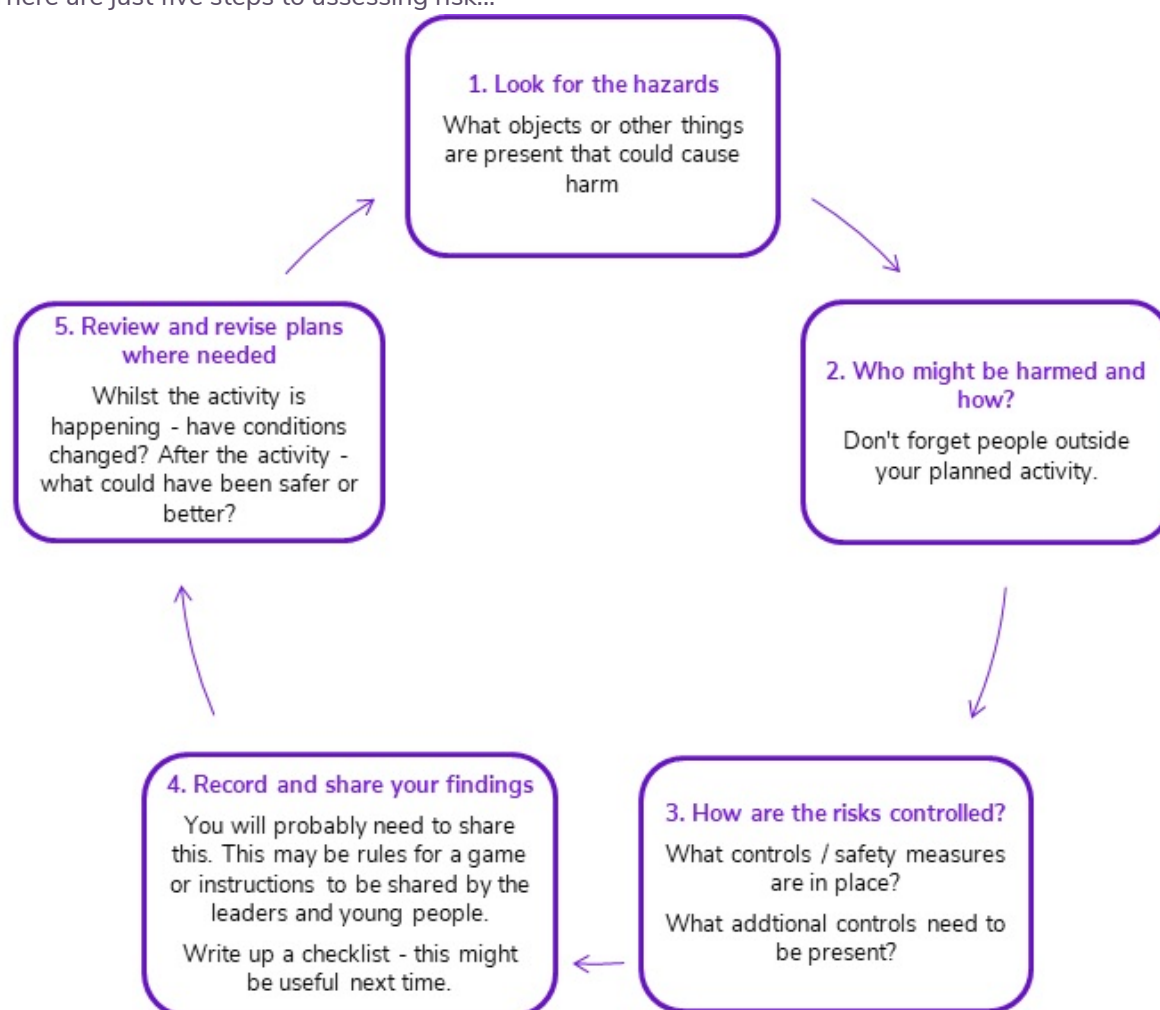
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# Introduction

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your activities. Activities encourage the development of young people and they can experience a great sense of achievement in completing them. Some degree of risk is unavoidable but it is - and should be - much less than the participant perceives. We seek to provide: **EXCITEMENT** but not **DANGER**; **ADVENTURE** but not **HAZARD**.

Everything we do involves an element of risk, so we need to put a plan in place. Accordingly we need to assess and control the risks associated with activities in order to minimise the chance of injury.

There are just five steps to assessing risk...



## Step 1

A **hazard** is anything that could cause harm. In the context of activities, a hazard could be weather, equipment, the way you are doing it or something else. Look at all your activities, including non-routine tasks. Look at what actually happens rather than what should happen. Look for the hazards which are really obvious, not every single little thing.

## Step 2

**Who** is involved in the activity - Young People, adults, visitors? Participants with additional needs? What could happen to cause them harm? A risk is the chance - high or low - that someone will be harmed by the hazard.

### Step 3

**Controls** are ways of removing or reducing risk. Ask:

- Can I get rid of the hazard altogether? (E.g. not crossing a road but using a bridge or underpass).
- What is a less risky option?
- How can we reduce the risk of people being in contact with the hazard? (E.g. Use a zebra crossing rather than any busy point on the road)
- What sort of instructions do participants need for the activity? A written sheet? Simple rules for a game?
- Have you asked somebody that has done it before if they have any tips?
- Do they have to wear any protective / safety clothing e.g. gloves, climbing harness, walking boots

### Step 4

**Record** and **communicate** it effectively and appropriately.

How do you involve other leaders and young people in writing the risk assessment?

How will you inform them about the risks identified and the controls in place to keep them safe?

It's really good practice to write your risk assessment down. If you're sharing by discussing with others, make sure you have all the key points ready and don't miss them out. A checklist of bullet points will help you.

If you haven't got a risk assessment written down or your plans change at the last minute, make sure you've discuss them with someone else so they understand what's changed to make the activity safe.

### Step 5

#### Review

Review as a minimum every 12 months to see if anything has changed, or sooner if there has been a change of equipment, or if there has been an accident or near miss.

# Risk Assessment – HQ General use

Date written: 5<sup>th</sup> May 2020

Review date: May 2021

Hazards identified

Existing risk controls

Risk rating

Likelihood rating

Additional controls required?

## Building construction:

Who's at risk	Risk rating	Likelihood rating	Additional controls required?		
<b>Windows</b> – Cuts from broken glass.	All users	<ul style="list-style-type: none"> <li>Windows are small and have mesh in glass to reduce size of glass pieces.</li> <li>Main hall door of modern double-glazing standards.</li> </ul>	3	2	
<b>Protrusions</b> – Bruising from contact with protrusions.	All users	<ul style="list-style-type: none"> <li>Protrusions limited around the external building.</li> <li>Edging stones placed against side of building to create a raised bed and artificially move users away from some protrusions.</li> </ul>	2	2	
<b>Blocked drainpipes and guttering</b> – Water damage to building. Slips risk through flooding.	All users	<ul style="list-style-type: none"> <li>Checked as part of maintenance routine and cleared. Defects reported on sheet in cleaners cupboard.</li> <li>Replaced if defective.</li> </ul>	2	1	<ul style="list-style-type: none"> <li></li> </ul>
<b>Site security</b> – Vandalism or damage to HQ, loss of equipment or facilities. HQ left in an unsafe way. Potential for arson.	All users	<ul style="list-style-type: none"> <li>Site secured when unattended by locked gate to compound.</li> <li>Authorised users of hall have key.</li> <li>Security lighting in use at front and back of HQ triggered by movement at night.</li> <li>Recently replaced perimeter fencing and main gates to 2 sides of compound</li> </ul>	3	2	<ul style="list-style-type: none"> <li>Investigate site CCTV</li> </ul>
<b>Asbestos</b> – Risk of asbestosis	All users	<ul style="list-style-type: none"> <li>Asbestos register compiled and found in the HQ Safety Folder. Communicated with relevant people within the group.</li> <li>Procedures for exposure created based on model and best practice. Remaining ACMs low risk and inspected 6 monthly.</li> </ul>	5	1	<ul style="list-style-type: none"> <li>Remaining ACMs - Roof sheeting</li> </ul>

## Services:

<b>Water</b> – Damage through leaks or burst pipe.	All users	<ul style="list-style-type: none"> <li>Check state of pipes during regular maintenance checks around the building.</li> </ul>	2	1	<ul style="list-style-type: none"> <li></li> </ul>
<b>Legionella</b> through standing water.	All users	<ul style="list-style-type: none"> <li>Dead legs minimised and newer taps reduce spray. No showers in building.</li> <li>Modern hot water boiled on-demand to prevent stagnant hot water storage.</li> </ul>	3	2	<ul style="list-style-type: none"> <li>Monitor temperature to ensure temperature is insufficient for legionella.</li> <li>New taps for toilet refurb.</li> </ul>

Risk rating: severity of injury/damage on scale of 1-5, 1 =superficial, 5 = fatal. Likelihood rating: likelihood of it happening on scale of 1-5, 1 = highly unlikely, 5 = highly likely.

"It is the responsibility of all those involved in Scouting to ensure, so far as is reasonably practical, that all activities are conducted in a safe manner without risk to the health of the participants." (Scout Association's Safety Policy; POR 2.3a). Risk assessment made with reference to FS 320010 – Managing a Safe Scout Premises.

<b>Sewage and waste water</b> – Leaks, disease and vermin.	All users	<ul style="list-style-type: none"> <li>Blockages reported to prevent disease and vermin.</li> <li>Inspected as part of maintenance.</li> </ul>	2	2	<ul style="list-style-type: none"> <li>Following old boiler removal, look into whether carbon monoxide alarms need to be relocated or new ones installed.</li> <li>Place instructions how to isolate fuse box in emergency inside of light box.</li> <li>PAT test of portable electrical equipment.</li> </ul>
<b>Gas</b> – Gas leak could cause fire, explosions or asphyxiation. Carbon monoxide poisoning in gas appliances.	All users	<ul style="list-style-type: none"> <li>Following removal of boiler there are no gas appliances in the main building</li> <li>Carbon monoxide alarm installed and checked regularly.</li> <li>Gas feed to site remains in situ</li> </ul>	4	1	
<b>Electricity</b> – Electrocutation or fire risk from damaged or overloaded sockets.	All users	<ul style="list-style-type: none"> <li>Electrical works and major inspections to be carried out by competent person. Condition of sockets checked as part of regular maintenance.</li> <li>All users check sockets before use and report any defects. They immediately stop use.</li> </ul>	5	1	
<b>Risks common to all areas of hall:</b>					
<b>Fire</b> – Burns and smoke inhalation. Risk of death or serious injury and damage.	All users and local residents	<ul style="list-style-type: none"> <li>See annually updated Fire risk assessment. Located in HQ Safety Folder and on the group website.</li> </ul>	5	1	<ul style="list-style-type: none"> <li></li> </ul>
<b>Lone working</b> – Risk heightened due to lack of on-site aid and assistance.	All users.	<ul style="list-style-type: none"> <li>Users strongly encouraged to work in groups at all time when on site. Those who have to work alone must inform someone else that they are there and their expected finish time.</li> <li>Risky activities, i.e. working with services, working at height etc. should be completed in teams.</li> <li>Risks communicated with cleaner and measure in place.</li> </ul>	4	1	<ul style="list-style-type: none"> <li></li> </ul>
<b>Slips, trips and falls</b> – Breaks, bruises and cuts from falls.	All users	<ul style="list-style-type: none"> <li>Good quality lighting throughout (movement triggered). Defects in lighting reported as soon as they occur.</li> <li>Entry, exit and evacuation routes to be cleared of tripping obstacles.</li> <li>Trailing wires to be either secured to ground (e.g. through tape) or covered to ensure safe passage across or to prevent others crossing wire. (Tape located in cupboard to cover cables.)</li> <li>Hall to be kept in tidy condition upon leaving so obstacles are not left exposed.</li> </ul>	2	2	<ul style="list-style-type: none"> <li>Continue to reduce the number of objects stored at edge of hall.</li> <li>Plan in place to replace fixed tables.</li> </ul>
Slipping on a wet floor.	All users	<ul style="list-style-type: none"> <li>Spillages to be mopped up using equipment in cleaning cupboard. Wet floor sign to be displayed until dry.</li> <li>Mats at entrances provided to wipe feet and reduce water carried into hall.</li> </ul>	2	2	<ul style="list-style-type: none"> <li></li> </ul>
Trip or injuries in attic	Attic users.	<ul style="list-style-type: none"> <li>Only authorised users allowed in attic.</li> <li>Ducts marked with tape to make visible.</li> </ul>	2	2	<ul style="list-style-type: none"> <li>Remove ducting as a soon as possible now system not in use.</li> </ul>

<b>Working at height</b> – Fall from ladder, or scaffolding tower	All users	<ul style="list-style-type: none"> <li>See Working at height risk assessment in the HQ Safety folder</li> </ul>	4	2	•
<b>Manual handling</b> – Back strain through handling heavy or unwieldy objects.	All users.	<ul style="list-style-type: none"> <li>See Manual handling guidance in the HQ Safety folder</li> </ul>	3	2	•
Risk of objects falling from height.	All users.	<ul style="list-style-type: none"> <li>Store heavy equipment at low levels.</li> <li>Ensure all equipment is stored on a stable surface.</li> </ul>	3	2	•
<b>Damp</b> – Risk to health from damp and mildew. Damage to equipment through rot.	All users.	<ul style="list-style-type: none"> <li>Kit, especially tentage, is put away dry and QM made aware if stored away wet.</li> <li>Ensure indoor areas are kept dry and well ventilated.</li> </ul>	2	1	•
<b>Hall:</b>					
<b>Crushing</b> – Injury from objects falling on users. Mainly stacks of chairs.	Hall users.	<ul style="list-style-type: none"> <li>Users of hall to leave hall in a tidy state after use including chairs stacked in stacks of no more than 10. Benches stacked 7 high</li> </ul>	2	2	•
Items falling from ladders and crushing users of hall below.	Hall users.	<ul style="list-style-type: none"> <li>Items should either be carried down on ladder or passed down to another below.</li> <li>Area around top of ladder to be kept clear of items at all times.</li> </ul>	3	2	•
<b>Protrusions</b> - Minor injuries, cuts, bruises, sprains etc. from contact with table edges etc.	Hall users	<ul style="list-style-type: none"> <li>Fully stocked first aid kit is kept in the kitchen to deal with injuries of this nature. Cold packs located in the freezer to reduce swelling. Incident book kept with this to report any significant injuries. Sections also often keep their own first aid kits tailored to their own activities.</li> <li>Defective furniture taken out of service immediately.</li> <li>Plans in place to replace tables with new go-pak ones.</li> <li>Users to keep hall in good order.</li> </ul>	2	2	•
<b>Toilets:</b>					
<b>Scalding</b> – Scalding from hot water.	Toilet users.	<ul style="list-style-type: none"> <li>Caution hot water signs placed above the hot taps in all locations within the hall.</li> <li>Plugs provided for basins in the Gents and Accessible WC so basins can be filled with warm water.</li> </ul>	3	2	
<b>Hygiene</b> – Risk of disease through unsanitary facilities.	All users.	<ul style="list-style-type: none"> <li>Toilets inspected and cleaned weekly by cleaner. Good supply of toilet paper and soap in the toilets and replacements available in the building. Towels replaced by hand drier.</li> </ul>	2	2	•
<b>Kitchen:</b>					
<b>Sharp objects</b> – Cuts.	Users	<ul style="list-style-type: none"> <li>Young people not allowed in kitchen without adult supervision.</li> <li>Ensure users are competent with knife use.</li> </ul>	3	2	•

<b>Hot surfaces</b> – Burns or scalds from cooker, heated objects, water boiler/ kettle.	Users of kitchen.	<ul style="list-style-type: none"> <li>Ensure users of items are trained and are aware of safety rules.</li> <li>Young people not allowed in kitchen without adult supervision.</li> </ul>	3	2	•
<b>Storage of food</b> - Risk to health if food goes off and of vermin.	Kitchen and store users.	<ul style="list-style-type: none"> <li>Food stored in proper conditions or stored off-site.</li> <li>Out of date food to be disposed of properly and not used.</li> </ul>	2	2	•
<b>Hygiene</b> – Contamination of food from poorly cleaned surfaces. Risk of vermin from food waste.	All users	<ul style="list-style-type: none"> <li>Team cleans kitchen once a week including clean of surfaces and floors. Cleaning products available and use is encouraged after kitchen use.</li> <li>Factsheets on food hygiene provided in the HQ Safety Folder, Nights away leaders competent with food hygiene measures.</li> </ul>	2	1	•
<b>Cleaning materials</b> – Fumes when inhaled, burns if contact with skin made or swallowed. Risk of skin conditions.	Users of cleaning products.	<ul style="list-style-type: none"> <li>All chemicals stored securely in locked cleaning cupboard. Key is stored out of reach of children. Cupboard must remain locked when not in use – sign communicates this.</li> <li>Cleaner trained in safe use and informed about the contents of cupboard. All chemicals suitable for household use. COSHH risk assessments for each chemical in the cupboard.</li> </ul>	2	1	•
<b>Store Rooms</b>					
<b>Crushing</b> – Risk of injury through falling stacks of chairs.	Stores users	<ul style="list-style-type: none"> <li>Boxes not to be stacked higher than 5 high.</li> <li>Items should be stored in the filing cabinet, chest, cupboard or blue stacking boxes wherever possible.</li> </ul>	2	1	•
<b>Protrusions</b> – Minor bruising injuries from contact with edges of furniture.	Stores users.	<ul style="list-style-type: none"> <li>Stores to be kept tidy to minimise risk of injuries from protrusions</li> </ul>	2	2	•
<b>Outside of HQ:</b>					
<b>Trees</b> – Risk of injury from unsafe branches.	Outside users.	<ul style="list-style-type: none"> <li>Competent person to periodically check state of branches and remove unsafe or instable branches as soon as practical. Check after extreme weather. Annual maintenance day.</li> </ul>	4	1	•
<b>Uneven ground</b> – Tripping on uneven ground. Rear step into building. Concrete fire pits in grass.	Outside users.	<ul style="list-style-type: none"> <li>Grass cut regularly to ensure even grass surface.</li> <li>Ensure users are wearing appropriate footwear for activity.</li> <li>Front patio in good state of repair and car park surface maintained as regularly as practical.</li> </ul>	2	2	•
<b>Rubbish</b> – Disease from vermin or animal faeces. Cuts from rubbish or debris.	Outside users.	<ul style="list-style-type: none"> <li>Rubbish is routinely collected and disposed of appropriately.</li> <li>Hot ash is stored separately in a safe manner.</li> <li>Users check outside area for faeces prior to activities.</li> </ul>	2	1	•
<b>Traffic</b> – Collision between pedestrians and vehicles.	All users.	<ul style="list-style-type: none"> <li>Road safety included into youth programme for all sections.</li> <li>Parents are warned of dangers verbally.</li> <li>Sensor lights cover majority of the area during darkness.</li> </ul>	3	2	•





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