

# Risk assessment for Brickhill Scout group premises (HUT/HQ)

1 October 2025

Hazard identified, risks arising, and who's at risk	How is the risk controlled? What further controls are needed?	Person responsible	Remedial Actions Required	Date Completed or IP in progress or Not Action NA
Building construction				
<p><b>A hazard</b> is something that could cause harm, for example, equipment or conditions.</p> <p><b>The risk</b> is the harm that might occur from the hazard.</p>	<p><b>Controls</b> are actions, equipment, or procedures that will help to reduce the potential for harm from a particular hazard.</p>	<p>ALL(All adult members) BOT(Board of Trustees) USE (Any Users)</p>		<p>Dd/mm/yy IP NA</p>
<p><b>Roof</b></p> <p>Falling through, debris falling on users.</p>	<p>Make sure there's no ready means of access to roof.</p> <p>Avoid lone working on roof – Ensure team are aware of any work being done on roof.</p> <p>Access only with a safe and secure ladder.</p>	<p>ALL</p>		<p>NA</p>
<p><b>Windows</b></p> <p>Broken glass, forced entry.</p>	<p>Check wire mesh on windows is secure to reduce risk of windows breaking because of vandalism or games.</p> <p>Control activities (don't use heavy balls and so on).</p> <p>In event of breakage alert Board of Trustees and other Leaders. Remind young people not to go near broken glass and secure building</p>	<p>ALL</p>		<p>NA</p>

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<b>Building construction</b>				
<b>Internal window sills and sheaves</b>  Beavers and Cubs running into any sticking out at head height.	Remind Young People and others not to run in the Hut	USE		NA
<b>Blocked drainpipes and gutters</b>	Regularly inspect and clean out.	BOT	Gutters need clearing and fixing at end of autumn	IP
<b>Access</b>  Damage, loss of facilities.	Contact local police (Crime Prevention Officer) for advice.  Use security lighting , CCTV. Make regular checks.	BOT	Currently working with BBC CCTV Rear flood light needs work	IP
<b>Services</b>				
<b>Gas supply</b>	No Mains Gas on premises	BOT		NA
<b>Water</b>  Leaks, burst pipes.  Legionella.	Lag pipes. Check system regularly.  Drain system in winter if necessary or turn off when leaving the premises.  See section on toilets and washrooms.  Run hot tap and cold tap to flush system for 2 minutes after 1-2 week closure 10 minutes for longer closure	ALL	Frost protection system will be checked during Electrical survey	IP

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<b>Building construction</b>				
<b>Sewer and waste water</b> Leaks, blockage, disease.	Regularly inspect. Flush each toilet once after extended closure	ALL		NA
<b>Hot water</b> Hot water in kitchen	Check hot water boiler is switched off after use at trip switch check trip switch works annually After extended closure tun raps to clear system report any leaks Ensure setting at E to avoid overly hot water	ALL	boiler system will be checked during Electrical survey	IP
<b>Frost protection</b>	Check at start of Winter that these are working Report any issues to BOT	ALL	Frost protection system will be checked during Electrical survey	IP
<b>Electric Room fan heaters</b>	Check at start of Winter that these are working Report any issues to BOT	ALL	Heaters will be replaced during 2025 Electrical survey	IP

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<b>Building construction</b>				
<b>Electricity</b> <b>Overloaded sockets</b> Electrocutation. Fire. <b>Trailing or damaged leads</b> Tripping.	Check equipment leads and plugs regularly. Remove anything substandard. Arrange for a competent person to do repairs and major inspections. Isolate supply as necessary.	ALL		NA
<b>Entrances and exits</b>				
<b>Obstructions</b> Trips and falls. Unable to operate doors in emergency. <b>Poor lighting</b> <b>Uneven surfaces</b>	Make sure fire doors are unlocked and clear at all times (check outside too). Practise fire drill at least once each term with all users (all sections).	ALL		NA
<b>Storage</b>				

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<b>Building construction</b>				
<b>Combustible materials</b>  Fire.  <b>Rubbish</b>  Disease or vermin.	<p>Carefully store in suitable containers. Remove potential ignition sources. Butane bottles should be transferred to the gas cage for storage.</p> <p>Remove all rubbish. Store food in proper containers or remove altogether where possible.</p> <p>Remove food sources from all surfaces at end of session. Avoid keeping food at hut – if kept ensure suitably stored.</p> <p>I autumn winter be alert to vermin in the stores and treat as required</p>	ALL		NA
<b>Camping equipment</b>  Rot or mildew.  Lifting heavy kit.  Storing at height.	<p>Put kit away dry and keep store dry and aired.</p> <p>Break the task down into manageable amounts. Work together.</p> <p>Don't expect young people to lift things that are too heavy (even if they're keen to help).</p> <p>Put heavy things low down and light things up high.</p> <p>Check ladders and steps are safe before you use them and work in pairs.</p>	ALL		NA

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<b>Building construction</b>				
<b>Gas cylinders and appliances</b>  Leaks, fire, explosion.  Hoses in poor condition.	Keep cylinders upright. Store them securely outside, above ground, on an area free of combustible material and away from drains. Refer to advice from LPG Association web site.  Train users. Check hoses before use.  Make sure there's good ventilation when changing cylinders.	ALL		NA
<b>Kitchen</b>				
<b>Sharp objects</b>  Cuts.	Reduce use of breakable glass. Control access to sharp knives. SHARPS IN SHARP DRAWER  Dispose of broken glass carefully (wrap it protect sharp edges).	ALL		NA
<b>Food and Drink</b>  Food poisoning.  Vermin.  Slipping on spills.	Run good training. Refer to factsheet on Food Safety FS320003.  Label drinking water.  Avoid leaving food in premises (where possible).  Clean up spills promptly. Make sure appropriate cleaning equipment is available.	ALL		NA
<b>Hot Surfaces</b>  Burns and scalds.	Train users. Avoid deep fat fryers. Tell YP to remain clear of Hot Stove	ALL		NA
<b>Toilets and washrooms</b>				

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<b>Building construction</b>				
<b>Bacteria</b> Disease.  <b>Legionella</b>	Regularly inspect and clean facilities. Cleaner visits at least once a month but ALL USERS are responsible to keeping things hygenic  Make sure there's a good supply of toilet paper, soap, and towels or hand drying facilities.  Check and run hot water systems. De-scale and disinfect showerheads. Arrange periodic checks by a competent person.  Use a 'heat at source' system to avoid storing hot water.	ALL		NA
<b>Cleaning materials</b> Fumes, chemical burns.	Carry out a COSHH* risk assessment that applies to all chemicals on the premises. Train users. Read labels carefully.  Have secure storage for all chemicals.  Don't mix bleach with other cleaning materials. Avoid YP being left alone where cleaning products are stored	ALL		NA
	* COSHH – Control Of Substances Hazardous to Health Regulations			
<b>Surrounding land</b>				
<b>Grass, rubbish, uneven ground</b> Risk of fire, trips and cuts.	Cut grass regularly. Use eye protection if using strimmers. Clear rubbish.  Assess the area before running an activity	ALL		NA
<b>Trees</b> Rotten or dangerous branches.	Assess the trees on site, especially in high risk areas that people use regularly.	ALL		NA

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<b>Building construction</b>				
<b>Wooded area</b>	<p>Young people are not allowed in the wooded area next to the wood pile due to potential sharp objects/rubbish hazards.</p> <p>Remind young people of rule</p> <p>Adults should where appropriate clothing, take care when walking and minimise time spent in the area.</p>	ALL		NA
<b>Fire Pit</b> fire pit area sharp/hot not in use	<p>Risk, hot ashes, sharp wood, nails, broken glass.</p> <p>Remind users to not walk on the fire pit area.</p> <p>Unless supervised by an adult Young People should not walk on the paved surround</p>	ALL		NA
<b>Fire Pit</b> fire pit area sharp/hot during use	<p>Water/sand buckets should be on hand before lighting the fire</p> <p>Be aware of falling wood / sparks / smoke</p> <p>Remind users to stay at a safe distance on the paved area and grass</p> <p>Follow fire safety activity Risk Assessment</p>	ALL		NA
<b>Traffic on site</b> Cars and pedestrians.	<p>Keep vehicles separate from areas where people are walking where possible.</p> <p>Have good signage to make drivers aware of the hazards and tell them to slow down.</p> <p>Make road safety part of your programme with young people.</p>	ALL		NA
<b>General reminder</b>	<b>Set a review date – make it at least annually.</b>			

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