



1st Calne Scout Group - Hall Risk Assessment

Hazard Identified, Risks Arising	Persons at Risk	How is the Risk Controlled? What Further Controls are Needed?	Date to be done	Person Responsible	Date Completed
Building Facilities					
<p><i>Hazard – anything that could cause harm. E.g., equipment or conditions.</i></p> <p><i>Risk – the change that someone will be harmed by the hazard.</i></p>		<p><i>Control – an action, equipment or procedure that will help reduce the potential for harm from a hazard.</i></p>	-	-	-
Access – Damage, loss of facilities.	Group, All Hall Users	<ul style="list-style-type: none"> Procedures in place to ensure gate is opened during usage of hall in line with Fire Safety Order and Health and Safety at Work Act (providing safe access and exit). Concerns were raised that following a previous break in the gate allows access to the back of the hall therefore this will be locked at the end of each session of using the hall. 	Weekly	All Leaders and Scout Users	N/A
Gas Supply – Explosion, Fire, Asphyxiation	Group, All Hall Users	<ul style="list-style-type: none"> Gas boiler is annually checked by a qualified person. This is done through local engineer (Lee Knight). 	May 2024	GSL, Trustee Board	May 2023
Water – Leaks, Burst Pipes	Group, All Hall Users	<ul style="list-style-type: none"> Visual checks carried out weekly by Hall Users as well as the Cleaner. 	Weekly	All Leaders and Hall Users	N/A
Sewer & Wastewater – Leaks, Blockage, Disease	Group, All Hall Users	<ul style="list-style-type: none"> Visual checks carried out weekly by Hall Users as well as the Cleaner. 	Weekly	All Leaders and Hall Users	N/A



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Central Heating Boiler / Hot Water System Release of gases to building. Loss of use. Hot radiators / heaters	Group, All Hall Users	<ul style="list-style-type: none">• Safety Checks / Gas boiler will be annually checked by a qualified person. Installation of carbon monoxide alarm.• Lock radiators controls.	May 2024	GSL, Trustee Board	May 2023
Legionella Risk Assessment	Group, All Hall Users	<ul style="list-style-type: none">• Review of Legionella risk	20/07/2025	GSL, Trustee Board	20/07/2023
Electricity – Overload Sockets – Electrocutation, Fire. Trailing / Damaged Leads	Anyone using or touching electrics including persons hiring the hall	<ul style="list-style-type: none">• Visual inspection performed of all frequently used electrical sockets and portable appliances.• When PAT is conducted all Sockets will be checked following guidance from http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm• During activities where a trailing lead will be used Leaders are to ensure that any trip hazards are removed by taping the lead to the floor.	12/05/2024	GSL, Trustee Board	12/05/2023
Fire Suitability of all fire extinguishing appliances	Group, All Hall Users	<ul style="list-style-type: none">• Annual check conducted by ABC Fire Protection	December 2023	GSL, Trustee Board	07/12/2022



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Fire Evacuation Point Reviewed	All Hall Users	<ul style="list-style-type: none"> Evacuation points still relevant and displayed in prominent position in line with Fire safety Order 	Quarterly	GSL, Leaders, Trustee Board	N/A
Fire Drills	Scout Leaders	<ul style="list-style-type: none"> Fire drills to be conducted at least once per quarter however no records were kept for these. Brief all leaders and hold record. 	Quarterly	GSL, Leaders	N/A
First Aid	Scout Leaders Scouts / Cubs / Beavers Anyone using hall	<ul style="list-style-type: none"> All contents checked. Sterile items in date Box fully stocked and in view 	Monthly	GSL, Leaders	July 2023
Storage					
Combustible Materials – Fire Rubbish – Disease / Vermin	All Hall Users	<ul style="list-style-type: none"> Hall has a monthly commercial waste collection performed by Wiltshire Council paid for by the Scout Group. All waste materials are held in the 660L wheeled commercial bin. Where activities create excessive waste such as cardboard then arrangements are to be made to take to local recycling facilities. 	Monthly and when in use	GSL, Trustee Board	N/A
Camping Equipment Rot, Mildew Lifting Heavy Kit Storing at Height	Scout Leaders, Fundraising Volunteers	<ul style="list-style-type: none"> Ensure kit is put away dry and store is kept dry and aired. Break down into manageable amounts. Work together. DON'T expect Cubs / Scouts to lift things that are too heavy (however willing). 	When in used	Quarter Master GSL, Leaders and Fundraising Volunteers	N/A



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		<ul style="list-style-type: none"> Put heavy things low down / light things up high. Check ladders and steps are safe and work in pairs. 			
Access to Loft Risk of falling Ladders to be checked	Scout Leaders, Fundraising Volunteers	<ul style="list-style-type: none"> Procedures in place to ensure use of safety rail when accessing. No one allowed to access loft unless two people or more on site. Procedures regularly briefed at meetings. All new leaders briefed. Scouts not allowed to use ladders. Ladders checked for suitability and strength as per current regulations. Procedure to be introduced that the ladders must be inspected by the user prior to each use. 	Quarterly	Quarter Master GSL, Leaders, and Fundraising Volunteers.	N/A
Gas Cylinders and Appliances Leaks, fire / explosion Hoses in poor condition	Scout Leaders, Fundraising Volunteers	<ul style="list-style-type: none"> Store cylinders securely outside, on area free of combustible material but not below ground level, away from drains & kept upright. Refer to advice from LPG Association web site. Train users. Check before use. Ensure good ventilation when changing cylinders. Visual Inspection of gas appliance hoses – any issue report immediately to Line Manager and do not use until repaired. 	When in used	Quarter Master GSL, Leaders, and Fundraising Volunteers	N/A
Cleaning materials	Cleaner, Scout Leaders and anyone who has access to	<ul style="list-style-type: none"> Everyone to be made aware of data info sheets No irritants to be used, Cleaning materials stored in a locked cleaning cupboard. Small amount of cleaning materials is 	July 2023.	Cleaner.	July 2022.



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	kitchen or cleaning cupboard	<p>kept in the kitchen, controlled through code lock on door and no children to be allowed in the kitchen unless supervised.</p> <ul style="list-style-type: none"> • I John briefed cleaner on the use of certain cleaning products. No bleach to be used. • Reviewed every 6 Months. 			
Entrance & Exits					
Interior Door to Main Hall	All Hall Users.	<ul style="list-style-type: none"> • When Hall is in use for Scouting Activity – the right-hand door is to be either closed or held open by use of the appropriate hook and eye. 	When in used	Quarter Master GSL, Leaders, and Fundraising Volunteers	N/A
Rear and side back doors	Group.	<ul style="list-style-type: none"> • At the end of each section night both doors are to be checked that they are secure. 	When in used	Quarter Master GSL, Leaders, and Fundraising Volunteers	N/A
Kitchen					
Fire Fire Blanket	All kitchen users.	<ul style="list-style-type: none"> • Fire blanket suitable and current • Instructions for use now displayed 	Weekly	Quarter Master GSL, Leaders, and Fundraising Volunteers	N/A



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Kitchen Appliances	All kitchen users.	<ul style="list-style-type: none"> All electrical appliances to be switched off at the wall when not being used. No children to be allowed access to the kitchen without adult supervision. Kitchen door to remain closed and locked during a section night if an adult is not in the kitchen. 	Weekly	Quarter Master GSL, Leaders, and Fundraising Volunteers	N/A
Hot Water Urn	All kitchen users.	<ul style="list-style-type: none"> Only to be used on a solid stable surface. To be emptied after use. 	Weekly	Quarter Master GSL, Leaders, and Fundraising Volunteers	N/A
Exterior of Hall					
Car Park	All Hall Users	<ul style="list-style-type: none"> Previously all parents were written to regarding the safety of children when exiting and entering the car park, I would suggest it is completed again 	12/09/2024	GSL	12/09/2024



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	Date	Signed
Completed by		
Group Scout Leader		Steve Tibbert
Trustee Board Chair		Mike Curry