

Risk assessment

Name of activity, event, and location	33 rd Oxford (Kidlington) Scout Group – Building Risk Assessment	Date of risk assessment	1 st March 2025	Name of person doing this risk assessment	Giles Puleston (Group Lead Volunteer)
		Date of next review	1 st March 2026		

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
Building			
Security risks / access Security, damage, loss of facilities	All	<ul style="list-style-type: none"> The property is set back from the main road with access via a driveway with shared access to the adjoining allotments. There is one main entrance, which is steel and locked electronically. Keyfobs are only given to Leaders. There is a key safe at the hut, codes are only given out when needed and changed annually. 	<ul style="list-style-type: none"> Change codes to gate & key lock frequently.
Doors Forced entry, risk of injury if unable to exit safely	All	<ul style="list-style-type: none"> Make sure fire doors are unlocked and clear at all times (check outside too). Install good lighting (plus emergency lighting) on exit routes. Practice fire drill at least once each term with all users (all sections). 	<ul style="list-style-type: none"> Fire doors should be checked frequently.
Windows Broken glass, forced entry.	All	<ul style="list-style-type: none"> Windows are double-glazed, high up, set back, and cannot be opened. (Except the kitchen) Control activities (don't use heavy balls and so on). 	<ul style="list-style-type: none"> Windows should be checked frequently for any damages.

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Fire Safety Risk of injury	All	<ul style="list-style-type: none"> • Suitable alarms are installed and are frequently checked. • Make sure fire doors are always unlocked and clear (check outside too). • Lighting (plus emergency lighting) on all exit routes. A fire safety policy is in place, and a fire drill is practiced at least once each term with all users (all sections). • Flammable liquids are stored in appropriate containers and kept in a designated, well-ventilated storage area away from ignition sources. 	<ul style="list-style-type: none"> • Check fire/smoke/heat alarms frequently. • Check lighting works. • Fire doors should be checked frequently. • Read and practice fire safety policy/fire drill.
First Aid Risk of injury	All	<ul style="list-style-type: none"> • First aid kits are located in the kitchen and clearly visible. • First aid kit location signs are posted throughout the Hut. • First aid kits are frequently checked to ensure they are replenished and up to date. • Users of the Scout Hut should follow the incident recording policy. • A Defib Machine is also located in the kitchen 	<ul style="list-style-type: none"> • Regularly check first aid kits. • Regularly check the defib machine.
Blocked drainpipes and gutters Slippery ground (worse if frozen).	All	<ul style="list-style-type: none"> • Regularly inspected and cleaned out. 	<ul style="list-style-type: none"> • Regularly inspect and clean out.
Doors Risk of trapping fingers on doors.	All	<ul style="list-style-type: none"> • Doors are maintained and checked to be functioning correctly. • Users educated, especially children, about the dangers of trapping fingers in doors. • Consideration is given to Installing finger guards on doors to prevent fingers from being trapped. 	<ul style="list-style-type: none"> • Regularly inspect doors
Services			
Gas supply Explosion, fire, asphyxiation.	All	<ul style="list-style-type: none"> • HSE-approved gas fitter (Gas Safe registered) used for work on fittings and appliances. • Carry out good preventative maintenance. 	<ul style="list-style-type: none"> • Carry out good preventative maintenance as needed.

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Water Leaks, burst pipes. Legionella.	All	<ul style="list-style-type: none"> • Lag pipes. • Check the system regularly. 	<ul style="list-style-type: none"> • Regularly inspect and report any problems immediately.
Sewer and waste water Leaks, blockage, disease.	All	<ul style="list-style-type: none"> • Regularly inspect and report any problems immediately. 	<ul style="list-style-type: none"> • Regularly inspect and report any problems immediately.
Central heating boiler and hot water system Release of gases to building – harm from carbon monoxide poisoning. Loss of use. Hot radiators and heaters.	All	<ul style="list-style-type: none"> • 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"> • Check carbon monoxide alarm frequently.
Electricity Overloaded sockets Electrocution. Fire. Trailing or damaged leads Tripping.	All	<ul style="list-style-type: none"> • Check equipment leads and plugs regularly. Remove anything substandard. • Arrange for a competent person to do repairs and major inspections. A qualified electrician regularly completes PAT testing. • Isolate supply as necessary. 	<ul style="list-style-type: none"> • PAT testing to be completed by a qualified electrician.
Storage			
Combustible materials Fire.	All	<ul style="list-style-type: none"> • Carefully store in suitable containers. • Remove potential ignition sources. 	
Rubbish Disease or vermin.	All	<ul style="list-style-type: none"> • Remove all rubbish by placing in the bins outside after every session. • Bins to be placed at the end of the driveway for collection each Wednesday night. 	<ul style="list-style-type: none"> • Remove all rubbish at the end of sessions. • Ensure bins are ready for collection.

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<p>Camping equipment Rot or mildew. Lifting heavy kit. Storing at height.</p>	All	<ul style="list-style-type: none"> Put the kit away dry and keep the store dry and aired. 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"> Frequently check the condition of equipment Regular spot checks to ensure the store room is safe and accessible.
<p>Axes and saws Risk of injury</p>	All	<ul style="list-style-type: none"> Always keep axes and saws in the locked stores room when not in use. Young people should not be left unsupervised in the store room. Check the condition of axes and saws to ensure they are safe to use. Report any issues to the quartermaster. 	<ul style="list-style-type: none"> Store axes and saws safely in the designated box, locked in the store room at all times.
<p>Gas cylinders and appliances Leaks, fire, explosion. Hoses in poor condition.</p>	All	<ul style="list-style-type: none"> Keep cylinders upright. Store them securely outside, in the locked gas store cage. Check hoses before use and make sure there's good Ventilation when changing cylinders. 	<ul style="list-style-type: none"> Store cylinders upright in the locked gas cage away from the property.
Kitchen			
<p>Sharp objects Cuts.</p>	All	<ul style="list-style-type: none"> Control access to sharp knives – they should be kept away in locked stores. Dispose of broken glass carefully (wrap it to protect sharp edges). 	<ul style="list-style-type: none"> Sharp knives should be stored in the lockable cupboard in the kitchen.

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Food and Drink Food poisoning. Vermin. Slipping on spills.	All	<ul style="list-style-type: none"> Refer to the factsheet on Food Safety FS320003. Avoid leaving food on the premises (where possible). Clean up spills promptly. Make sure appropriate cleaning equipment is available. 	<ul style="list-style-type: none"> Check cleaning equipment is available. Arrange deep cleans regularly.
Hot Surfaces Burns and scalds.	All	<ul style="list-style-type: none"> Hot surfaces should not be left unattended. The cooker is induction Young people should not be left unsupervised in the kitchen. 	<ul style="list-style-type: none"> Check cooker light function regularly.
Toilets and washrooms			
Bacteria Disease. Legionella	All	<ul style="list-style-type: none"> 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. De-scale and disinfect. Arrange periodic checks by a competent person. 	<ul style="list-style-type: none"> Regular inspect and clean facilities. Frequent deep cleaning arranged. Period checks of hot water system by a competent person.
Cleaning materials Fumes, chemical burns.	All	<ul style="list-style-type: none"> Carry out a COSHH* risk assessment that applies to all chemicals on the premises. Read labels carefully. Have secure storage for all chemicals. 	<ul style="list-style-type: none"> Carry out COSHH risk assessment where needed.
Surrounding land			
Grass, rubbish, uneven ground Risk of fire, trips and cuts.	All	<ul style="list-style-type: none"> Cut grass regularly. Use eye protection if using strimmers. Clear rubbish. Assess the area before running an activity 	<ul style="list-style-type: none"> Regular grass cutting during summer months.
Trees Rotten or dangerous branches.	All	<ul style="list-style-type: none"> Assess the trees on site, especially in high risk areas that people use regularly. Rotten or dangerous branches to be removed. 	<ul style="list-style-type: none"> Inspect trees annually.

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Traffic on site Cars and pedestrians.	All	<ul style="list-style-type: none">• Only Scout volunteers or hall hirers to park at the premises• Ensure that the area is clear of people before using the driveway and parking.• Alternative parking should be used (Roadway parking is available)• Make road safety part of your programme with young people.	<ul style="list-style-type: none">• Use spotter and ensure the area is clear of people.
Neighbours	All	<ul style="list-style-type: none">• A reminder to all that the Scout Hut 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 Hut.	<ul style="list-style-type: none">• Be respectful of other people's property.• Report any incidents to the GLV / leader in charge.