

# RISK ASSESSMENT FOR GENERAL ACTIVITIES

## BICKERTON SCOUT HQ

DATE: 1 September 2022

Author: David Lithgow Smith

INTERIOR HAZARDS	AFFECTS	ACTION REQUIRED TO REDUCE RISKS
<b>Wood burning stove</b> <ul style="list-style-type: none"> <li>Burns</li> <li>Sparks</li> <li>Falling logs etc</li> </ul>	All	<ul style="list-style-type: none"> <li>When lighting/stoking fire check fire guard is hooked in place</li> <li>Adult to stand/sit near stove when activities/games taking place</li> <li>Young people not to go near fire during 'clue finding' activities</li> <li>Fire door to be fully closed and latched when fire is lit</li> <li>Stove door and all vents to be closed before vacating building</li> </ul>
<b>Electric radiators</b> <ul style="list-style-type: none"> <li>Burns</li> <li>Fire</li> </ul>	All	<ul style="list-style-type: none"> <li>Radiator guard to be in place at all times</li> <li>Nothing to be placed on top of radiator guards at any time</li> <li>Do not sit or lean on radiator guards</li> </ul>
<b>Drawing pins</b> <ul style="list-style-type: none"> <li>Injury from loose pins</li> </ul>	All	<ul style="list-style-type: none"> <li>Pins seen on floor to be picked up immediately</li> <li>Only drawing pins (not map pins) to be used on notice boards</li> </ul>
<b>Benches/tables</b> <ul style="list-style-type: none"> <li>Injury from tipping</li> <li>Injury from closing legs</li> </ul>	All	<ul style="list-style-type: none"> <li>Benches not to be folded and stacked no more than three high with legs downwards</li> <li>Tables to be stacked together at end of hall facing resource cupboard</li> <li>Table legs to be folded by holding at waist level for unlocking legs</li> </ul>
<b>Kitchen</b> <ul style="list-style-type: none"> <li>Burns from hot liquids/appliances</li> <li>Hazardous substances (eg bleach)</li> <li>Sharp knives</li> </ul>	All	<ul style="list-style-type: none"> <li>Young people not allowed in kitchen unsupervised</li> <li>Cooker, kettle, boiler &amp; microwaves to be supervised when in use or hot</li> <li>All appliances to be switched off/unplugged when not in use</li> <li>Cleaning materials and hazardous liquids to be stored above head height</li> <li>All sharp knives to be kept in red storage box in exterior store</li> </ul>
<b>Fire &amp; Carbon monoxide</b> <ul style="list-style-type: none"> <li>Hut may easily catch fire</li> <li>Incorrect use of fire produces CO</li> </ul>	All	<ul style="list-style-type: none"> <li>Smoke alarm and CO alarm to be tested before lighting stove</li> <li>Smoke alarm and CO alarm to be tested before sleeping in Hut overnight</li> <li>All four exterior doors to be checked and not to be bolted when Hut in use</li> <li>Fire extinguishers tested annually</li> <li>No naked flames allowed inside Hut</li> <li>No flammable or combustible substances (eh meths, petrol) permitted in the Hut</li> <li>Firelighters and matches/lighters to be kept in separate fireproof containers</li> </ul>
<b>Sharp objects</b> <ul style="list-style-type: none"> <li>Careless use causing injury</li> </ul>	Young members	<ul style="list-style-type: none"> <li>Sharp pointed scissors &amp; other objects to be kept in Leaders' desk; only round ended scissors allowed in craft boxes</li> </ul>
<b>Dust</b> <ul style="list-style-type: none"> <li>May cause allergic reactions</li> <li>Dust in radiators may cause fire</li> </ul>	All	<ul style="list-style-type: none"> <li>Floor to be vacuumed, not swept</li> <li>Brushing to clear larger items to be completed carefully so as not to raise dust</li> </ul>

EXTERIOR HAZARDS	AFFECTS	ACTION REQUIRED TO REDUCE RISKS
<b>Road</b> <ul style="list-style-type: none"> <li>Danger from passing vehicles</li> <li>Parked vehicles obstructing road</li> <li>Lights from parked vehicles</li> <li>Vehicles manoeuvring in gateway</li> </ul>	All	<ul style="list-style-type: none"> <li>Keep gate closed during all exterior activities</li> <li>Hand over Beavers to parents/guardians at end of sessions</li> <li>Young people only allowed outside gate after collection by parent/guardian</li> <li>All parents to be frequently reminded to turn off headlights when parked</li> <li>Turning and manoeuvring in gateway prohibited at all times</li> </ul>
<b>Vehicles on site</b> <ul style="list-style-type: none"> <li>Danger from moving vehicles</li> </ul>	All	<ul style="list-style-type: none"> <li>5 mph speed limit on site</li> <li>No vehicles permitted in front of or to right of building</li> <li>Only Leaders' and Parent Helpers' vehicles allowed inside gateway</li> <li>No vehicles on site to be moved during sessions</li> <li>Vehicles to be parked on left boundary facing outwards; no vehicles to reverse while young people on site without direction from outside vehicle</li> </ul>
<b>Tripping hazards</b> <ul style="list-style-type: none"> <li>Man hole covers</li> <li>Tree roots</li> <li>Rabbit holes</li> </ul>	All	<ul style="list-style-type: none"> <li>Man hole cover in front of exterior sink – one adult or non-player to be placed on guard during exterior activities to prevent tripping</li> <li>Young people to be instructed not to run in the dark</li> <li>Young people to be warned against running unless they can see their footfall is clear</li> </ul>
<b>Exterior steps</b> <ul style="list-style-type: none"> <li>Falling down steps</li> </ul>	All	<ul style="list-style-type: none"> <li>Exterior light to be switched on before the start of any session finishing after dark</li> <li>Young people to be prevented from crowding on exiting the Hut</li> </ul>
<b>Steep drops</b> <ul style="list-style-type: none"> <li>Quarry/shooting range</li> <li>Steep banks</li> </ul>	All	<ul style="list-style-type: none"> <li>All steep drops and banks are Out of Bounds for safety &amp; to prevent erosion</li> <li>All Young people to be warned not to cross boundary tapes or to run in the dark</li> <li>All to be shown boundaries on first joining</li> </ul>
<b>Barbed wire fences</b> <ul style="list-style-type: none"> <li>Cuts &amp; danger to eyes</li> </ul>	All	<ul style="list-style-type: none"> <li>All to be warned that site boundary is a barbed wire fence</li> <li>All to be shown boundaries on first joining</li> </ul>
<b>Missing persons</b> <ul style="list-style-type: none"> <li>Stranger danger</li> <li>Getting lost</li> </ul>	Young people	<ul style="list-style-type: none"> <li>All to be recorded on register at start of each session</li> <li>All to be recorded back into Hut at end of each outdoor session</li> <li>All to be counted after any pause/halt during any outdoor activity</li> <li>All to be asked to report any strangers on site including in the woodland</li> </ul>
<b>Cargo net</b> <ul style="list-style-type: none"> <li>Danger of falling or getting trapped in ropes</li> </ul>	Young people	<ul style="list-style-type: none"> <li>Young people to be supervised while playing on cargo net</li> <li>To be out of bounds during darkness hours</li> </ul>
<b>Activity Specific Hazards</b> <ul style="list-style-type: none"> <li>Shooting, Hiking, Forestry, Axes &amp; saws</li> </ul>	All	<ul style="list-style-type: none"> <li>Activity specific risk assessments apply</li> </ul>
<b>Camp fire area</b> <ul style="list-style-type: none"> <li>Fire</li> </ul>		<ul style="list-style-type: none"> <li>Hosepipe to be connected and on hand OR fire extinguishers &amp; full buckets of water to be on hand before lighting fires outside the Hut</li> <li>No fires to be lit during dry weather period</li> <li>Campfires to be restricted to the campfire area within a footprint of 12 sq ft, flames not to exceed 3 ft high and no accelerants to be used</li> <li>Fires lit in half-drums to be at least 3m from buildings, tents and any other flammable materials, flame height no to exceed 3 ft and no accelerants to be used.</li> <li>All firewood brought onto site to be de-nailed and stored in safe location</li> </ul>