

Risk Assessment - Hall Risk Assessment

South Molton Scout Hall

Blocked drainpipes and gutters causing water ingress in hall

Who is at risk?

All

Controls

Gutters regularly checked - a gutter hedgehog is installed

Bouldering Wall

Who is at risk?

young people

Controls

- You may only go on the wall with leaders permission.
- You must be supervised by a leader.
- The crash mat must be down.
- Only 1 person on the wall at a time.
- You must have a spotter.
- Do not climb higher than the foot holds.

COSHH - Cleaning materials Fumes, chemical burns.

Who is at risk?

All

Controls

Secure storage for coshh chemicals

Coshh risk assessment

Review

Review coshh risk assessment due

Chairs - falling onto person

Who is at risk?

All

Controls

Chairs are to be stacked no more than 6 high

Remove any damaged chairs from use

Electricity Overloaded sockets Electrocutation. Fire.

Who is at risk?

All

Controls

Check equipment leads and plugs regularly.

Remove and report anything that is showing cause for concern.

Arrange for a competent person to do repairs and major inspections

PAT testing completed regularly by qualified person.

Isolate supply as necessary.

5 year fixed wiring inspection carried out by a registered electrician

Equipment store - Back injury, trapped fingers, trips

Who is at risk?

All

Controls

Put kit away dry and keep store dry and aired.
 Consider manual handling of items - work in pairs if needed
 Put heavy things low down and light things up high.
 Keep store tidy
 Ensure all games kit is back in the games kit box
 Beavers and Cubs to move the tables in pairs
 Beavers and cubs to be supervised if going into the store

Fire**Who is at risk?**

All

Controls

- Fire exit is to be unlocked when the hall is occupied (if main door is to be locked the key is to be left in it)
- Fire alarms fitted in the hall.
- Fire alarms to be tested weekly.
- What to do in the event of a fire notices in hall.
- Emergency lights tested monthly.
- Fire equipment tested yearly.
- Evacuation point at the is located at the front of the Cattle Market,

Fire Exit – Chained door / obstructions**Who is at risk?**

All

Controls

- The fire door is to be unlocked and unchained when the hall is occupied.
- No obstructions are to be placed in front of any emergency exit door

First Aid**Who is at risk?**

All

Controls

First aid kit is located in the kitchen, clearly visible.
 First aid kits should be frequently checked to ensure they are replenished and are in-date.
 Users of the Scout Hall should inform the scout group of any accidents relating to the hall

Gas Heater - Explosion, fire, asphyxiation.**Who is at risk?**

All

Controls

- Gas heater to be serviced yearly, by a gas safe engineer.
- Carbon Monoxide alarm fitted near the heater.
- Report any smell of gas.
- The heater is to be turned off when the hall is unoccupied.
- Emergency gas switch off is in the white cabinet outside the back of the hall (under kitchen window)

Hall Security**Who is at risk?**

All

Controls

The hall is set back from the main road.
 The front door to the hall has a sensor light fitted.
 The main entrance to the building is key locked and the rear fire exit is shut and secured with a chain and lock.
 Keys are only given to Leaders, certain members of the exec ie treasurer and the hall cleaners.

There is a key safe at the hut, codes are changed frequently and only given out when needed.

Kitchen - Food (Food and Drink Food poisoning. Vermin. Slipping on spills.)

Who is at risk?

All

Controls

Refer to factsheet on Food Safety FS320003.

Avoid leaving food in premises (where possible).

Clean up spills promptly.

Make sure appropriate cleaning equipment is available.

Kitchen - Hot Surfaces Burns and scalds.

Who is at risk?

All

Controls

Hot surfaces should not be left unattended.

The cooker should be switched off at the wall when not in use.

Caution should be taken with moving hot water around the kitchen.

Kitchen - Sharp Knives

Who is at risk?

Young people / Adults

Controls

Sharp knives are to be stored in the plastic draw designated for knives

Young person's using any knives should be supervised by a leader

Knives are only to be washed up by scouts or leaders

Lights - Broken Glass

Who is at risk?

All

Controls

- Lights in the main hall are fitted with cages around them

Rubbish - rodents

Who is at risk?

All

Controls

- Clear up any rubbish created in the hall.
- Empty dust bins / recycle bins when full.
- Any food waste is not to be left in the hall.
- A monthly bin collection service is in operation for hall waste.

Sewer and waste water Leaks, blockage, disease.

Who is at risk?

all

Controls

Report any problems

Steps up to scout hall

Who is at risk?

All

Controls

- Walk up and down the steps, no pushing.

- Keep the steps clear.
- Ensure the outside light is on when dark and the hall is in use.
- If there is a formation of ice on the steps this is to be broken up and the steps are to be gritted with salt (switch to park exit for main entrance / exit if required)
- Hand rail fitted

Toilets - Bacteria Disease.

Who is at risk?

All

Controls

Regularly inspect and clean facilities.

Make sure there's a good supply of toilet paper, soap, and towels

Check and run hot water systems.

Use a 'heat at source' system to avoid storing hot water.

Review

Arrange legionella checks

Water Leaks, burst pipes. Legionella

Who is at risk?

All

Controls

Lag pipes. Check system regularly.

Drain system in winter if necessary or turn off when leaving the premises.

Regularly run the taps in the hall.

Water shut off valve is located at the back corner of the toilets

Wet floor inside the hall / spillages - slips

Who is at risk?

All

Controls

● Wipe feet when entering the hall if wet.

● If returning from a hike with muddy shoes remove these in the entrance.

● Wet areas / Spillages to be cleared up immediately.

● Games to be appropriate to the floor conditions.

● Wet floor sign to be put out if floor is wet

Windows - broken glass

Who is at risk?

All

Controls

● Metal grills fitted to the outside of the windows.

● No hard balls to be used in the hall.