

Managing A Safe Scout Premises



Item Code FS320010 September 2015 Edition no 4

0845 300 1818

Background

Everyone in England and Wales owes a common law duty of care to not cause injury to another person or to damage another's property. In Scouting terms, for example, this might mean a Scout Group informing a group of volunteers about the potential hazards of their HQ during a spring cleaning day and about any hazards they may be introducing in the form of chemicals or equipment.

It would be hard to justify having lower standards of health, safety and welfare for volunteers compared to paid staff simply because the law may not demand it. In any event complying with health and safety regulations *so far as is reasonably practicable* will go a long way to ensuring that if an injury is sustained a Scout Group can defend itself against any action for compensation or criminal prosecution.

The term '*so far as is reasonably practicable*' recurs throughout health and safety legislation. In broad terms this involves balancing the degree of risk or its potential seriousness against the money, time or trouble in minimising the risk.

In other words, if the risk or likelihood of injury or harm is insignificant and it would be very expensive to take precautions, such measures are likely to be deemed not reasonably practicable. A possible example of these criteria could be the cost of putting in measures to ensure that no one ever experiences paper cuts to their fingers.

Adoption of a risk assessment approach for issues connected with a Scout premises is essential good practice to ensure that conditions are safe.

Responsibility

It is vital that the importance of the risk assessment process is appreciated by those who manage the premises and have a legal responsibility for its user's safety. This is likely to be the Group, District or County Executive committee even if the premises are a campsite and there is a separate management committee to look after the day to day operations.

It is good practice for Executive Committees to have an established system in place to enable Section Leaders or other users to be able to report any problems with premises that they may come across during their regular use of it. This might just be a log book kept at the HQ that someone checks regularly, or for more urgent repairs, the appropriate contact details.

The different types of premises commonly found in Scouting are:

- Group, District or County/ Area headquarters
- Meeting places hired from a church or local authority
- Group, District or County/Area Campsites

Risk Assessment

This section goes through a risk assessment approach for a Scout premises and the table at the end of this factsheet shows examples of how the process can be applied.

Remember, managing the hazards present will not only protect people but also your premises, thus reducing costs to the Group.

What is Risk Assessment?

Risk assessment can perhaps best be described as structured common sense applied to every day life. Whether descending a twisting staircase, crossing the road, or frying an egg, we all “do” risk assessment or safety checks in one way or another. However, a structured approach makes the task easier and helps us to spot more potential risks. There are just five steps to a proper risk assessment . . .

One - Look for the hazards (how can people be hurt or damage caused): stand back from the situation, and assess it. Identify all the hazards, and list them, concentrating on the significant ones e.g. a slippery floor, a heater, or very hot water.

Be familiar with how the Leaders use the premises and the kinds of activities that happen there in order to identify and understand the potential hazards.

The **Safety Checklist for Leaders** will help you understand some of the hazards which might need to be considered.

Two – Decide who might be harmed, and how: think particularly about regular users who might have become accustomed to the presence of the hazard; about visitors who might not know that the hazard is present; and about young people, especially those with additional needs, who simply might not appreciate the hazard.

Three – Evaluate the risks (what controls exist already?): consider the likelihood and severity of the hazards causing harm to someone. E.g. If the heater is already guarded by a securely fixed grill, the risk is clearly low, and no additional precautions may be necessary, other than to ensure that the guard remains in place. If the floor is always slippery, perhaps it needs ‘roughing up’ as a precaution – and certainly it is no place for physically active games!

Your responsibility is to do whatever is reasonably practicable to make the situation safe and your aim is to minimise all the risks by maintaining or adding to the precautions as necessary.

Four – Record your findings (what additional controls are needed?): you will always need to tell those involved in the situation what action they should take – and, if necessary, what actions they must not take!

Where the situation is one in which Scouting regularly takes place (e.g. Scout HQ, a District camp-site), your record should be a permanent one, such as an instruction sheet or card for users, who should be required to read it before leading a Scouting activity in the particular situation. Regular users should be required to review it from time to time and be made aware of any changes.

Date your Risk Assessment and put a Review date on it.

Five – Review and revise: you cannot assume that the hazards, and the risks, will stay the same for all time. So you must review your risk assessment from time to time, and revise it where necessary. This will almost certainly mean a revised record e.g. a new instruction sheet. It is good practice to fix a maximum time between reviews (e.g. not less than once every year for a Scout meeting place) even if you do not think that a review is actually needed.

Of course, it may be necessary to review your assessment in the light of changes to the premises or conditions much more frequently than you had originally thought, as well as after an incident or accident. An out-of-date assessment is a hazard in its own right, because it may misleadingly encourage people to think that all the necessary precautions are in place.

The **Safety Checklist for Executive Committees** will give you further guidance about the key areas where hazards need to be managed.

Where do I start?

The examples in the table at the end of the factsheet are not exhaustive but suggest some of the possible hazards, some of their associated risks and suggestions for appropriate control measures. In some cases they draw on incidents

reported to Unity Insurance Services (Scout Insurance).

Every Scout premises will be different but the only way to discover your hazards is to go and have a look. A physical inspection is required so that all the hazards and their associated risks are identified and appropriate control measures adopted and put into place.

Appendix 1 at the end of this factsheet shows an example of a risk assessment.

Who should do the Risk Assessment?

This could be almost anyone, but ideally someone who has a reasonable ability to recognize some of the risks that may prevail on your premises.

It may be a parent with relevant experience in the workplace or just a friend of the Group or District with some time to give. The advantage of it not being a Leader (if possible) is that they are not a regular user and can pick up on things that sometimes get taken for granted because of familiarity. However, they will also need to understand the activities and how the premises are used.

More than one person is a good idea. It spreads the workload and helps to spot things that one might miss.

In safety there is the recurring use of the phrase “*a competent person*”. This is probably well summed up as being someone with a fair level of knowledge but, equally as importantly, one who is able to recognize when someone with more expertise is needed for a particular task.

Manage Maintenance

It is a good idea to appoint one person to manage the undertaking of any work being done, even if others are actually carrying out the work.

This helps to ensure that jobs are carried out in a coordinated manner, authorized by one person and can be properly controlled.

For example this might prevent two groups of parents working on two different projects at your

Scout HQ from putting each other in danger because one is repairing a bit of roof and the other decorating the room below.

It is very important that you keep good records of any works or maintenance carried out. This helps to prove, if needed, how regularly the premises is maintained and allows you to plan what needs to be done.

It may be necessary to use a Contractor for certain work. Additional guidance for doing so is found in **FS320011 Managing Contractors Working on Scout Premises** at www.scouts.org.uk/safety

People

The *Health & Safety at Work etc. Act 1974* (HASAWA) applies to all people employed at work as does the Management of Health & Safety at Work Regulations 1999 which identifies risk assessment as being a valuable tool in decreasing the chance of an injury or ill health occurring.

The perception could be that since a Scout Group does not normally have any paid employees this legislation does not apply. Certain parts of the HASAWA may however apply to volunteers and other members of the public on Scout premises.

It may happen that the Group has hired someone on a regular basis for example to clean the premises. In these cases if the Group has not hired that person as an employee but as a contractor for service the full implications of the HASAWA will not come into play. In case of doubt seek legal advice.

Legislation requires adequate employers liability insurance to be arranged for paid employees e.g. cleaners/caretakers/campsite managers even if a benefit is given in exchange for their services. If in doubt, contact Unity Insurance Services for further advice.

Other Relevant Items

The Factsheets listed below can be found by going to www.scouts.org.uk/safety and following the links

Accessibility

There is additional help at [Access to Scouting](#) or contact the Inclusion Team at Gilwell Park.

Email them at diversity.inclusion@scouts.org.uk

Asbestos

There is a requirement in law, relating to any non-domestic premises, to identify and record whether a premises contains asbestos and to manage any risk from this material.

Refer to [Managing Asbestos guidance](#). There is also an example *Asbestos Management Plan* at www.scouts.org.uk/safety

If you have the Freehold or Leasehold responsibility for the premises or are responsible for its maintenance, you will need to ensure any asbestos is properly managed as above.

Don't Panic! But it is important to ensure that any work carried out on the property is managed to allow for any asbestos that might be present.

If you rent the use of a meeting place – such as a village, church or school hall – then ensure that your landlord has this in place and ask to see a copy so that the Scouting activity can take place without increasing the risk.

It might simply be to know that you can't pin things on the wall.

It is good to know what to do in the event of a piece of asbestos cement roof panel or pipe lagging getting broken by a football.

Chemicals and hazardous substances

Almost every premises will have some kinds of chemicals present. These may be cleaning materials or fuels for stoves etc. It is important to have proper, safe storage for these and keep a log or folder with the data sheets for all of them.

In the work place these are controlled by the COSHH (Control of Substances Hazardous to Health) regulations. More detailed information can be found about this at the HSE website www.hse.gov.uk

Data sheets are available to download or from the manufacturer or may simply be as instructions on the container. These will help you to know how to store correctly and what to do in the event of an emergency involving the substance.

This may be particularly relevant to campsites where they may use a number of different commercial chemicals, especially if they run a swimming pool.

In most cases, where cleaning chemicals are purchased from a regular retail outlet, this will form part of the labelling.

Electricity

There are two aspects to consider: the **fixed wiring** of the building and any **'portable'** equipment plugged into it.

The fixed electrical wiring system should be tested at a regular interval and any remedial actions followed up. The time frame may vary but typically, in a workplace, this is every five years.

Checking your portable equipment is best done by someone with a reasonable level of competency and the regularity will vary on the type of use the equipment gets.

For example, the kettle in the Scout HQ might just need a visual check by users each time to ensure that the cord and plug look OK and the wires haven't been pulled out.

Useful information is available from:

The HSE - Maintaining portable electric equipment in low-risk environments

www.hse.gov.uk/pubns/indg236.pdf

The HSE – *Electrical Safety and You*

www.hse.gov.uk/pubns/indg231.pdf

Fire Safety

There is a requirement in law to risk assess all non-domestic premises for fire safety. This can be included within the main premises risk assessment.

Further guidance is found in Factsheet [FS320007 *Managing Fire Safety*](#). Additional documents to assist you through the whole process are also on scouts.org.uk/safety

These include: example Fire Safety Checklist; example Action Points List; example Fire Risk Assessment Management Document.

Ensure you have a robust system for raising the alarm and evacuating the building in the event of fire. Practice it with all the leaders and young people once a term. If staying overnight in a premises also consider the consequences of a fire going undetected.

Keep good records of alarm testing, alarm servicing, evacuation drills and maintenance of fire-fighting equipment. Remember – fire extinguishers need to be kept in ready condition and are NOT doorstops!

If you rent the use of a meeting place, ensure that your landlord has this in place and ask to see a copy. Add to it any considerations for Scouting activity where it may vary from other use.

Food Safety

Refer to Factsheet [FS320003 *Food Safety*](#) and additionally [FS320004 *Camp Food Safety*](#).

Gas

If you have a need to store LPG gas bottles, used for your camping equipment, make sure that they are in a secure and well ventilated storage area, ideally a separate cage or shed. Bulk LPG tanks should be regularly inspected by the supplier.

Refer to the guidance [Safety advice for camping fuels \(LPG-butane and propane/Camping gaz\)](#) at scouts.org.uk/safety for additional guidance on the safe use of LPG.

If you have mains or LPG fitted gas appliances or boilers for heating ensure they are regularly checked and serviced by a qualified Gas Safe engineer. The recommended interval is annually. Ensure that any recommended remedial actions are carried out promptly.

Your premises may use gas heaters. Fit carbon monoxide detectors and check them regularly. You may be using the hall for a sleepover or similar activity. In a tragedy in Spain, 17 young people died from carbon monoxide from a faulty heater while sleeping over at a youth club.

Useful information is available from:

- The Liquid Petroleum Gas Association www.uklpg.org
- Carbon Monoxide Awareness www.covictim.org
- Gas Safe www.gassaferegister.co.uk/
They also feature information and advice about Carbon Monoxide.

Height – activity above floor level

This is a very common area for an accident and it is important that we plan what we do above the ground, even if it just means getting something stable to stand on to reach a top shelf, or getting someone else to help.

Doing maintenance or repair work around the premises or even accessing equipment for a troop night or camp needs to be thought about. Some simple ways to control our risk might be:

- Avoid being at height (e.g. lower a flagpole to paint it).
- Use a working platform with guard rails and toe boards (appropriate for long periods of maintenance work)
- Use ladders or stepladders...subject to risk assessment and only for light work for short periods of time.

Refer to Factsheet [FS320009 *Falls from Height*](#)

Lifting and Carrying

Most Scout premises are packed with equipment of all sizes and shapes. Both leaders and young people are at risk from trying to carry or move items, whether in the HQ or even at camp.

For example, it is so often the youngest Cub or patrol member that gets sent off to fill a large water carrier; or the largest of patrol tents that we only use once a year goes on the top shelf in the store, out of the way.

Where possible, break loads down to make them lighter and easier to move. Make sure they are packed into boxes or bags to be more secure. Use a trolley or wheelbarrow if you have one or simply get more people to help. Perhaps invest in some smaller water carriers and fill them more often.

Useful information is available from:

The HSE – *Manual Handling at Work*
www.hse.gov.uk/pubns/indg143.pdf

Whilst much of this leaflet relates to workplaces there is also a lot of common sense we can apply to our Scout premises and a lot which we can pass on to the young people in our care to benefit them for life.

Trees

We all take them for granted, but if you have trees on your premises you will need, from time to time, to check them to ensure they remain safe. This particularly applies to older or larger trees.

Refer to Factsheet [FS 320008 Tree Safety Guidelines](#)

Vehicles

Consider what vehicles access your premises, whether it is a Scout HQ or maybe a campsite. The following are some ideas for controls.

Separate pedestrians from vehicles. Close off main pedestrian areas to prevent vehicle access.

Control their speed with signs, speed bumps or similar ideas.

Ensure there is good lighting.

If Scouts or other people are likely to be in the same area as vehicles have adult supervision when they do.

Give the Scouts instruction about safety in the area. Ensure Drivers been given instructions about safety in the area. Good signage and parent briefings are hard to beat.

Water

Damage can be caused to premises by leaking pipes. Check pipes regularly, lag them to protect them from freezing. Perhaps turn the water off when vacating. Ideally, Scout meeting places should have hot water for effective hand washing.

Some Scout premises, especially campsites, will also have showers and particular attention needs to be applied here about water quality and the potential for **Legionella (Legionnaire's Disease)**.

Legionella is commonly contracted by inhaling tiny droplets of water contaminated with Legionella bacteria. This is normally present in water temperatures in the range of 20 – 50 degrees C.

The organism does not appear to grow below 20C or survive above 60 C. In addition to temperature, a source of nutrients (e.g. lime scale), is needed for the organism to multiply.

To present a risk this then needs the creation of the contaminated water into droplets, which can be inhaled (as in a shower) and the presence of particularly vulnerable people – very young or very old.

When you are undertaking the risk assessment of your premises consider:

- Is any of the water supply held in tanks?
- Are there long runs of pipe work?
- Are the showers used regularly?
- The temperature of stored water

The example [Legionella Management Plan](#) will help you manage this risk.

Some preventative measures which will help to reduce risk are:

A point of use heater with minimal or no storage may be preferential to holding stored hot water.

Run the shower for a short while before getting in.
Clean shower heads periodically to clean out the nutrients.

Be mindful that water in excess of 60C is getting very close to a scalding temperature and may need to be controlled.

Useful information is available from

The HSE – *Legionnaire's Disease*
www.hse.gov.uk/pubns/iacl27.pdf

Other Safety Management Considerations

Employers' Liability Insurance

If the Group/District/County employs anyone they are required to insure against bodily injury or disease sustained by their employees. It is good practice to display the certificate of insurance at the premises.

Public Liability Insurance

The Scout Association arranges a Legal Liability Policy for claims by third parties, alleging legal liability arising out of loss, injury or damage occurring during any authorised Scout activity.

Contact Unity Insurance Services for additional advice.

Telephone 0345 040 7703

www.scoutinsurance.co.uk

Use of facilities by children's playgroup

If the headquarters is to be used by children under eight years of age the playgroup will be responsible for the registration but the premises will have to be checked by the local authority social services department before the initial registration and on at least a yearly basis afterwards.

Occupiers' Liability Acts 1957 & 1984

The occupier of premises owes a 'common duty of care' to their visitors, which includes trespassers. A 'common duty of care' means to take such care as is reasonable in the circumstance - a bit like for a risk assessment. The Act gives some guidance as to what is reasonable.

As an example the occupier must be prepared for children to be less careful than adults so a bush with poisonous berries like yew may have to be fenced off, the berries removed or remove the bush completely.

In order to minimize the risk of claims for personal injuries any anti-trespasser measures must be obvious and not be concealed. E.g. if barbed wire on a fence was selected as a deterrent it must be visible to potential intruder. Any local planning restrictions on the height of the fence should be followed.

You will need to ensure that your premises is in a suitable condition for any use intended. Ensure other users are aware of any safety systems and checking processes in place. Why not keep a log book for all to refer to and include in it the necessary contacts in the event of emergencies. (e.g. Chairman, plumber, electrician...)

Don't forget to stress to other users the need for them to carry out risk assessment for activities which they carry out.

Injuries & Incidents / First Aid

All injuries and incidents must be recorded in accordance with POR Chapter 7 and Unity Insurance Services at Lancing informed of the details as soon as possible.

An investigation must be held as soon as possible to identify the underlying cause of the accident followed by updating of the risk assessment if necessary with a note of why the revision was required.

In any accident investigation process the pertinent question to ask is 'what could have happened'. Do not assume that the outcome would be exactly the same the next time.

An adequate first aid box, together with an accident/incident book must be kept on the premises and a trained first-aider available when the premises are in use.

Additional guidance is available at:

[FS320012 Safety – Practical Tips](#)

If your Scout premises has employed persons and is a workplace then you may also need to report certain injuries or incidents to the HSE through RIDDOR, where they are of a more serious nature.

Reporting of defects

Anybody, be it a volunteer, member of the public or paid employee has a duty to tell the person in charge of any defect or something that is unsafe so that appropriate action can be taken.

Emergency Checklist

It is suggested that a written checklist list of what to do in a emergency, such as if a burst water pipe occurs, is prepared and is readily available to deal with this and similar emergencies (A kind of risk assessment in its own right).

Second hand Equipment

Be wary of this. Ensure you check it is fit for purpose and don't be afraid to refuse the kind offer if you are unsure about its safety. The two real incidents below indicate what can go wrong:

a) Petrol pressure lantern

A Scout group acquired a petrol driven pressure lantern from items supplied for a jumble sale. Later, this was used at camp but because it had not been properly maintained incomplete combustion was occurring and poisonous carbon monoxide gas was being released. The first the Group knew that the lamp was faulty was when an unconscious Scout was found inside a tent.

b) Second hand furniture

A Scout group held a jumble sale and retained a donated sofa for use at their HQ. Later, whilst somebody was 'bouncing' on it, a metal spring

broke, came through the fabric and caused a puncture injury.

Any second hand electrical equipment should either be declined or have it tested by a competent person before being used.

Sources of further information

The Liquefied Petroleum Gas Association, UKLPG

Camden House, Warwick Road
Kenilworth
Warwickshire
CV8 1TH www.uklpg.org

The Health and Safety Executive (HSE)

HSE Infoline - 0845 345 0055.

www.hse.gov.uk

[Building Management](#)

published by **Community Matters**,

12-20 Baron Street, London, N1 9LL

020 7837 7887 / 0845 8474 253

mycommunityspace@communitymatters.org.uk

www.communitymatters.org.uk

Unity Insurance Services

Suites 10 &10a, The Quadrant

Lancing

West Sussex, BN15 8UW

0345 040 7703

info@unityins.co.uk

www.scoutinsurance.co.uk

The Scout Association

Development Grants Board publication

[So you want a new meeting place – a guide to guarantee a successful project](#)

Compliance List for Premises (example)

(Not all items apply to all premises – it is dependent on the facilities available)

Asbestos – all non-domestic premises	Date
Survey of premises done?	
Management Plan in place	
Regular inspection made: Qtly / 6 monthly / Annually (choose) – Next due?	
Completed?	
Water	
L8 Risk Assessment Survey: (every two years) Last carried out	
Next due	
Regular Monitoring:	
Weekly flush of showers and outlets	
Monthly – check of temperatures	
Quarterly – clean & de-scale shower heads	
Annual – inspection of cold water storage tanks	
Fire	
Fire Risk Assessment – review annually	
Annual – fire extinguisher service	
Every Term – evacuation practice with all users	
Weekly – Alarm testing carried out <i>(if fitted)</i>	
Quarterly – Alarm servicing <i>(if fitted)</i>	
Electrical	
5 yearly – Fixed Installation Testing: carried out	
Next due -	
Annual – portable appliance testing (PAT) – regular visual inspection of leads & plugs	
Emergency lighting tests carried out	
Monthly – 10 minute 'flick' test	
6 monthly – 30 minute test (competent person)	
Annually – full drain down test (competent person)	
Gas	
Bulk LPG annual check	
Annual – Heating installations, service and check boilers	
Annual – Catering installations, service and check cookers	
Subject to regular checks – Replace gas hoses on portable cooking equipment in accordance with manufacturer's recommendations.	
Safe storage of gas cylinders	

This list is not exhaustive, but should help to give a firm starting point for creating a safer Scout premises.

Example of a simple Risk Assessment for a Scout Premises

Adapted from: *Five Steps to 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 Construction				
<p>Hazard – anything that could cause harm. E.g. equipment or conditions.</p> <p>Risk – the chance that someone will be harmed by the hazard.</p>	<p>Control – an action, equipment or procedure that will help to reduce the potential for harm from a particular hazard.</p>			
<p>Fragile Roof – Falling through, Debris falling on users</p>	<p>No ready means of access. Put up warning signs e.g. <i>Danger Fragile Roof</i></p>			
<p>Windows – Broken glass, Forced Entry</p>	<p>Consider using wire mesh or toughened glass to lessen risk of breakage by vandalism or games. Locks. Control activities (use of heavy balls etc).</p>			
<p>Internal Window Sills / sheaves – Beavers / Cubs – run into protruding at head height</p>	<p>Reduce them flush to the wall or pad them (at least the corners) to lessen injury.</p>			
<p>Blocked drainpipes & gutters – Slippery ground, worse if frozen</p>	<p>Regular inspection and cleaning out.</p>			

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
Access – Damage, Loss of facilities	Contact Local Police Crime Prevention Officer for advice. Security lighting, secure fencing, regular checks.			
Services				
Gas Supply – Explosion, Fire, asphyxiation.	Use HSE approved gas fitter (Gas Safe registered) for work on fittings and appliances. Good preventative maintenance. Turn off isolation valve when vacating premises.			
Water – Leaks, Burst Pipes Legionella	Lag pipes, check regularly, drain system in winter if necessary or turn off when vacating. See section on Toilets / Washrooms			
Sewer and Waste Water – Leaks, Blockage, Disease	Regular Inspection			
Central Heating Boiler / Hot Water System – Release of gases to building – harm from Carbon Monoxide poisoning Loss of use. Hot radiators / heaters	Install carbon monoxide alarm. Regular maintenance by a competent person. Use appropriate guards on heaters.			

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
Electricity – Overloaded Sockets – Electrocution Fire Trailing / Damaged Leads – Tripping	Check equipment leads & plugs regularly. Remove anything substandard. Use a competent person for repairs and major inspections. Isolate supply as necessary.			
Entrances & Exits				
Obstructions – Trips and falls Unable to operate doors in emergency Poor Lighting Uneven Surfaces	Ensure Fire Doors are unlocked and clear at all time. Check outside too. Install good lighting (plus emergency lighting) on exit routes. Practise fire drill at least once each term with all users (sections).			
Storage				
Combustible Materials – Fire Rubbish – Disease / Vermin	Careful storage in containers. Remove other potential ignition sources. Remove all rubbish, store food in proper containers or remove altogether where possible.			

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
Camping Equipment – Rot, Mildew Lifting Heavy Kit Storing at Height	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). Put heavy things low down / Light things up high. Check ladders and steps are safe and work in pairs.			
Gas Cylinders and Appliances – Leaks, fire / explosion Hoses in poor condition	Store cylinders securely outside, on area free of combustible material but not below ground level, away from drains & keep upright. – <i>Refer to advice from LPG Association web site.</i> Train users. Check before use. Ensure good ventilation when changing cylinders.			
Kitchen				
Sharp objects – Cuts	Reduce use of breakable glass and control access to sharp knives. Dispose of broken glass carefully (wrapped to protect sharp edges)			
Food and Drink – Food poisoning Vermin Slipping on spills	Good training is a must. Refer to factsheet on <i>Food Safety FS320003</i> . Label drinking water. Avoid leaving food in premises where possible. Clean up spills promptly. Ensure appropriate cleaning equipment is available			
Hot Surfaces – Burns and Scalds	Use signage. Train users. Avoid deep fat fryers.			

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
Toilets / Washrooms				
Bacteria - Disease Legionella -	Regular inspection and cleaning of facilities. Good supply of toilet paper, soap, towels / hand drying facilities. Check and run hot water systems. De-scale and disinfect showerheads. Periodic check by a competent person. Use 'heat at source' system to avoid storing hot water.			
Cleaning Materials – Fumes, Chemical burns	Carry out a COSHH* risk assessment, which applies to all chemicals on the premises. Train users. Read labels carefully. Have secure storage for all chemicals. Avoid mixing bleach with other cleaning materials.			
	* COSHH – <i>Control Of Substances Hazardous to Health Regulations</i>			
Surrounding Land				
Grass, Rubbish, Uneven Ground – Risk of fire, trips and cuts	Cut grass regularly. Use eye protection if using strimmers. Clear rubbish. Walk and assess the area before running an activity			
Trees – Rotten or dangerous branches	Assess the trees on your site, especially in high risk areas regularly used by people.			
Traffic on site – Cars and pedestrians	Separate vehicles from area where people are walking where possible. Good signage to slow drivers and make them aware of the hazards Make road safety part of your programme with your Young People.			
General Reminder	Set a REVIEW Date...make it at least annually!			

