

**Macclesfield Parish Church Scout and Guide Group
Headquarters risk assessment**

**NEXT REVIEW DUE:
Apr-22**

Version control:

Version	Written by	Date	Changes
1.00	D Stafford	02/03/2020	Original
2.01	M Brown	16/04/2021	Revised post refurbishment of rear of hall - in line with Factsheet "FS320010 Managing a safe scout Premises"

Hazard	Controls in place	Actions needed by users of building	Actions required next 12 months
Accidents and near misses	First aid kit made available in building and checked regularly. Safety, accidents and near misses discussed at every trustees and leaders meeting	All accidents and near misses to be reported to trustees@mpcsg.co.uk. Accidents to be recorded in accident log	Review accident book and meeting minutes to identify safety improvements (ongoing)
Fire exits	The hall has two fire exits. Both are accessible to wheelchair users. These are kept clear internally and externally, and checked regularly	Ensure access to fire exits is kept clear both internally and externally	Annual check of door mechanisms
Fire safety	Fire extinguishers are provided - 2 water based in the main hall, and one CO2 in the kitchen. The kitchen also has a fire blanket installed. Use of flammables, including candles, is prohibited in the building unless agreed with the trustees or as part of a separately risk assessed scouting/guiding activity.	Report any issues with fire extinguishers, including extinguishers not correctly located on the provided hooks. Use of flammables, including candles, is prohibited in the building unless agreed with the trustees or as part of a separately risk assessed scouting/guiding activity. Never prop open doors with extinguishers.	Annual check of fire extinguishers by qualified 3rd party
Smoking	Smoking is prohibited both inside the building and in the grounds.	No smoking on site.	None
Choking	Chewing gum is prohibited both inside the building and in the grounds	No chewing gum or bubble gum on site	None
BBQ and fires	A BBQ area is provided to the rear of the building and a patio area to the front. Ground fires are not permitted. A fire bucket is provided by the BBQ area.	Any fire should be allowed a cooling off period of 30 mins before disposal of ashes. A 3/4 full water bucket should be within easy reach of any BBQ or fire.	Regular check of fire bucket
Rubbish - food waste/general waste	A fridge is provided for short term storage of food items. This should be emptied after each use. The fridge is checked regularly and any out of date items disposed of. Non-perishable items in the cupboards are checked for date expiry regularly. There is no refuse collection from site so all waste must be taken away by users	Check fridge at end of session. Ensure all rubbish is taken off site	Regular check of fridge
Equipment storage	Equipment is stored in section leaders cupboards, in the store room, in the loft space or in the external store. Equipment should not be stored in the main hall other than tables and chairs. Tables are stored folded upright next to the electricity cupboard. Chairs are stacked no more than 7 high along the wall next to the heater. Heavy items not to be stored above head height.	Ensure equipment is not left in the main hall. Ensure tables are wiped clean and stowed safely after use. Ensure chairs are clean and stacked no more than 7 high	QM team to regularly check equipment stores
Windows - breakage and security	Older windows in kitchen and toilet are meshed to avoid shattering. Additional security bars are in place. Larger windows along the front have no extra security features but do have curtains that can be drawn to provide additional protection.	Use soft balls for any ball game activities. Close curtains when playing ball games	Consider additional window film to protect against shattering if broken
Slips	Mops and buckets are provided to clean up liquid spills	Mop up any spills as soon as they occur. The mop labelled "Toilets" is not to be used in the kitchen or main hall. Ensure the damp area is kept clear until dry. Do not saturate the floor as this will degrade the surface.	Reporting and fix of any water leaks if identified
Trips and falls	Ladders are provided for any work at height - this is only to be done on agreement with the trustees. Any other height based activity requires an activity risk assessment. Emergency exits are checked regularly for presence of trip hazards	Ensure no climbing on chairs or tables. Do not pin anything to walls other than on notice boards. Ensure shoe laces are tied before playing any running games. Remove any trip hazards as soon as they are identified.	Regular check of emergency exits and entrance for trip hazards.
Toilet hygiene	A separate mop and bucket is provided for cleaning floors in the toilet areas. Toilets are cleaned regularly by contract cleaner. Hand soap is provided in the toilets.	Ensure toilets are clean on arrival and at end of session. If toilets are not clean, then correct this immediately.	Regular cleaning of toilets (cleaning contract)
Heater	A guard is placed around the heater to protect against injury from heat or sharp edges. The heater is serviced annually along with a gas safety check	Do not place any materials on or close to the heater. Ensure that the heater is not touched. In the event of smelling gas, switch off the gas at the stop valve and vacate the building.	Annual maintenance and safety check
Flag	A Union Flag is provided in the hall for use by scouting and guiding sections. Hooks are provided for stowing the rope safely, avoiding the risk of strangulation from the rope.	Do not operate the flag without adult supervision. Ensure that the rope is secured on both the lower and upper hooks to avoid any loop hanging down.	None
Garden access	A garden area is available at the rear of the hut for playing games and activities. Access is via steps. A PIR activated light is fitted to provide illumination of the steps in dark conditions.	Extra care and supervision of minors when accessing the garden area. Use of the garden area requires that all activities are fully risk assessed. For Scouting and Guiding, fires are permitted only with approval of the trustees and need to be fully risk assessed. A fire bucket must be available and all fires fully extinguished and left to cool for at least 30 mins.	Check steps for defects
Cleaning fluids/other chemicals	A cupboard in the kitchen is dedicated to storage of cleaning materials and a child catch fitted. A COSHH record is kept of all chemicals stored on site	No chemicals to be brought onto site. All cleaning materials must be returned to the cupboard after use. Children are not permitted into the kitchen unless covered by an additional scouting/guiding risk assessment	Regular check of correct storage of chemicals. Annual review of COSHH record

Knives / other sharps	Domestic knives are kept in the kitchen. Bushcraft knives, chefs knives, axes and saws are stored in locked areas	Children are not permitted in the kitchen, unless covered by an additional scouting/guiding risk assessment. Knives and other sharps not to be brought onto site without permission of the trustees. Activity risk assessment required to cover use of bushcraft knives, axes and saws.	check of axes, saws etc for defects prior to each use.
Shutter	A shutter is fitted between the hall and kitchen	Ensure the shutter is closed when playing ball games. Ensure heads/arms/hands are kept clear when closing the shutter. Use two hands to operate the shutter.	None
Hot surfaces	Ovens and Hobs are available in the kitchen. A kettle and a large water boiler are also available.	Children are not permitted in the kitchen, unless covered by an additional scouting/guiding risk assessment. Ensure that all appliances are switched off after use. Allow 15 minutes cooling down time after use before leaving the site. Ensure all kitchen users are aware of what is likely to be hot. Do not hang tea towels on the water boiler to dry. Fill the water boiler to the max level indicated - do not over fill. Use a jug to fill the boiler. Ensure the water boiler / kettle are on an even surface prior to use, and ensure the boiler outlet tap is accessible before switching on. Do not move the boiler once it has been switched on.	None
Portable gas storage	Portable gas cylinders are stored in a purpose built gas store at the side of the hall, which is kept locked.	Any additional portable gas should not be brought onto site without permission from the trustees.	Regular check of gas store
Stoves	Additional stoves should not be brought onto site. Portable stoves in the QM stores to be checked prior to use.	Any use of portable stoves requires a separate activity risk assessment (Permitted for Scouting and Guiding activities only). All portable gas appliances to be checked prior to use	Annual check of gas hoses for portable stoves/burco to ensure no degradation.
Security	The external site is well lit. Stores are secured with separate locks.	Ensure the fire door is closed securely on leaving the building. Ensure the front door is securely locked and the gate is locked on leaving the premises.	Fit lock to stores room
Roof - fall from height	No climbing on the roof is permitted - contractors must supply copies of insurance and risk assessment	Ensure no climbing on the roof.	
Blocked drains - hygiene and slips in cold weather	Kitchen drainage is to the north side of the building.	North side of the building to be used for access to shed and gas cage only. Report any issues with drainage/smells to trustees.	
External lighting	PIR based lighting is installed to the rear and side of the building. A flood light is installed above the main entrance, operated via a light switch inside the main door.	Ensure the front door flood light is switched on if using the building in the dark. Ensure it is switched off on leaving the premises.	Annual check of flood lighting.
Gas Supply	Gas is used to fuel the heater only. There is no gas supply to the kitchen or elsewhere. The isolation valve location is clearly labelled	Ensure you are familiar with the location of the gas shut off valve. If you smell gas, isolate the supply and exit the building.	Annual check of gas safety
Water Supply	The building is mains fed. There are no water storage tanks	Ensure you are familiar with the location of the stop cock. Report any leaks to the trustees.	Annual check of stop-cock operation
Electricity Supply	Electricity supply is controlled from the cupboard near the front door. A separate spur feeds the rear section of the building which has its own distribution box. Electrical safety tests are carried out on fixed installations every 5 years. Portable appliances are tested every 2 years.	Ensure you are familiar with the location of the electricity feed switch.	PAT Testing due on "even" year numbers. Fixed electrical testing due on year numbers "0" and "5"
Asbestos control	An asbestos panel is installed behind the heater. This has been risk assessed and sealed in 2007. Warning signs are in place.	Ensure that the panel behind the heater is not disturbed for any reason. Ensure the heater guard remains in place.	Regular check to ensure panel has not been disturbed. Review certification.
Trees	The site is surrounded by trees and hedges to the rear and side. These are checked annually and maintained as needed (separate risk assessment needed)	Do not allow climbing on any trees. Report any concerns around trees to the trustees.	Annual check and maintenance
Building maintenance	All building maintenance is arranged through the trustees	Do not perform building maintenance without approval from trustees. Report all defects as soon as possible	Repainting of floor and doors required.