

2nd Heald Green Building Risk Assessment – Jan 2024

Hazard identified, risks arising, and who's at risk	How is the risk controlled? What further controls are needed?	Date to be done	Person responsible	Date completed
Building construction				
Fire Exits	Check are clear, doors only used in an emergency as are heavy and fingers can be trapped if door caught by the wind. Do not prop open.			
Roof/ Loft	Minimal storage of items only. No access unless for maintenance – keep locked.			
Windows Broken glass, forced entry.	Check windows. No hard balls inside.			
Gas Bottles	To be stored in container outside in locked carport.			
Ice/ Water Spills	Ensure drains are clear. Check entrances in cold weather, de-ice if required.			
Access	All doors secure and can be locked internally to prevent intruder access. Lock outside main door if required.			
Services				
Water	Isolate water if left unattended for long periods in cold weather.			
Sewer and waste water	Regularly inspect.			

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Electricity Overloaded sockets Trailing or damaged leads	Ensure electrical equipment is safe to use and visually inspect. If electrics are tripped inform Group Scout Leader. Do not turn power back on yourself. Do not daisy chain extension leads/ overload maximum one large appliance per extension lead e.g. water urn/ cooker etc. Keep electric cupboard locked.			
Entrances and exits				
Obstructions Not sure what to do Trip hazards Poor lighting	Make sure fire doors clear at all times (check outside too). Check emergency lighting works in hall (green light). Check floodlights all work outside and lighting inside works. Practise fire drill at least once each term with all users (all sections). Fire doors not to be used unless emergency as finger trap if wind catches the door. Ensure no trailing leads/ obstructions in front of fire exits.			
Storage				
Combustible materials Rubbish	Store in locked metal cabinet in garage. Rubbish in bin in kitchen only, once full empty.			
Camping equipment Rot or mildew. Lifting heavy kit. Storing at height.	Use dedicated drying racks for drying tents. Assess the load. Use right people. No heavy items to be stored at height, use ladders correctly.			

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Gas cylinders and appliances	Gas to be stored outside in container.			
Kitchen				
Sharp objects Cuts.	Reduce use of breakable glass. Control access to sharp knives. Dispose of broken glass carefully (wrap it protect sharp edges).			
Food and Drink Food poisoning. Vermin. Slipping on spills.	Run good training. Refer to factsheet on Food Safety FS320003. Avoid leaving food in premises (where possible). Perishable in garage fridge or freezer only. Clean up spills promptly. Make sure appropriate cleaning equipment is available.			
Hot Surfaces Burns and scalds.	Water boiler out of reach of young people Oven – supervise when in use/ close kitchen door if area not supervised.. Taps are limited to 38.5 degrees.			
Toilets and washrooms				
Bacteria	Building is cleaned weekly and deep cleaned once per year. If bodily fluids are cleaned please dispose of mop head.			
Cleaning materials	Store dangerous chemicals in metal cabinet in garage.			
Surrounding land				
Grass, rubbish, uneven ground Risk of fire, trips and cuts.	Keep Grass mown to a suitable level. Check area prior to activity. In winter field is very wet and boots required.			

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Trees Rotten or dangerous branches.	Check Trees around boundary for signs of defects – notify Church and Group Scout Leader if spotted.			
Traffic on site Cars and pedestrians.	Keep driveway clear of cars, manage young people in the carpark.			
General reminder	January 2025			

EXAMPLE