1st Weston Green Scout Group - Risk Assessment

Name of activity/ event/ location	Use of the Church Hall as meeting venue	Date of risk assessment	March 2025	Name of who undertook this risk assessment	Nigel Harris

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard *– something that may cause harm or damage.* ***Risk*** *– the chance of it happening.*	*Young people, Leaders, Visitors?*	***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.*	*Keep* ***checking*** *throughout the activity in case you need to change it...or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.*
Fire: if a fire occurs, people need to be able to exit the building safely, and to tackle minor incidents safely	All	The building has multiple fire escape routes that are clearly signposted, and is equipped with fire control equipment (extinguishers, fire blankets) for minor incidents. We rely on the Church to ensure that this equipment is maintained, that fire doors operate correctly and that escape routes are kept free of obstruction. We liaise with them to ensure that regular fire safety inspections are carried out.	Leaders should ensure that they and adult volunteers know what they would do in the event of a fire during a meeting. Any issues with fire safety equipment or exit routes should be reported to the trustees.
Access: if insecure, outsiders could enter the premises during meetings	All	Main door is protected with security locks and keycode. Other doors are kept closed unless required for the evening's activities. Main doors are kept closed once everyone has arrived. Leaders monitor and are aware of activity in the entrance corridor.	Any adult volunteer should challenge anyone seen in the premises who is not known to us or has no reason to be there, and report any suspicious incidents to the trustees.
Access: if insecure, young people could wander outside during meetings and get lost	Young people	Leaders set age-appropriate rules for young people's access to different parts of the building. External doors are kept closed during meetings or monitored. Young people are continually supervised by adults, at or above the minimum required ratios for their age. Visits to the bathroom are organised and monitored to ensure nobody can wander off.	
Access: if insecure, outsiders could enter the premises at any time and steal items stored at the church hall	The group	Main door is protected with security locks and keycode. Someone is present at the church during the day. The hall is securely locked at night. Windows are protected by grilles. We don't store anything of significant value at the church hall.	
Obstacles: fittings, furniture and other items in the hall could create collision	Young people	The hall is kept clear of furniture and loose items apart from those needed for activities. Although there are radiators and other fittings, there is a large clear area sufficient for games. Leaders design games	Any adult volunteer should call a halt to any activity if they feel there is a risk of someone getting hurt.

hazards, especially during indoor games.		and activities appropriate for the space and set physical boundaries and acceptable behaviour rules.	
Obstacles: slips and trips	All	The hall is kept clear of obstructions and loose items. Any spills are swiftly cleaned up, and areas kept out of bounds if needed. Activities are planned and risk assessed to avoid creating hazards such as trailing power cables, or a likely slip hazard.	
Doors and furniture: risk of trapped fingers, etc.	Young people	Doors to storage spaces or any areas not needed for meeting activities are kept closed, and are out of bounds to young people. The large folding doors are only operated by adult volunteers. Chairs and tables are brought out of storage and restacked after the meeting by adult volunteers.	
Electrical: if not properly maintained, risk of electrocution or fire	All	We rely on the Church to maintain the hall's electrical systems and fixed equipment (lighting, cookers etc.). We liaise with them to ensure regular inspections and testing is done. Activities involving our own portable electrical equipment are planned and risk assessed to ensure circuits are not overloaded, and other hazards are avoided .	Any adult volunteer who notices any issue with electrical items should report it to the trustees.
Water and drainage, heating system: if not properly maintained, risk of disease, flooding, inability to use the hall if no heat or toilets, etc.	All	We rely on the Church to maintain the hall's water supply, drainage, heating and other utilities. We liaise with them to ensure regular inspections and maintenance is carried out.	Any adult volunteer who notices any issue with the hall's water, drainage, or other utilities, should report it to the trustees.
Building structure: if not properly maintained, risk of injury, inability to use the hall.	All	We rely on the Church to maintain the building in good condition. We liaise with them to ensure regular maintenance is carried out. We cooperate with them in making improvements such as dividing doors, outdoor storage units, etc.	Any adult volunteer who notices any issue with the hall's structure should report it to the trustees.
Hazardous materials: if materials like gas cylinders or harmful chemicals are present, risk of injury.	All	We do not store gas or any hazardous materials indoors at the Church Hall. Cleaning materials are stored securely, in areas that are out of bounds for young people during meetings.	Any adult volunteer who notices any hazardous items stored by the Church or other hall users should report this to the trustees.
Kitchen: there are sharp objects, hot surfaces, cleaning materials which	Young people	Young people are not allowed in the kitchen unless specifically required for an activity that has been fully risk assessed and is closely supervised.	

could cause injury if mishandled			
Hygiene: If food preparation areas, bathrooms are not kept clean, risk of disease, food poisoning, vermin, etc.	All	We clean surfaces before and after food preparation, and ensure that we leave the kitchen and bathroom areas in a clean state after our meetings. We rely on the Church to carry out daily cleaning and maintenance of kitchen and bathroom areas.	Any adult volunteer who notices any issues with cleanliness or hygiene should report this to the trustees.
Exterior space: hazards could include overgrown trees, vehicle movements, hazardous waste left lying around, etc.	All	The Church does a good job of keeping their grounds tidy and clean. We help them with maintenance when they have working party days. The hall is in a traffic free area, with paved and grassed areas that we can safely use. The church car park is large enough to allow safe vehicle movements. Leaders monitor young people during outdoor activities to ensure they remain in safe areas..	There may be additional risks during the Church repainting project (scaffolding etc.) and we should review that when it happens. Any adult volunteer who notices any issues with safety or hygiene outside the building should report this to the trustees.
Review due: March 2026			