

Risk assessment

Name of activity, event, and location	1 st Hoveton and Wroxham HQ building (indoors). Nobel Crescent Wroxham This RA covers the new HQ building and Annexe opened Nov 2024	Date of risk assessment	09.02.25	Name of person doing this risk assessment	Terry Hughes Nigel Pope
		Date of next review	10.02.26		

What hazard have you identified? What are the 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?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Fire Risk: Smoke inhalation or burns	All	All Sections to carry out termly fire drills. Test fire alarm each term and check smoke detectors. Ensure all activities include fire danger in their RA. Heaters must not be covered. Kitchen appliances to be operated by competent adults. Check exit signs are in place and visible.	When new items are brought to HQ, check they are fire safe. Include new building specifications in O and M Manual and review as needed.
Gas escape Risk: Explosion, fire	All	Mains gas no longer supplied to new building all pipes have been removed. No gas cylinders to be stored inside HQ Gas cage to be kept locked and all cylinders to be stored inside cage.	Only competent persons to have access to gas supplies..
Electrics Risk: Electric shock, fire. Trailing leads trip hazard	All	All electrical installations to meet Part P of the IET wiring regulations. Obtain and store certificate of compliance in O and M Manual All circuits protected by RCD. Extension leads must have RCD if run outside. PAT test appliances annually. Leads to be routed sensibly.	Ensure any electrical items introduced into HQ are safe and tested. Include compliance certificates in O and M Manual and review as needed
Windows Risk: Broken glass, forced entry	All	Ensure windows and doors are closed and locked when leaving premises. Clean up and remove any broken glass.	Any new fittings to be safe and secure.
Heating Risk: Burns, fire.	All	The Air Source Heat Pump is only to be operated by responsible adults using the remote control. Operation to be in accordance with the O and M Manual instructions.	Regular maintenance and inspection.

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		Small room heaters only to be operated by responsible adults. Heaters are not to be covered and must be turned off or returned to previous settings after use.	
Doors Risk: Not opening in event of fire. Hands trapped in door. Broken Glass	All	Test door openers as part of Fire Drill. Report and fix any problems. Hook back outside doors when they are to be left open.	Any new fittings to be safe and secure.
Maintenance. Risk: Poor maintenance may introduce hazards due to breakages or deterioration.	All	Ensure HQ and Annexe are maintained on a regular basis and there is a system in place for reporting problems. Maintenance work to be carried out by competent persons only. Any dangerous defects discovered should be dealt with immediately or appropriate extra safety precautions introduced.	Maintenance days twice yearly.
Water Risk: Leaks burst pipes damage, burns scalding. Legionella infection	All	All pipework to be fitted with appropriate insulation. Hot pipes to be inaccessible. Check temperature of hot water and adjust thermostats as required. To prevent Legionella, hot water to be heated to between 50 and 60 degrees. Water to be run for two minutes in infrequently used items such as showers. Water temperature at outside taps to be below 20 degrees. Test this monthly initially and this can be reduced to quarterly if no high readings are taken. Shower heads to be descaled quarterly Wash basin hot water thermostats to be set appropriately.	Regular maintenance and inspection.
Sewage and Waste Water Risk: Leaks, blockage, health hazard	All	Flush toilets at end of each meeting. Clean regularly Rinse showers weekly if not used to ensure adequate water in traps.	Regular use and inspection.
Hot water heater. Risk: Malfunction, loss of use, water leaks, electrical safety.	All	Service annually.	Regular maintenance. Report any problems.
Window sills Risk: Items may fall.	Young People	Do not store heavy items on window sills. Take care when closing or opening curtains	Check at end of meetings for items left over.
Solar panels and batteries Risk: Fire, electrical safety	All	Inspect regularly Service annually	Regular maintenance and inspection.
Loft space: Risk Falling from hatches, injury from unsafe storage, injury from loft ladder Injury from carrying heavy items into storage and use of hoist	Adults	Young people not allowed in loft. Safety device fitted to ladder. Store items neatly in the roof space. Nothing to be stored near the water heater. Only suitable persons to carry items up the ladder. Only trained and certified people to use the hoist. Ensure nobody is under loads while hoisting. Hoist loads to be attached securely before lifting.	Don't go in on your own. Heavy items to use the hoist or be stored elsewhere. Hoist to be checked annually for damage or wear.

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Access routes. Obstructed, unlit, in poor repair, uneven, locked "fire exits" Risk: Trips, confusion possible loss of life or injury in emergency	All	Keep clear, maintain, ensure fire exits are accessible at all times and nothing blocks fire exit door on outside. Fire exit signed. Practice fire drill regularly. Ensure door closers are working and do not prop open fire doors which should be closed. Ensure emergency lights and alarms are working.	Remove any item blocking access.
Combustible material:- Curtains, furniture, rubbish or anything that could be fuel in a fire. Risk: Injury, damage,	All	Keep the building tidy. Dangerous items to be stored outside in suitable container.	Have a policy of taking rubbish away.
Stores. Paint, decorative finishes, wood preservatives type products Risk: Fire risk, health effects, pollution	All	Store minimum amounts of flammables in metal cabinet away from sources of ignition. Consider using water based products. Read label before use. Use in well ventilated area. Do not dispose of old paint/solvent washings of brushes etc. down drain or into watercourses. Larger quantities of flammable materials to be stored outside or in the shipping container	Make sure things are put away properly and flammable materials are kept safely and preferably away from the building.
Stores. Dirty cooking equipment Risk: Health risk, vermin.	All	All equipment to be clean before it goes in the stores	Equipment returning from camp should be left out for cleaning if it cannot be done on the day. Camp leaders take responsibility for equipment used.
Stores. Trip hazards, risk when lifting items onto shelves. Risk of items falling Risk: Injuries of various kinds.	All	Young People not allowed in the store areas. Anything hazardous to be stored outside in the locked container. Heavy items stored at ground level. Stores to be kept tidy. Old or damaged equipment disposed of.	Users of items from the stores to be responsible for putting them back in good order and safely.
Stores. Wet tents. Risk: Mildew, rot	All	All items to be dried before putting away	Inspect periodically for mildew.
Access equipment e.g. ladders not fit for purpose i.e. damaged, warped. Risk: Break rung in use leading to fall	Adults	Young people not allowed to use ladders etc. Equipment to be inspected and replaced as necessary.	Only use and buy suitable equipment.
Toilets. Unclean, Risk: Health risk:	All	Regular inspection & cleaning regime including descaling. Maintain supply of soap, toilet paper, drying facilities	Make sure hot water is hot enough to kill Legionella
Toilet cleaners, chemical cleaners. Could be corrosive, Irritant. Risk: Mixing of incompatible ones could release toxic fumes with associated	All	COSHH risk assessment required & applies to all chemicals at facility. Secure storage of any dangerous substances. Training, read labels.	New items need additional testing before adding to supply.

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health risk May cause burns, irritate skin, splash into eye/face			
Tables & Chairs Inappropriately stacked for storage, obstructing floor area, corridors or exit routes. Risk: People or children can collide/slide into them or trip causing injury.	All	Store away from activity area in the designated storage area. Only adults to stack tables and benches. Only use tables and benches with rounded corners. Young people can help with putting away after being shown the correct way to fold them. Table trolleys to be stacked correctly and wheeled carefully. No one to ride on trolleys.	New items to be of suitable type.
Kitchen and kitchen equipment. Risk: Knives, electric kettles, fridges, spills of food or water. Poor housekeeping. Breakages of glasses, crockery	All	Young People only allowed in the kitchen under strict adult supervision. Surfaces to be kept clean and clear. Sharp items to be put away. Heavy items stored in low cupboards. Kitchen hygiene to meet environmental health standards. Operating instructions for appliances to be available in the O and M manual.	New items to be tested and stored appropriately. Add new operating instructions to O and M Manual.
Manual Handling. Risk: Risk of injury, permanent disability	All	Training, be aware of people with existing medical problems, use mechanical aids e.g. trolleys. Do a Manual Handling Assessment.	New lifting equipment not to be used without training.
Meeting rooms. Craft equipment, photocopier and toner. Risk Cuts, hazardous substance	All	Rooms to be kept clear and tidy. All items to be away in cupboards or on shelves in boxes. Young People only allowed in when supervised. Toner to be kept in locked cupboard. Young people not to operate the photocopier.	New items to be allocated suitable storage and not left out.
Equipment cupboards. Risk items falling from shelves, trip hazards.	Young people	Store activity/games equipment safely and keep heavy items off high shelves.	New items to be allocated suitable storage and not left out.
Climbing Wall. Risk: Falling. Injuries.	Young people	The climbing wall may only be used when fully Scout qualified instructors are present and all safety equipment is in place and working. See separate risk assessment. Lower holds to be removed when the wall is not in use. Ensure these rules are communicated to young people Climbing Wall to be inspected and tested in accordance with its own Risk Assessment.	Regular maintenance and inspection.

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