

Risk assessment

Name of activity, event, and location	1 st Hoveton and Wroxham HQ building (outdoors). 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 HQ Building, Boatshed, Annexe or container 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. Young people not allowed in boatshed, other sheds or container	When new items are brought to HQ, check they are fire safe.
Gas escape Risk: Explosion, fire	All	No gas cylinders to be stored except in the appropriate locked and ventilated store	Ensure that any changes at HQ do not compromise gas safety.
Fuel storage Risk Explosion, fire	All	All boat fuel to be stored in safe and appropriate containers. Amount of fuel on site not to exceed legal limits	Turn off fuel taps and make sure area is ventilated.
Electrics Risk: Electric shock, fire. Trailing leads trip hazard	All	All electrical installations to meet Part P of the IET wiring regulations. 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.
Doors sheds, container Risk: Not opening in event of fire. Hands trapped in door. Sharp door securing mechanisms	All	Young people not allowed in boatshed or container except under strict supervision. Ensure sheds are locked and secure. Check Annexe doors and windows open freely.	Any new fittings to be safe and secure.

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Maintenance. Risk: Poor maintenance may introduce hazards due to breakages or deterioration.	All	Ensure outbuildings 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.
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 all times and nothing blocks fire exit doors on outside. Practice fire drill regularly. Cut weeds on access paths and keep clear of obstructions	Remove any item blocking access.
Combustible material:- Wood, rubbish or anything that could be fuel in a fire. Risk: Injury, damage,	All	Keep the buildings and grounds tidy	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.	Make sure things are put away properly and flammable materials are kept safely
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 container or sheds. Anything hazardous to be stored in 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.
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.
Manual Handling. There are many heavy items stored in the sheds and container. Risk: Risk of injury, permanent disability	All	Training, be aware of people with existing medical problems, use mechanical aids e.g. trollies. Do a Manual Handling Assessment.	New lifting equipment not to be used without training.
Blocked drainpipes, gutters, drains Risk: Makes ground slippery, slip if freezes	All	Regular maintenance and cleaning	Check in Autumn after leaf fall.
Surrounding land. Long grass, rubbish, stones, uneven ground. Risk: Injuries, from fire, slipping and tripping	All	Grass to be cut regularly and rubbish removed. Dangerous obstructions not to be left out. Tent pegs removed.	Check outside after each use.

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Trailers. Risk: Injuries, cuts bruises, trips falls.	All	Young people not allowed on trailers. Trailers to be stored in the boatshed or in a designated safe area of the car park. Only persons with suitable licence to tow trailers.	Regular safety maintenance.
Hedges: Risk: Injuries from thorns and brambles	All	Hedges cut once a year and kept tidy.	Inspect and cut back as needed
Camp Fire Area: Risks: Trip Hazards, nails in wood, burns.	All	See campfire RA for full analysis. Young people only allowed in the camp fire area under supervision. Area to be kept tidy and fuel stacked appropriately or kept in the storage containers. Water buckets available. Suitable lighting in place. No large fires to be lit due to the proximity of wooden building, fence and the electricity compound.	See campfire RA
Archery Shooting area Risk: Injury from arrows, pellets	All	See appropriate RAs for detailed analysis. Young people only allowed in area under supervision. All people to remain in safe area when activity is operational	See shooting and archery RAs
Overhead power cables. Risk: Electrocution	All	Only authorised persons allowed in the locked compound area. Compound surround to be kept cut and free from obstructions. Climbing poles prohibited. Tall items not to be carried under cables. Suitable signage.	Regular safety briefings. Report any defects to UK Power Networks.
Boundaries. Road, railway, gardens and fields Risks: Injuries	All	Fences to be kept in good condition. All areas outside the HQ area strictly out of bounds	Safety briefings
Car Park. Risks: Injuries from moving vehicles, tripping.	All	Young people to be supervised when in the car park area. Vehicle movements controlled during meetings. Suitable signage.	Safety briefings.
Unauthorised persons. Risks: Stranger dangers.	All	All visitors to be challenged and supervised.	Stranger safety briefings.

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