

Heckmondwike Scout & Community Centre Risk Assessment

Information

Staying Safe, Safeguarding and looking after each other is absolutely paramount for 1st Heckmondwike Scout Group.

Heckmondwike Scout and Community Centre, known as The Scout Hut, is owned by 1st Heckmondwike Scout Group and used by a large number of community groups for activities, meetings and events.

The building is generally in use 7 days / evenings a week and this Risk Assessment should be used by all users to put the safety of young and vulnerable people first, and to support them in keeping each other safe.

All adults running sessions for young people should be DBS checked. Scout members are enhanced DBS checked, and trained in Leadership, Safeguarding and Safety. A large number are also trained in first aid.

Our Aim - To support delivery of safe and secure activities within Heckmondwike Scout and Community Centre, where all participants can enjoy the programme of activities with minimum risk or adverse impact upon others.

Hazards

- Closing Doors
- Activity equipment
- Overhead fittings
- Anything that may cause Slips, Trips and Falls
- Kitchen Equipment
- Cleaning Equipment
- Young people leaving the building and / or fenced area
- Stored chairs, tables and equipment falling
- Disruption to local community
- Uninvited individuals entering the fenced area
- Uninvited individuals entering the building
- Vehicles moving within fenced area
- Vehicles parked in fenced area obstructing visibility

Who might be harmed and how

Young people
Those with additional needs
Adult Volunteers
Visitors
Parents
Public
Scouting

- Injury to young people and adults
- Harm from others
- Damage to Scouting reputation

How risks are controlled

1. Safeguarding training for all adult volunteers
2. Process in place by users for booking young people in and out
3. Effective use of electronic entry / exit control system
4. Always check gates are closed and yard is clear before allowing young people outside
5. Ensure supervision of young people whilst outside
6. Brief all young people on boundaries of activity area
7. Maintain and keep visible First Aid equipment
8. Maintain Gas, Electrics, Fire alarm through annual checks
9. Keep cleaning equipment locked away
10. Advise all users of the process for reporting damage and have a maintenance response process in place
11. Do not allow vehicle movement in the yard when young people are using same
12. Identify a Safety Officer
13. Identify the Adult in charge
14. Have an upto date In Touch system
15. Have upto date medical and health details for all
16. Ensure equipment is stacked safely before, during and after using the building
17. Check equipment and apparatus before using.
18. Be aware of overhead hazards
19. Ensure fire exits are known and unobstructed
20. Ensure all are aware of their responsibilities to proactively remove or warn other of anything like to cause slip, trip or fall
21. Advise all to report accidents and near misses
22. Preventing damage to others property
23. Supervision outside
24. Supervision of contractors

Record and Communicate

Documented and displayed – Risk Assessment and Safeguarding posters

Communicated to all Scouting volunteers and other user groups.

Review every 6 months