

Hazards/Risks	Who is affected and How?	Impact Level High Med Low	Probability High Med Low	Mitigation	Who is responsible?
Transmitting/catching infections (eg Covid 19) in the premises.	All users	L	L	Users to ensure that any relevant government guidelines and Scout or other Association rules are followed. For example, rules on face coverings, distancing and group events.	All User Groups
Someone becoming unwell	All users	L	L	Library room to be designated as first aid space for use before individual can be returned home or to hospital. Tissues, paper towels and hand sanitiser to be available for use. Used items to be disposed of into the general rubbish collection by user group.	Group Committee & User group
Fire in the building	All users	H	L	The committee will ensure that: - Fire Safety Risk Assessment to be kept up to date - Fire Escape Procedures to be available for inspection - Fire Escape plan to be displayed on wall - Fire Action Plans to be displayed on walls - Fire Safety Audit and inspection to be reviewed regularly - Fire Extinguishers to be regularly serviced - Electrical Safety Inspection to be kept up to date. - Scout Section Leaders have basic fire training - Scout Sections perform regular fire drills Users must ensure that they are familiar with the: - Fire Escape Plan (on entrance hall wall) - Fire Action Plans (displayed in each room)	Group Committee & User group
Injury or electric shock from faulty wiring	All users	H	L	The Committee will ensure that the Electrical Safety Inspection to be kept up to date.	Group Committee
Dust or mould spores causing breathing problems.	All Users	L	M	The committee will arrange for walls, ceilings, fittings and floors to be washed/swept/vacuumed as required. Users to sweep and tidy areas after use.	Group Committee & User group
Injury from faulty games equipment.	All Users	L	L	The committee will check equipment regularly. Users to check equipment before use.	Group Committee & User group
Injury from faulty camping stoves	All Users	M	L	The committee will check all gas camping stoves regularly. Users must also check before use.	Group Committee & User group
Injury from sharp items lying around outdoors (eg broken glass)	All Users	L	L	Users should check area for sharp items and clear them away before activity.	User Group
Injury from vegetation, eg tree branches	All Users	L	L	The committee will check regularly for potential issues and remove them. Users should also check before activity.	Group Committee & User group
Injury from faulty small appliances	All Users	H	L	The committee will ensure PAT testing is carried out regularly. Only appliances that have a valid PAT test to be used in the premises. The committee plan to replace existing tube lighting as part of a bigger refurbishment project.	Group Committee
Injury from smashed fluorescent tube lighting.	All Users	M	L	Users should clear up any broken glass immediately if a tube is smashed during activities.	Group Committee & User group
Injury climbing up to or falling from loft spaces.	All Users	H	L	Users should restrict access to the loft spaces to adults or supervised young people. Care must be taken when using the loft ladders to ensure they are fully extended before use.	User Group
Legionella in hot and cold water	All Users	H	L	The committee will carry out regular reviews of the Legionella risk. At present it is felt that Legionella testing is not necessary.	Group Committee
Asbestos. Low grade ACMs (Asbestos Containing Materials) are present in the ceiling panels and external roofing.	Maintenance workers	M	L	The committee will maintain Asbestos Management Documents and make them available for inspection in the "Health & Safety" folder at the front door of the premises.	Group Committee
Slips and trips	All Users	L	L	Users should keep all areas tidy. Any spillages (including dry spills) should be cleaned immediately using suitable methods, leaving the floor dry. The committee will ensure suitable cleaning materials available.	Group Committee & User group
Burns from kitchen appliances, eg cooker, water boiler etc	All Users	M	L	The committee will ensure all kitchen appliances are in working order and a first aid kit is available if required. Users should take normal precautions when using appliances and children should be supervised.	Group Committee & User group
Cuts from kitchen utensils	All Users	M	L	Users should take normal precautions when using sharp kitchen utensils and children should be supervised. The committee will provide rubber gloves and cleaning materials.	User Group
Contact with bleach and other cleaning chemicals	All Users	M	L	Users should take normal precautions when using cleaning chemicals. Children should be supervised. Rubber gloves should be washed after use and stored away along with cleaning materials.	User Group