

SAFETY FIRST • RISK ASSESSMENT

5th Reigate Scout Group Headquarters

Overview & Administration

Document Information	Status & Review	Key Contacts
Premises: HQ Building	Last Updated: 2nd June 2026	Assessed By: LM (Chair)
Template: HQ Version (June 2026)	Review Cycle: Annually	Updated By: GM
Governing Body: The Scout Association	Next Review Due: June 2027	

Review Cycle: Annually, or if building/regulations change.

Core Safety Rules for All Sections

All Scout personnel must be up to date on First Response Training.

Any accidents must be recorded on a form (blank forms kept in the locked Group Office) and placed in the **internal postbox**, with the GLV/Chairman informed, or recorded on OSM.

1. Fire, Water & Utilities

Internal Fire Safety

- **The Risks:** Equipment failure, heated equipment left on, blocked exits, lack of signs.

Current Controls:

- Fire alarms and extinguishers are checked annually.
- Evacuation signs are illuminated and tested monthly
- Fire fighting equipment checked monthly.
- "No Parking" signs & cones are placed outside to keep emergency access clear.

Leader Duty

- **Fire Check:** Leaders and hirers must check that fire exits are completely clear and equipment is turned off both at the beginning and end of every meeting.
- **Extinguisher Training:** All Scout personnel are fully trained in the use of fire extinguishers.
- **Boiler Servicing:** Hot water boilers must be serviced annually to safely control water temperatures.
- **Flooding Preparedness:** Leaders must ensure that "Wet Floor" signs are readily available on site at all times so they can be deployed instantly if water ingress occurs.

Water & Drainage

- **The Risks:** Legionella (standing water), frozen/burst pipes, scalds from the hot water urn, and water ingress causing slips.

Current Controls:

- Boilers and hot water systems are serviced annually to control temperatures.
- The water urn is PAT tested annually and has clear usage instructions posted.

Leader Duty:

- If the building is closed for **over 30 days**, run all taps for a few minutes upon return.
- Lag pipework and turn off outside taps after use.
- Immediately deploy "**Wet Floor**" signs if water ingress occurs. Map/collect the water and report it to the GLV/Chair.

2. Main Hall, Small Hall & Storage

Main & Small Halls

- **The Risks:** Trips/falls, unsecured electrical leads, unauthorized dogs.

Current Controls:

- CCTV is active in the Main Hall and Small Hall.
- Leads for electrical equipment must be taped down or run strictly along the sides of the room.
- Walkways: All storage rooms must be kept clean and completely clear of items on floors and walkways.
- High Storage: All items must be stored securely, with extra care taken if they are stored at height.
- Cleaning/COSHH Cupboard: Must be kept tidy, easily accessible, and locked for Scout personnel use only.

Leader Duty:

- Keep floors clear. Ensure **no dogs** are allowed inside the buildings unless they are registered Support Dogs or part of an official Dog Training Session.

Group Storage Rooms & Hazardous Substances

- **The Risks:** Falling objects, messy walkways, fire/explosion from LPG or petrol.
- **Current Controls:**
 - **Chair Store:** Chairs must not be stacked higher than **8 high**.
 - **LPG Bottles:** Must be stored outside. Large bottles go in the Gas Cage; small bottles go in the external container. Note: Hirers are strictly banned from using LPG.
 - **Petrol/Chemicals:** Petrol for the mower is kept in a lidded container near the mower. Weedkillers are generally banned; if used during holidays, a 2-week notice must be given to all.

First Aid Kit Locations

- **For Scout Personnel:** First Response equipment is stored securely in the lobby area and the code/key location is known to all personnel.
- **For External Hirers:** A dedicated First Response kit for hirers is kept clearly available in the Kitchen.
- **First Aid Restocking:** Leaders must immediately report any used or missing First Aid items to the GLV/Chairman so the kits can be restocked.
- **For All :** AED and Bleed control kit kept in Lobby

3. Kitchen, Toilets & Hygiene

Kitchen Safety


- **The Risks:** Slips from spills, burns/cuts from equipment, vermin contamination.

Leader & Hirer Duty:

- **Strictly NO food or food waste** is to be left in the hall or kitchen bins after meetings.
- Fridges/freezers must be cleared of out-of-date food regularly.
- The cooker **must completely Turned OFF by checking all dials before you vacate the building** .
- **Hirer Cleaning:** External hirers are strictly responsible for all cleaning after their events.
- **End-of-Meeting Checks (Toilets):** Leaders and hirers must check the toilets at the end of every meeting or event to ensure all taps and lights are turned completely off.
- **Strict Mop Rule:** Any spills in the toilets must be dealt with using the RED bucket and mop from the cleaning cupboard.

Cleaning & Color-Coded Mops

To prevent cross-contamination and prevent disease, the Group uses a strict **color-coded cleaning system**:

Area	Mop & Bucket Color	Frequency / Action
Toilets	 Red	Cleaned, washed, and disinfected weekly. Soap/paper towels restocked
Kitchen & Entrance	 Blue	Weekly clean. Use Blue Roll to wipe down surfaces with anti-bac spray.
Main Hall (Special Floor)	 Yellow	Vacuumed/swept and washed at regular intervals.

Vermin Control: Pest control inspects the site annually. If you see droppings, report it to the GLV/Chair immediately and ensure all bait stations are left completely undisturbed.

4. Outdoor Activities & Cooking

Campfires & Backwoods Cooking

- **The Risks:** Severe burns, flying sparks causing secondary fires, and toxic smoke inhalation.
- **Current Controls:** Outside fires are restricted to Scout members only (**Hirers are forbidden from using the Fire Circle unless pre agreed and authorised by Group**).

Leader Duty:

- Fires require **constant** adult observation.
- Young people must be safely seated.
- **Always** have cold water or sand readily available outside for dousing sparks and treating burns.
- Never burn materials that cause noxious, toxic smoke.

Gas BBQ Rules

- **BBQ Cleanup:** All BBQs (charcoal and gas) must be cleaned down as soon as possible after use and returned immediately to external storage containers.

Grounds & Perimeters

- **The Risks:** Potholes, fallen or unsafe trees, uninvited animals, security breaches.

Current Controls:

- Trees and perimeter fences are inspected annually. CCTV is operational on the boundaries.

Leader Duty:

- Keep the car park drainage clear of mud/debris (especially the East corner near the entrance). **Gates must be locked** whenever the premises are left unattended.
- Pre-Activity Checks: Leaders and hirers must physically check outdoor areas for hazards if outdoor activities are proposed. Serious defects in the grassed areas or car park must be reported to the GLV/Chair.
- Fire Circle Oversight: The Fire Circle must be actively checked and controlled by Leaders at the exact time of the activity.
- Outdoor Food Hygiene: Food must be kept cool until required and kept under cover to prevent contamination from insects or pests

5. Specialist Equipment & Storage

Only **accredited Leaders** have access to and can supervise the following high-risk equipment:

- 🎯 **Archery:** Equipment is kept in a locked cupboard; arrows are securely stored with the firearms.
- 🔒 **Firearms:** Kept in a locked Gun Cabinet inside a locked room under direct CCTV surveillance.
- 📻 **Radio Gear:** Stored in the Group Office. Licensed operators only, except during **JOTA** when youth may operate under direct supervision.
- 💻 **Computers:** Stored locked in the Group Office. Youth internet access is monitored; any online safety issues must be reported immediately.
- 🔪 **Tools (Saws/Axes/Knives):** Stored in secure containers. Sharp kitchen knives are kept locked. **100% adult supervision required** during use.
- **Adventurous Activity Equipment:** All other adventurous activity equipment must be kept securely locked away. Only accredited Leaders have access or use, and the storage area is under CCTV surveillance.

6. Building Capacity & Sleeping Arrangements

🏠 When hosting events or overnight camps, you must strictly adhere to these maximum limits:

- **Maximum Standing Capacity (Main Building):** 130 people maximum.
- **Maximum Sleeping Capacity (Main Hall):** 48 Young People + 15 Leaders.

Use	Maximum	📄
Standing in building	130 people	
Sleeping — young people (Main Hall)	48	
Sleeping — Leaders	15	

Specific Youth Sleeping: Young people must sleep strictly in the Main Hall.

Specific Leader Sleeping: Leaders are required to sleep in the Beaver, Scout, Cub, or Squirrel rooms, or section off exactly half of the Small Hall. With thought if Young leaders need their own space not with leaders or younger sections.

Continuous Improvement Log

Date	Name / Section	New Hazard or Change Identified	Recommended Action for Next Iteration

What to Log Here:

- **Building Changes:** Any new fixtures, shifting of storage spaces, or structural changes to the halls.
- **New Equipment:** Any new electrical appliances, camping gear, or specialist tools brought onto the premises.
- **Incidents or Near-Misses:** If a control measure didn't work perfectly in practice (e.g., a trailing lead or a slick spot during heavy rain), note how it can be improved here.
- **External Feedback:** Any safety or accessibility suggestions raised by external hirers.