

WELCOME & SAFETY GUIDE FOR HIRERS

5th Reigate Scout Group Headquarters • Premises Risk Assessment Summary

Welcome to our headquarters. To ensure the safety of your guests and the protection of our building, all hirers must review, understand, and adhere to the safety controls detailed below.

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

Emergency Administration & First Aid

- **Emergency Actions:** Any accidents occurring during your hire must be recorded on a paper incident form (located in the Kitchen First Aid kit) and posted into our internal postbox before you leave.
- **First Aid Facilities:** A dedicated, fully stocked **First Response Kit for Hirers** is kept clearly visible and available in the **Kitchen**. And **AED / Major Bleed kit in the Lobby**. If you use any items, please report it so we can restock them.
- **Building Capacities:** You must strictly ensure your event does not exceed the maximum capacity limits:
 - **Maximum Standing Capacity (Whole Building):** 130 people maximum.
 - **Maximum Sleeping Capacity (Main Hall overnight events):** 48 participants.

1. Fire Safety & Utilities

Fire Prevention

- **The Risks:** Blocked exits, equipment left turned on, and restricted emergency vehicle access.
- **Your Responsibility:** * You must check **both at the start and the end of your hire** that all emergency fire exits are completely clear of obstructions.
 - Ensure your guests do not move or block external "No Parking" signs or safety cones, as emergency access to the front gates must remain clear at all times.

Taps & Water Ingress

- **The Risks:** Standing water hazards, flooding, and scalding from the water urn.
- **Your Responsibility:**
 - If using the kitchen water heating urn, please read and follow the posted usage instructions carefully to avoid scalds or burns.
 - If you notice any roof leaks, floor dampness, or liquid spills, a "**Wet Floor**" sign must be deployed immediately from the cleaning cupboard. Please mop it up straight away to prevent slips.

2. Main Hall, Small Hall & General Storage

Main & Small Halls

- **The Risks:** Slips, trips, and falls from clutter, cables, or pets.
- **Your Responsibility:**
 - All floors must be kept clear of trailing trip hazards. If your event uses electrical extension leads, they must run strictly along the sides of the room or be securely taped down.
 - **No dogs** are permitted inside the buildings at any time, unless they are registered Support Dogs.
 - All personal property and event equipment brought in by your group must be completely removed at the end of your hire period.

Prohibited Areas & Storage

- **Strictly Off-Limits:** Hirers are strictly prohibited from entering the locked Group Office, Section Storage Rooms, and Specialist Activity Cupboards (which are protected by active CCTV).
- **Chair Store:** If using the stacked chairs, they must be safely restacked **no higher than 8 chairs high** when putting them away.
- **Hazardous Materials:** Hirers are **strictly banned** from using or handling any on-site LPG gas bottles, mower petrol, or chemicals.




3. Kitchen, Toilets & Cleaning Hygiene

Kitchen & Food Safety

- **The Risks:** Vermin attraction, bacteria transmission, and fire hazards.
- **Your Responsibility:**
 - **Zero Food Waste Policy:** External hirers are strictly responsible for clearing up after their events. Absolutely **NO food or food waste** may be left inside the hall or kitchen bins when you leave. All food rubbish must be bagged and taken away with you.
 - Ensure the main kitchen cooker is turned completely **OFF** by checking all dials before you vacate the building.

Color-Coded Cleaning Rules

To prevent cross-contamination, external hirers must strictly use the correct, color-coded mops and buckets kept in the cleaning cupboard for any necessary clean-ups:

-  **Red Mop & Bucket:** To be used **strictly** for toilet area spills or cleaning only.
-  **Blue Mop & Bucket:** To be used for kitchen and main entrance floor cleaning.
-  **Yellow Mop & Bucket:** To be used for general Main Hall flooring spills.
- **Bathroom Check:** Before locking up, you must check all toilet facilities to ensure that **all taps and lights are turned completely off** to prevent flooding and energy waste.

4. Outdoor Areas & Grounds

External Grounds & Perimeter

- **The Risks:** Potholes, perimeter security, and fire spreading.
- **Your Responsibility:**
 - If your group plans to use the outdoor grassed spaces, you must physically check the area for any external hazards (such as broken glass or debris) before your activities begin.
 - **Fire Circle Restriction:** The outdoor Fire Circle and campfire area are strictly reserved for Scout members only. **External hirers are forbidden from using the Fire Circle** unless explicit, written prior authorisation has been granted by the Group Executive.
 - **Security Lock-up:** The main external entry gates must be securely shut and locked whenever the premises are being left unattended at the end of your hire.

Thank you for your cooperation in keeping our community space clean, safe, and secure! If you have any immediate building concerns during your hire, please contact your booking coordinator.



Continuous Improvement Log

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



What to Log Here:

- **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.

