

Risk assessment

Name of activity, event, and location	General Risk Assessment for the Cromwell District Scout HQ Building at Copley Scouting Centre, The Thicket Path, West Wood Road, St Ives, Cambs, PE27 6DT General Building details The building is of brick & block construction with timber rafters and slate roof. All the facilities are on the ground floor except for an office on the first floor. Floors are concrete screed and vinyl on the ground floor and timber and carpet on the first floor. The heating, hot water and cooking equipment is electric. The building is covered by a fire alarm system consisting of smoke detectors, a heat detector in the kitchen and fire break call points around the building. The hall size is 9.3m x 8.8m and the if the hall is being used to sleep in the recommended maximum sleeping number is 24.	Date of risk assessment	20/01/2026	Name of person doing this risk assessment	Mike Wenham District Camp Site Team Lead
		Date of next review	January 2027		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise 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.
General building risks, eg water leaks, broken furniture, electric shock, trailing wires, etc heaters,	All users	The building and services are regularly checked. Electrical testing is up-to-date; furniture is checked at each use. The building is well maintained and any issues reported and dealt with promptly. Individual users eg Scout sections are responsible for safe use of equipment.	
Entrance and exit obstructions	All users	All entrances and exits are to be kept clear. Emergency exit signs are clearly displayed and checked regularly. They should be switched on when the building is occupied.	

You can find more information in the [Safety checklist for Section Volunteers](#) and at scouts.org.uk/safety

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Fire risk	All users	<p>There is a very low risk of fire in the premises. The main risk is in the kitchen. Entry is restricted as only one exit door. No gas in the building. Cookers and water heaters switched off at isolator switches when not in use. Competent staff.</p> <p>Users of the premises are briefed on fire exits and assembly point. Fire doors must be unlocked during occupation and used correctly</p> <p>No combustible materials kept on site. All rubbish is to be removed from site and placed in waste bins outside the building.</p>	
Trips and slips	All users	<p>There are no uneven surfaces – all floors are maintained well. Floors can be slippery when wet and signs are displayed. Adequate lighting throughout the building. Chairs and tables are movable but should not be moved unnecessarily.</p> <p>Any spills should be cleaned up immediately. Cables should not be traillled across the floor without suitable covers.</p>	
Kitchen risks	All users	<p>Knives are dangerous in the wrong hands. Their use should be limited to competent users. All kitchen equipment must be used in accordance with instructions. Spills should be cleaned up immediately. Food stored appropriately to avoid contamination or risk of vermin.</p> <p>Hot surfaces must be limited to competent users only.</p> <p>Surfaces used for food will be cleaned beforehand and afterwards. All crockery and cutlery to be checked before use.</p>	
Food hygiene risks	All users	<p>Allergies should be known before an event takes palce and catered for. All food should be stored and prepared in accordance with the highest food hygiene standards. Fridge and freezer are available.</p>	
Personal hygiene	All users	<p>Toilets are clean and facilities checked. Users of these facilities should wash their hands after use and before handling food. Users should inspect the facilities regularly and clean as appropriate to the number of users and duration of the event.</p>	
Traffic and pedestrians	All users	<p>Vehicles on site should be kept to a minimum. There should be limited movement of vehicles on site during an event.</p>	
Security	All users	<p>Gates should be kept closed (and locked if appropriate) especially when young people are on site. The building is alarmed when not in use. If all participants of an event go off site then the building and compound should be secured. Any unknown visitors should be challenged for their identity and asked to leave if this cannot be proved.</p>	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

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