

Risk assessment

Name of activity, event, and location	Will Smith Chalet Overstone Scout Activity Centre	Date of risk assessment	31/10/2025	Name of person doing this risk assessment	Gary Jackson Connor Watson
		Date of next review	31/10/2030		

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.
Fire from electrical faults or appliances. Smoke inhalation, burns, property damage, death	All building users	All appliances PAT tested. Limited to kettle, thermos, fridge/freezer, and microwaves only. Electrical sockets in bunk rooms isolated and capped. No heaters or gas equipment present.	Maintain annual PAT testing and electrical inspection (EICR).
Combustible materials (timber building) Fire spread	All building users	Ceilings replaced and painted with intumescent paint. Fire doors fitted with push latches. Fire extinguishers, fire blankets, and signage installed. Fire exits clearly marked.	Continue weekly fire alarm test and record results in fire logbook. Annual service of alarm system.
Blocked escape routes Injury or death	All building users	Escape routes marked and illuminated by new emergency LED lighting. Double fire exit doors in main hall.	Keep escape routes unobstructed at all times. Check monthly.
Faulty wiring or overloaded circuits Electric shock, fire	All building users	PAT testing completed. Consumer unit labelled. Limited fixed electrical use.	Annual EICR and PAT testing. Keep records in fire/electrical logbook.
Misuse of portable appliances Electric shock	All building users	Only kitchen appliances used under supervision. Signage "No Cooking Appliances" displayed.	Continue visual inspection checks before each use.
Steps, uneven surfaces, or clutter Minor injuries	All building users	"Watch Your Step" signage in place. Floors kept clear and clean. Good internal and external lighting.	Regularly inspect flooring and entrance matting.
Wet or slippery floors in kitchenette Slips or falls	All building users	Cleaning rota in place. Mop and signage available. Maintain cleaning rota.	Each group to review before and after each use.
Burns, scalds, or fire Minor injuries	All building users	Only kettle, thermos, and microwaves allowed. Fire blanket and extinguisher provided. "No Cooking" and "Hot Water" signage in place.	Continue user supervision. Annual check of extinguishers and blankets.

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

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Electrical overload or spillage Shock or injury	All building users	Limited appliances, sockets away from water sources.	Inspect sockets quarterly.
Poor hygiene, waste build-up Illness or pests	All building users	Hiring group to clean after every session. Hiring group to remove all waste at the end of their session.	Review cleanliness monthly.
Contaminated drinking water Illness	All building users	Drinking water labelled. "No Drinking Water" signs where appropriate.	Review taps and signage annually.
Delay in evacuation Injury or death	All building users	Fire Action Plan displayed. Fire Marshal list up to date. Weekly alarm tests recorded.	Fire drill to be carried out at least annually.
Lack of first aid Untreated injury	All building users	Group to ensure they have a suitable first aid kit and a nominated First Aider on site.	Keep kit replenished and log checks quarterly.
Poor maintenance Structural or fire safety issues	All building users	Ceiling works completed. Building regularly inspected.	Continue regular visual inspections and record findings.
Unauthorised access Vandalism, fire, theft	Property, users	Locks fitted, building secured when not in use.	Maintain key register and restrict access to authorised persons only.

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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