Wiltshire Scout Centre
Building and Facilities Risk Assessment

Scope
This risk assessment covers the **use of the Wiltshire Scout Centre building and indoor facilities**, including utilities, electrical equipment, shared facilities and indoor accommodation.

Applies To

- Internal volunteers
- Scout group or district hirers
- External hirers
- Visitors using the building

Who May Be Harmed
Young people, adults and members of the public.

Important Notes
Individuals using the centre remain responsible for **risk assessing their own activities, equipment and supervision arrangements**.

Date of risk assessment	**15th June 2026**	**Date of next review**	**8th March 2027**	**Name of assessor**	**D Bavister**

What could go wrong? What hazard have you identified?	**What is the risk?** 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?
Steps, thresholds or uneven flooring	Trips leading to falls and injury	All	Changes in floor level visible and maintained.	Monitor flooring condition and repair if required.
Reduced lighting indoors	Trips or collisions due to poor visibility	All	Lighting provided throughout main building areas.	Replace faulty lighting promptly.
Furniture such as tables and chairs	Collapse or instability causing injury	All	Furniture inspected periodically and maintained.	Remove or repair damaged furniture.
Electrical installations	Electric shock or fire	All	Electrical systems inspected and maintained periodically.	Maintain inspection schedule.

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

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Centre portable electrical equipment	Electric shock or fire from faulty equipment	All	Equipment subject to regular PAT testing and inspection.	Remove faulty equipment from use.
Personal electrical devices	Fire or electrical hazard from damaged equipment	All	Users responsible for ensuring personal electrical equipment is safe to use.	Remind users not to use damaged equipment.
Overloaded sockets or extension leads	Fire risk due to overheating	All	Users expected to avoid overloading electrical sockets.	Monitor during site use where possible.
Hot water taps	Burns or scalding	All	Water systems maintained and temperatures managed where possible.	Check water temperature periodically.
Shared sinks and wash facilities	Spread of illness if hygiene is poor	All	Users encouraged to maintain good hygiene practices. Hand wash facilities available throughout centre and remain stocked at all times.	Provide cleaning materials where appropriate.
Waste or rubbish left indoors	Trips, hygiene issues or pests	All	Users expected to dispose of waste and leave areas tidy.	Remind users to remove waste after use.
Sleeping indoors	Trip hazards or blocked escape routes	All	Sleeping areas expected to maintain clear access to exits.	Reinforce safe layout when overnight use occurs.
Medical emergency indoors	Delay in treatment increasing severity of injury	All	First aid kits available and emergency services accessible.	Check first aid kit contents regularly.
Self closing fire doors	Entrapment and/or injury to fingers, hands or other body parts	All	Finger guards to be fitted to all internal doors where possible.	Maintain guards over time and check for usability and safety.

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Carbon monoxide from gas appliances or heating equipment	Carbon monoxide poisoning causing illness, unconsciousness or death	All	Gas appliances installed and maintained by competent persons. Annual servicing completed where required. Carbon monoxide alarms installed and tested in accordance with manufacturer recommendations. Adequate ventilation maintained. Hirers instructed not to tamper with gas appliances or ventilation. Defects reported immediately and equipment removed from use until repaired.	Review following changes to gas appliances, incidents or annually

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.