

MACCLESFIELD AND CONGLETON SCOUT DISTRICT HQ RISK ASSESMENT

v17 01.08.25

Hazard	Who Harmed	Controls already in place	Rating Likelihood (Scale 1-3 Low to High)	Rating Consequence (Scale 1-3 Low to High)	Risk Factor	Further controls	Action by	Date By	Date Completed	Residual Rating
Fire	All users	Fire Risk Assessment carried out on building	2	1	2	6 monthly fire drills to be commenced on site	Ian Mackintosh	When HQ re-opens	7.10.21	1
		Weekly testing on the Fire Alarms				Carry out FRA review 12 months after previous one	Ian Mackintosh	1.5.20	4.3.21	
		Weekly flick Testing on the Emergency Lights and annual check by electricians				FRA building remedials to be completed	Ian Mackintosh	30.11.20	4.3.21	
		Annual PAT testing carried out on all portable items				All fire doors to be clearly marked and not propped open	Steve Blackburn	30.11.20	8.12.20	
		FET carried out and all Cat 2 items addressed				Monthly audit of presence of extinguishers/blankets to be instigated	Ian Mackintosh	30.11.20	8.12.20	
		Annual service carried out on boiler and safety certificate displayed in building				Monthly audit of fire door openers to be instigated including sonic closer	Ian Mackintosh	30.11.20	1.1.21	
		Intumescent strips fitted to door rebates				Agree on location of evacuation point	Ian Mackintosh	30.11.20	8.12.20	
		Carbon Monoxide detector fitted in building and checked weekly				Door wedges only to be used for duration of work and removed immediately afterwards, stored away from the doors. Added to safety brief. CO monitor moved to position next to Boiler	Ian Mackintosh	30.6.22	Dec-20	
		Fire Extinguishers in all buildings and serviced annually				Out of date detector heads replaced	Ian Mackintosh	Nov-22	Mar-23	
		Fire Blanket provided in kitchen upstairs				Fire Door Register and checks to be implemented	Ian Mackintosh	Sep-24	Sep-24	
		All rubbish to be removed from building and no combustible material build up allowed.				Evacuation procedures updated ref unlocked gate when 3rd Macc hut in use. Written to Keyholders	Ian Mackintosh	Nov-25	Nov-25	
		Evacuation procedures updated and published in building handbook and on the noticeboard and part of safety briefing notes in all rooms								
		Fire Doors and self closers fitted incl. sonic closer on the Shop Door								
		Emergency lights internal and external in all buildings								
		Fire Action notices displayed in all buildings								

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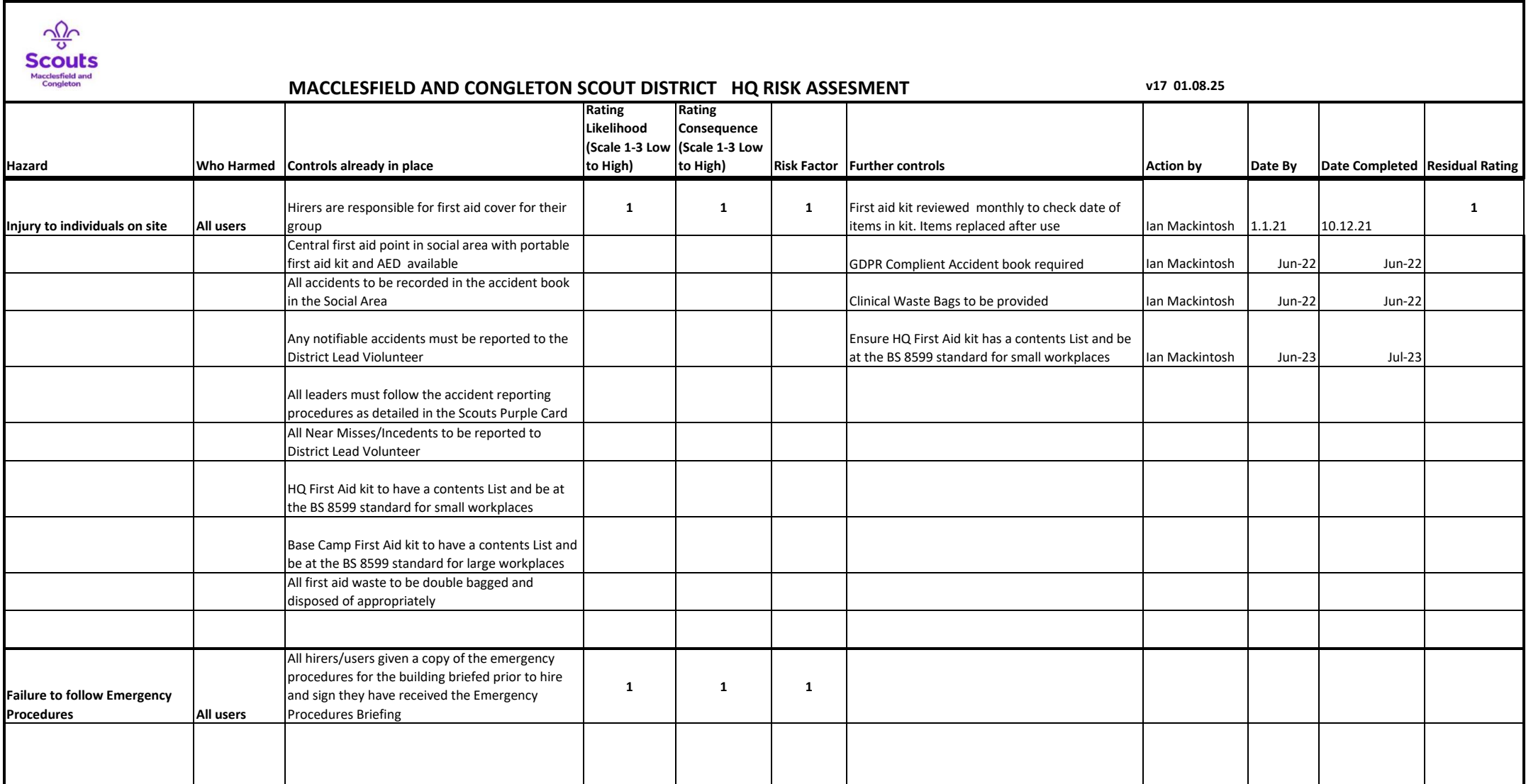
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		All buildings and Car Park are No Smoking areas								
		All fire doors to be kept unobstructed when the building is occupied								
		Fire Door Register and checks								
		External doors have thumb screw locks fitted.								
		All soft furnishings have a fire retardant label to medium risk standard								
		Fire Escape routes marked on evacuation plan and signage in buildings and muster point								
		All keyholders, including regular hirers, have signed that they have received safety brief and extinguisher training.								
		Fire Alarms and emergency lights serviced every 6 months by external 3rd party contractors								
		6 monthly evacuation drills to be carried out, including a joint evacuation with 3rd Macc Annually plus 1 evacuatuion drill every 12 months with regular hirers To tie in with the RA of 3rd Macclesfield Upton Priory building, the gate must be left unlocked when the building is in use								
Asbestos	All users	Asbestos survey carried out and on record. Chimney Cowl unchecked. Asbestos survey available for contractors to check	1	1	1	Chimney Cowl removed April 24 during re-roofing	Ian Mackintosh	1.5.24		1
Electrocution	All users	Annual PAT testing carried out on all portable items	1	1	1	PAT retest Dec 21	Ian Mackintosh	1.8.21	Dec-21	1
		FET carried out and all Cat 2 items addressed				FET retest Dec 25	Ian Mackintosh	31.12.25		
		Switchgear has RCD protection								
		Toilet lights on Proximity Sensors								

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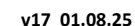
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Legionella	All users	Legionella RA carried out and all remedial work identified has been carried out	1	1	1	Biannual review of Legionella RA to be carried out by External Supplier	Ian Mackintosh	Sep-24	Sep-24	1
		Annual Temperature check on hot and cold water to be carried out and recorded				Thermostatic Mixer valves to be tested annually	Ian Mackintosh	Jan-23	Jan-23	
		Thermostatic Mixer valves to be tested annually				Renew Legionella Awareness Training	Ian Mackintosh	Nov-26		
		Legionella Awareness Training carried out by Ian Mackintosh 2024								
Microbiological Contamination leading to food poisoning	All users	All surfaces are easy to clean and wipe down	2	1	2					
		Hirers are responsible for keeping food preparation and eating areas clean and removing food at the end of hiring period								
		Refrigerator provided in the kitchen upstairs								
		Fridge has a thermometer to check temperature								



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Gas leak/explosion	All users	Gas appliance serviced annually by a qualified engineer	2	1	2	Boiler retest Jan 25	Ian Mackintosh	1.1.22	Jan-22	1
Carbon Monoxide build up		Inspection certificate displayed in building								
		Carbon Monoxide detector in place and tested weekly								
Chemical spillage, burn, ingestion, inhalation of substances hazardous to health	All users	No COSHH RAMS carried out for the building	2	2	4	Dave Misslemiss carry out COSHH assessment on 2 weedkillers	Ian Mackintosh	30.3.21	30.3.21	1
		All chemicals to be kept under lock and key in the Cellar				Appoint contract cleaners who will use their cleaning chemicals and provide RAMS	Ian Mackintosh	30.3.21	5.4.21	
		PPE available for use with chemicals								
		Contract Cleaners used to clean the building on a fortnightly basis. They supply the chemicals and carry out their COSHH assessment. Copy on file								
		All cleaning chemicals not used by the Contract Cleaners removed from building								
Slips, trips and falls	All users	Exit routes to be kept clear in buildings	1	1	1	Gritting salt to be made available during winter months	Ian Mackintosh	1.11.22	Dec-22	
		Ensure there is no build up of rubbish and equipment which will provide a trip hazard				Weeds, leaves and vegetation/debris to be cleared from car park - monthly check to be put in place	Ian Mackintosh	1.7.22	Jul-22	
		All spills to be cleaned up immediately to reduce slip hazard. Cleaning equipment available in each building				Car Park to be jet washed to reduce slip hazard	Ian Mackintosh	1.5.25	Apr-25	
		Tidying of tables chairs etc after use to ensure no tripping hazards				Additional Drainage to be installed in Car Park	Ian Mackintosh	1.5.26	Jun-26	
		Handrails in place on stairs								
		Slips due to build up of leaves, weeds and moss in car park								
		Slips due to ice in car park and entrance								
		Slips due to flooding in Car Park								

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Arson/Break in	All users	CCTV fitted covering the building exterior	1	1	1					
		Intruder alarm fitted with facility for remote arming and logging who had armed or disarmed the system								
		Annual Servicing on CCTV and Alarm System								
		Written Ian Mackintosh								
		Revised v2 Ian Mackintosh	8.12.20							
		Revised v3 Ian Mackintosh	4.3.21							
		Revised v4 Ian Mackintosh	16.9.21							
		Revised v5 Ian Mackintosh	7.12.21							
		Revised v6 Ian Mackintosh	6.1.22							
		Revised v7 Ian Mackintosh	2.2.22							
		Revised v8 Ian Mackintosh	9.6.22							
		Revised v9 Neil Raval	14.6.22							
		Revised v10 Ian Mackintosh	17.6.22							
		Reviewed and Revised v11 Ian Mackintosh	27.7.23							
		Revised v12 Ian Mackintosh	18.6.23							
		Reviewed and Revised v13 Ian Mackintosh	4.7.24							
		Reviewed and Revised v14 Ian Mackintosh	17.7.25							
		Reviewed and Revised v15 Ian Mackintosh	23.9.25							
		Reviewed and Revised v16 Ian Mackintosh	13.11.25							
		Reviewed and Revised v17 Ian Mackintosh	1.8.26							