

# Safe Scouting Premises Audit

## Introduction

### What is a Safe Scouting Premises Audit?

This audit is designed for those who manage and operate any Scouting premises, be it your regular Group meeting place, a campsite or activity centre. This audit is focused on the delivery of safe scouting and should be used as a local reflection on the current situation and used to help inform future actions.

### Who is involved in this process?

This audit should be shared with relevant Executive Committees and Commissioners so they have oversight of the assets they are responsible for and in order to offer support. Further support is available from specialists within Districts/Counties/Areas/Regions (Scotland) and from UK Headquarters.

### Where do I start?

This audit is in sections of different topics, so you may choose to review in these stages. Don't go it alone, work with someone else so you can discuss the questions. It starts with the main, regular items relevant to nearly all premises. The second half is most relevant to larger premises, campsites and centres but check it out as some bits may also apply to you.

### Do I have to answer all the questions?

The questions posed within this audit are a prompt for the premises, not all will be relevant to every premises. You should still consider them all to identify which are relevant and which aren't.

### What if we have external accreditation?

Scouting premises may also be the location of adventurous activities delivered to non-members. For some activities you are legally required to hold a license from the **Adventurous Activity Licensing Authority (AALA)**. As part of this process an inspector will require evidence that you have a systematic approach to the management of health and safety and can demonstrate an overall "culture of safety". This extends beyond licensable activities and an inspector may want to see evidence of procedures to control risks in all aspects of your operation and premises. This checklist will help you to develop, or validate that your overall safety system is fit for purpose and will aid you in evidencing your approach to an external inspector.

In addition the **Learning Outside the Classroom (LOtC)** quality badge and **Adventuremark** schemes provide voluntary accreditation where activities fall outside the scope of AALA licensing. An inspector for these schemes will look for similar evidence to an AALA inspector and, for residential locations, will specifically ask for evidence about a number areas covered by this checklist including fire safety, security and general health and safety. This checklist will help you to structure and evidence these requirements.

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In both instances an inspector will usually sample evidence and not complete an in depth audit of your procedures. Therefore holding external accreditation should not be considered as proof that you have met all of your statutory obligations. It is your responsibility to ensure you have taken all reasonable actions to comply with the law. Completing this checklist will help you to assess whether your arrangements are suitable and sufficient.

### **We only hire the church or school hall. What do we need to complete?**

If you rent the use of a meeting place, ensure that your landlord has these checks and controls in place and ask to see a copy. Add to your audit and other risk assessments any considerations for Scouting activity where it may vary from other use and therefore potentially create new hazards.

### **How often do we do this audit?**

Once complete the audit should be reviewed regularly, no less than annually and should form a discussion for the relevant Executive Committee and management committee in order to identify what is going well as well as areas for improvement. As with risk assessments the audit should be redone when there is significant change in the circumstances, such as a change in management, key processes or infrastructure.

### **What happens once this audit is complete?**

This audit must be shared with those responsible for the premises and the volunteers (and staff) operating at it. Any actions identified within the audit or areas for development must be incorporated into an action plan which should be monitored to ensure that appropriate actions are taken. The audit should then be repeated at least annually.

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|   |                                       |
|---|---------------------------------------|
| Completed by: Jonathan Bowell Property Lead Trustee Board                               | Date audit undertaken: 21/11/2023     |
| Premises Name & Location: Blandford Scout Hut, Eagle House Gardens, Blandford, DT11 7BS | Area inspected: Whole site            |
| Responsible to: Trustee Board   | Responsible Commissioner: Simon Young |

| Observations   | Process / Controls in Place   | Further Actions Required<br>Priority – H / M / L ?                          | Date Required | Responsible Person | Date Completed |
|--|---|---|---------------|--------------------|----------------|
| This first part includes checks relevant to nearly all types of premises.  |   |   |               |                    |                |
| <b>1. Organisation of safety and management of the premises</b>  |   |   |               |                    |                |
| Is there a management committee appointed for the premises?<br><br>How often do they report to the relevant Trustees (Executive Committee)?<br><br>How are the Trustees on the Executive Committee aware of their responsibilities for the <a href="#">management of the premises?</a> | Jonathan Bowell is Premises Lead and reports in to the Trustee Board quarterly                                | N/A   | N/A           | N/A                | N/A            |
| Are the current premises <a href="#">Risk Assessments</a> suitable and sufficient?<br><br>How are these shared with team members and users?<br><br>Are they reviewed regularly (at least annually)?  | Not currently sufficient. They have been reviewed annually but further investigation and training is required | H - Full risk assessment of all areas needs to be undertaken and documented | April 24      | Jonathan Bowell    |                |
| Are there suitable and sufficient Safety Method Statements (operating procedures) for the tasks being carried out?   | No  | H   | January 24    |                    |                |

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| Observations   | Process / Controls in Place   | Further Actions Required Priority – H / M / L ?  | Date Required | Responsible Person | Date Completed |
|--|---|--|---------------|--------------------|----------------|
| Is appropriate signage and other controls in place as identified through risk assessments?   | Not recorded in current risk assessment, believed to be currently appropriate   | H - Need investigating and recording   | April 24      | Jonathan Bowell    |                |
| What assessment has been made of the site for those with additional needs?<br>What reasonable adjustments have been put in place to assist needs?  | The site has wheelchair access throughout.  | M - Additional markings to aid those with visual impairments has been requested                | December 23   | Jonathan Bowell    |                |
| Are door closers used to control the speed/weight of closing?<br>Are door finger guards used to protect to protect hands from the hinged gap?  | No  | N/A  | N/A           | N/A                |                |
| Is there a notice board or visible signage on the premises for both visitors and staff/volunteers to see?<br><br>What does it display: <ul style="list-style-type: none"><li>• <a href="#">Yellow Card</a> (safeguarding procedures)?</li><li>• <a href="#">Alcohol</a> &amp; Drug guidance?</li><li>• <a href="#">Gas Safety</a> guidance?</li><li>• <a href="#">Carbon Monoxide</a> poster?</li><li>• Fire Evacuation Procedures</li><li>• Other safety information? (please detail)</li><li>• <a href="#">Good Hygiene</a></li><li>• <a href="#">Food Hygiene</a></li></ul> | Yellow card, Fire Evacuation Procedure, hand washing posters are displayed.<br><br>Alcohol & Drug guidance, gas safety, carbon monoxide, food hygiene posters not displayed | L - Alcohol & Drug guidance, gas safety, carbon monoxide, food hygiene posters to be displayed | May 24        | ???                |                |
| What guidance on <a href="#">Lone Scouting</a> is given to volunteers or visitors?   | Not currently provided  | M - Write policy and make available  | May 24        | ???                |                |

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| Observations   | Process / Controls in Place   | Further Actions Required<br>Priority – H / M / L ? | Date Required | Responsible Person | Date Completed |
|--|---|--|---------------|--------------------|----------------|
| <b>Maintenance and buildings</b>   |   |  |               |                    |                |
| <b>2. Fire</b>   |   |  |               |                    |                |
| Is a <a href="#">Fire Risk Assessment</a> in place?<br>When was it last reviewed?<br>Who carried it out?   | No  | H - Undertake assessment and document              | December 23   | Jonathan Bowell    |                |
| Has it been shared with the Trustees?<br>Is it sufficient?   | No  | H - Share with Trustees                            | March 23      | Jonathan Bowell    |                |
| Are smoke detectors and Carbon monoxide monitors in good working order and a testing regime in place?<br>What is the testing regime for these?   | Yes. Testing regime is operation but not documented                                     | H - Document policy and make available             | December 23   | Jonathan Bowell    |                |
| Are the fire extinguishers in good working order and a testing regime in place?<br><br>Are they appropriately fixed and have correct signage?  | Yes - Annual maintenance<br><br>Signage and fixing not documented as reviewed           | M - review signage                                 | March 23      | Jonathan Bowell    |                |
| Is there safe access and egress?   | Yes   | N/A  | N/A           | N/A                |                |
| Is safety lighting working?<br><ul style="list-style-type: none"><li>• Monthly – 10 min test carried out</li><li>• 6 monthly – 30 min test carried out</li><li>• Annually – 3 hour drain down test carried out by a competent person</li></ul> | Yes. Testing regime not documented - currently only 10 minute test has been undertaken. | H - Document policy and undertake 3 hour test      | December 23   | Jonathan Bowell    |                |
| If there is no automatic safety lighting how is it managed by users?   | N/A   | N/A  | N/A           | N/A                |                |
| Is the safety lighting suitable and sufficient?  | Some exterior lighting sensors are not working - full inspection required.              | M - full inspection required.                      | January 23    | Jonathan Bowell    |                |

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| Observations   | Process / Controls in Place  | Further Actions Required Priority – H / M / L ?  | Date Required | Responsible Person             | Date Completed |
|--|--|--|---------------|--------------------------------|----------------|
| Are fire alarms installed and a testing regime in place?   | N/A  | N/A  | N/A           | N/A                            |                |
| When was the last Evacuation drill carried out?  | Recording process in place, both Scout Troops have undertaken fire drills this term, Cubs and Beavers have no recorded fire drills | H - ensure all sections undertake a drill termly   | December 23   | Chris Bartlet. Section leaders |                |
| What Personal Emergency Evacuation Plans (PEEPs) need to be in place for those with accessible needs?  | N/A  | N/A  | N/A           | N/A                            |                |
| Is there a register of Fire Doors? <ul style="list-style-type: none"> <li>• How often are they inspected on this site?</li> <li>• When was the last inspection carried out – and by whom?</li> <li>• How far has the plan of remedial actions been carried out?</li> </ul> | No register of fire doors. Needs investigation   | M - investigate requirements   | May 24        | Jonathan Bowell                |                |
| <b>3. Emergency Procedures</b>   |  |  |               |                                |                |
| Are there documented procedures for the management of foreseeable emergencies, this could include but not limited to fire, working at heights, working in confined spaces, loss of services.   | No   | M - Create procedure and make available  | May 24        | Jonathan Bowell                |                |
| <b>4. Electrical</b>   |  |  |               |                                |                |
| <ul style="list-style-type: none"> <li>• Is general lighting working?</li> <li>• Inside?</li> <li>• Outside?</li> <li>• Is it suitable and sufficient?</li> </ul>  | Adequate but some faults   | M - Some strip lights are not working. Needs attention or replacement. External lights need inspecting | January 24    | Jonathan Bowell                |                |

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| Observations  | Process / Controls in Place   | Further Actions Required<br>Priority – H / M / L ?                                      | Date Required | Responsible Person | Date Completed |
|---|---|---|---------------|--------------------|----------------|
| Are electrical boards & cupboards secure?<br>Have they been tested as appropriate?                                | In public area - at height.   | M - Needs investigation as to if this is appropriate or not                             | May 24        | Jonathan Bowell    |                |
| PAT Testing up to date?<br>Fixed Electrical Testing (5 yearly?)<br>What remedial actions are required from these? | No record of PAT testing, last available certificate of fixed electrical testing older than 5 years. No electrical testing policy written | H - Write policy, arrange a record testing and inspection. Log all electrical equipment | January 24    | Jonathan Bowell    |                |
| Date of annual lightning protection check and certification, where installed                                      | No records  | M - investigate requirements  | March 24      | Jonathan Bowell    |                |
| <b>5. Gas</b>   |   |   |               |                    |                |
| Have all <u>Gas</u> appliances been serviced as required?<br>• List of all – with check dates...                  | Landlord safety certification 01/09/23 Hob and boiler inspected   | N/A   | N/A           |                    |                |
| Are there interlocks in place between Cooker, extractors and alarm?   | Needs investigating   | M   | May 24        | Jonathan Bowell    |                |
| Are Carbon Monoxide monitors / Alarms fitted?<br>If there are fireplaces have chimneys been swept?                | Carbon Monoxide detector in kitchen.  | N/A   | N/A           | N/A                |                |
| When did extraction units / cooker hoods receive annual independent inspection?                                   | No record available   | L - Investigate requirements and follow up.   | June 24       | Jonathan Bowell    |                |
| Is Bulk Gas stored/used on this site?<br>When was it checked for compliance?                                      | N/A   |   |               |                    |                |
| Is bottled Gas stored on site?<br>How is it stored safely? (in an exterior gas cage?)                             | Gas is stored in external store   | L - Inspect and asses   | June 24       | Jonathan Bowell    |                |
| <b>6. Asbestos Management</b>   |   |   |               |                    |                |

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| Observations   | Process / Controls in Place  | Further Actions Required Priority – H / M / L ?   | Date Required | Responsible Person | Date Completed |
|--|--|---|---------------|--------------------|----------------|
| Has an Asbestos Survey been carried out for the site?<br>If so – what date?  | Yes 12/01/22   | N/A   | N/A           | N/A                |                |
| What is the date of the <a href="#">Asbestos Management Plan (AMP)</a>   | 14/11/23   | N/A   | N/A           | N/A                |                |
| Have regular inspections been carried out in accordance with the plan?   | No   | H   | December 23   | Jonathan Bowell    |                |
| <b>7. Water Quality</b>  |  | <a href="#">Managing Safe Water</a> will help explain the risks that may be present at the premises |               |                    |                |
| Is there a Legionella Management Plan?<br><br>When was the last, two yearly (recommended) Water Quality Risk Assessment done?<br><a href="#">HSE guidance – ACOP L8</a>  | No   | H - Write and distribute plan.  | December 23   | Jonathan Bowell    |                |
| How are checks and works being carried out as per the <a href="#">Legionella Management</a> Plan (LMP) and in accordance with HSE technical guidance?  | There is an <a href="#">Example LMP</a> on this website page   | H - Once plan is written, undertake actions   | December 23   | Jonathan Bowell    |                |
| This will include: <ul style="list-style-type: none"><li>• Weekly – flushing of taps, showers &amp; standpipes</li><li>• Monthly – temperature checks</li><li>• Quarterly – clean and descale shower heads</li><li>• Annual - checks all outlets</li></ul> | Formal plan need to be written and put in place.<br><br>Long runs of pipes have been run through regularly and shower heads have been cleaned in October | H - Once plan is written, undertake actions   | December 23   | Jonathan Bowell    |                |
| <b>8. Access to the premises</b>   |  |   |               |                    |                |

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| Observations   | Process / Controls in Place   | Further Actions Required Priority – H / M / L ?                              | Date Required                                 | Responsible Person | Date Completed |
|--|---|--|---|--------------------|----------------|
| How is access to the premises controlled?<br><ul style="list-style-type: none"> <li>• Pedestrians</li> <li>• Vehicles</li> </ul>   | Users are given the number for the key safe, gate closed when not in use. | ??   | ??  | ??                 |                |
| How do you know who is on the premises at any point in time?   | OSM records hirers but there is no control as to who has access           | ??   | ??  | ??                 |                |
| Is CCTV used and how is CCTV managed?  | Not used  | N/A  | N/A   | N/A                |                |
| What condition are the paths and roads in?<br>What regular checks are made?<br>Are they likely to cause hazard or damage to pedestrians or vehicles?<br>Is there adequate lighting for these?  | Paths and roads are in good condition.                                    | L - Drain cover needs attention. Inspection recording needs to be formalised | May 24  | Jonathan Bowell    |                |
| Are there any parts of the site that are derelict or hidden away?<br><ul style="list-style-type: none"> <li>• Consider physical dangers from these</li> <li>• Unseen spaces for inappropriate behaviour, e.g. drugs, alcohol or safeguarding issues</li> </ul> | N/A   | N/A  | N/A   | N/A                |                |
| <b>9. Chemicals and hazardous substances</b>   |   |  |   |                    |                |
| What chemicals or hazardous substances are in the area?  | Cleaning Chemicals  |  |   |                    |                |
| How are they stored in an appropriate manner?  | Not currently stored appropriately  | H - fit lock to cupboard, document COSH policy                               | December to fit lock, January to right policy | Jonathan Bowell    |                |

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| Observations  | Process / Controls in Place   | Further Actions Required<br>Priority – H / M / L ? | Date Required | Responsible Person | Date Completed |
|---|---|--|---------------|--------------------|----------------|
| Are Material Data Sheets available?<br>When were they last reviewed?  | <i>Domestic products may have the necessary information on the label</i>        | H - Needs reviewing                                | January 24    | Jonathan Bowell    |                |
| Have CoSHH Risk Assessments been produced and made available to staff and users?<br>When were these last reviewed and who by?   | <i>Domestic products may have the necessary information on the label</i>        | H - Needs writing and distributing                 | January 24    | Jonathan Bowell    |                |
| <b>10. Equipment</b>  |   |  |               |                    |                |
| Has regular camping and Group type equipment been checked/serviced for safety issues?<br>e.g. gas or petrol stoves, lamps...  | Section 10 needs to be reviewed with QM   |  |               |                    |                |
| Who oversees this equipment?  | Jon Massey  |  |               |                    |                |
| Is there an inventory of all equipment and tools and who maintains the inventory?   |   |  |               |                    |                |
| Has all equipment used been regularly serviced and maintained in accordance with manufacturer's recommendations?<br>Do any pieces of equipment require external inspection? |   |  |               |                    |                |
| Do you have <u>pioneering</u> equipment?<br>Is it in safe condition?<br>Are there safe places to use it?  |   |  |               |                    |                |
| <b>11. Incident Reporting</b>   |   |  |               |                    |                |
| <u>Incident Reporting</u> –<br>Are accidents / incidents and near misses recorded and reported appropriately – including <u>RIDDOR</u> ?                                    | Accidents are recorded and reported to Lead volunteer. Near missed not recorded | ???  | ??            | ??                 |                |

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| Observations   | Process / Controls in Place                              | Further Actions Required<br>Priority – H / M / L ? | Date Required | Responsible Person | Date Completed |
|--|--|--|---------------|--------------------|----------------|
| Do volunteers understand when incidents need to be reported and where to report?   | Volunteers know to report accidents but not near misses. | ???  | ??            | ??                 |                |
| <b>This section will be mostly relevant to larger premises, campsites and activity centres – BUT check it out as some items may still apply to yours.</b>  |  |  |               |                    |                |
| <b>12. Staff and volunteers</b>  |  |  |               |                    |                |
| <b>12.a) Staff and volunteers - general</b>  |  |  |               |                    |                |
| Are there paid staff employed or used at the premises?   | Yes - Cleaner  | N/A  | N/A           | N/A                |                |
| Is there a process in place for the recruitment of staff and volunteers, and is this being followed consistently?  | ??   |  |               |                    |                |
| Have appropriate vetting and disclosure checks been undertaken on those involved at the premises (whether they are staff or volunteers)?   | Yes - more details required                              |  |               |                    |                |
| Are all staff and volunteers involved with the premises appointed, with the appropriate role connected to the premises recorded on Compass?<br><br>How is this managed and maintained to ensure it is up to date?  | Yes - more details required                              |  |               |                    |                |
| What policies have been put in place for the staff or volunteers?<br><br><ul style="list-style-type: none"> <li>• <a href="#">Yellow Card</a></li> <li>• Code of conduct</li> <li>• <a href="#">Alcohol</a> &amp; Drugs</li> <li>• Use of accommodation areas</li> </ul> | ????   |  |               |                    |                |

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| Observations  | Process / Controls in Place             | Further Actions Required<br>Priority – H / M / L ? | Date Required | Responsible Person | Date Completed |
|---|---|--|---------------|--------------------|----------------|
| <ul style="list-style-type: none"> <li>• Reviews with managers (to share any concerns)</li> <li>• Reporting of any issues/concerns (ensuring more than one person is designated)</li> <li>• Dress code – appropriate</li> <li>• Knowing who is on site</li> <li>• <a href="#"><u>Lone working</u></a></li> <li>• Health &amp; Safety – including training</li> </ul> <p>Are these policies regularly reviewed and readily available to all (at least annually)?</p> |   |  |               |                    |                |
| <p>What training and competency checks are provided for staff and volunteers?</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Safeguarding</u></a></li> <li>• <a href="#"><u>Safety</u></a></li> <li>• First Aid</li> <li>• <a href="#"><u>GDPR</u></a></li> <li>• Specific activity requirements</li> <li>• Specific maintenance tasks</li> </ul> <p>Is the training recorded and competency monitored? How and by who?</p>                            | Yes - more details required             |  |               |                    |                |
| <p>What Induction of safety procedures are in place for staff on taking up a new role?</p> <p>Are these suitable and sufficient?</p>  | No induction or procedures in place???? |  |               |                    |                |
| <p>Are staff/volunteers easily recognisable to visitors and each other?</p>   | Most volunteers know each other.        | ???  | ?             | ?                  |                |
| <p>How are language barriers managed for vital communications?</p>  | N/A??                                   |  |               |                    |                |
| <b>12.b) Staff and volunteer accommodation</b>  |   |  |               |                    |                |

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| Observations   | Process / Controls in Place  | Further Actions Required Priority – H / M / L ? | Date Required | Responsible Person | Date Completed |
|--|--|---|---------------|--------------------|----------------|
| <p>What clear boundaries are in place for the staff areas? (considerations for their welfare and safeguarding protection)</p> <p>Is separate accommodation provided for <u>those under 18</u> attending to support the premises?</p> | N/A  | N/A   | N/A           | N/A                |                |
| <p>How are checks on upkeep, welfare and the appropriate behaviour / activity of staff in staff accommodation monitored and managed?</p>   | N/A  | N/A   | N/A           | N/A                |                |
| <b>13. Guests and visitors</b>   |  |   |               |                    |                |
| <p>Is there a process for notification to the premises of changes in numbers within groups?</p>  | No   |   |               |                    |                |
| <p>What checks are carried out on visitors during their stay to ensure their comfort and safety?</p>   | N/A??  |   |               |                    |                |
| <p>What process is in place for visitors to check out?</p> <p>How do you know they have left the site?</p>   | None   | ??  | ??            |                    |                |
| <p>Is there a record and agreement in place with users of the premises?</p>  | Yes??  | ??  | ???           |                    |                |
| <p>How do staff / volunteers observe/report concerns about the following practices by users:</p> <ul style="list-style-type: none"> <li>• <u>Alcohol</u> &amp; drugs behaviour</li> </ul>  | Contact lead volunteer or follow Yellow card. Policies may need to be written??? | ??  | ??            |                    |                |

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| Observations  | Process / Controls in Place                         | Further Actions Required Priority – H / M / L ?  | Date Required | Responsible Person | Date Completed |
|---|---|--|---------------|--------------------|----------------|
| <ul style="list-style-type: none"> <li>Young people's welfare and <u>safeguarding</u></li> <li><u>Safe activities</u> &amp; camping</li> <li>Supervision of young people during '<u>free time</u>'</li> <li><u>Photos</u> – inappropriate taking</li> </ul> |   |  |               |                    |                |
| <p>How are non-Scout users of the premises made aware of the procedures regarding reporting of incidents or safeguarding concerns?</p> <p>What safeguarding arrangements do they have?</p>  | ????  |  |               |                    |                |
| <b>Organisation and management of Safety</b>  |   |  |               |                    |                |
| <b>14. Contractor management</b>  |   | This may also apply to Groups using contractors for work on their premises. See the guidance on the link |               |                    |                |
| <u>Contractors</u> – are inductions being carried out sufficiently and recorded? <ul style="list-style-type: none"> <li><u>Yellow card</u></li> <li>How are contractor competencies assessed?</li> </ul> <p>What documentation is in place for this?</p>    | Contractors are not on premises while YP are onsite | ??   | ?             |                    |                |
| How are contractors being effectively and safely managed whilst on site?  | ??  |  |               |                    |                |
| Are Risk Assessments and Method Statements (RAMS) from Contractors suitable and sufficient?   | ?   |  |               |                    |                |
| Are Permit to Work requirements in place and being observed and recorded?   | N/A   |  |               |                    |                |
| <b>15. Work at Height</b>   |   |  |               |                    |                |

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|---|--|---|---------------|--------------------|----------------|
| What areas present a risk of falls from height? (activity, roof, storage...etc.)<br>How is this managed?<br>Below ground and confined spaces?   | Only maintenance work and trees give access to heights externally. Internally loft access ladders.               | M - Working at heights policy needs to be written | May 24        | Jonathan Bowell    |                |
| Are there any scaffolding structures on site – long or short term?<br>What inspection regime exists to keep them safe?<br>What protection is in place to stop anyone from climbing on them? | N/A  | N/A   | N/A           | N/A                |                |
| <b>16. Manual Handling</b>  |  |   |               |                    |                |
| Have staff and volunteers received appropriate manual handling training for their tasks?  | No training currently given???   | ???   |               |                    |                |
| How have the local risks from handling (particularly in storage areas) been identified and what suitable controls put in place?   | Not currently reviewed   | M - Review and document                           | ??            | ??                 |                |
| Is there suitable and sufficient equipment to help with safe handling?  | Review required  | M - Review and document                           | ??            | ??                 |                |
| <b>17. First Aid</b>  |  |   |               |                    |                |
| Is there adequate first aid cover?<br>What first aid equipment is there?<br>What process is in place to regularly check it?<br>Is there a Defibrillator (AED) on site?                      | No AED onsite, sessions always have first aid cover in line with POR.<br>Policy on checking first aid equipment? | ???   | ??            | ?                  |                |

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|--|---|---|---------------|--------------------|----------------|
| What process is in place to regularly check it?  |   |   |               |                    |                |
| <b>18. Catering</b>  | Especially important if you are catering for visitors. The general guidance on catering is helpful to all groups too. |   |               |                    |                |
| What systems are in place for <a href="#">food control</a> ? Are these controls in line with relevant regulations for the activities being undertaken? | N/A   | N/A   | N/A           | N/A                |                |
| What training has been received by staff?  | N/A   | N/A   | N/A           | N/A                |                |
| <b>19. Housekeeping &amp; General Site</b>   |   |   |               |                    |                |
| Is the area tidy and free of waste?<br>Is there a documented process for the disposal of waste?  | No waste disposal policy.<br>Waste not always disposed of immediately   |   |               |                    |                |
| If there is a concern over vermin - is an appropriate pest control system in place with appropriate records?   | Pest control in place and management contact in place   |   |               |                    |                |
| Is there a significant risk from items, equipment or locations that may cause trips, slips or falls?   | Some areas are not kept sufficiently tidy by Scouting and external users  | L- inform all users of expected standards.      | ??            | ??                 |                |
| Are materials stored in a safe and appropriate manner?   | Some areas are not kept sufficiently tidy by Scouting and external users  | L- inform all users of expected standards.      | ???           | ??                 |                |
| Have Workstation Assessments been carried out for regular computer users? (where required, including <a href="#">display screen equipment</a> )        | N/A   | N/A   | N/A           | N/A                |                |
| What processes are in place for Lone Working or Remote Working?  | Nothing currently documented  | L - Write lone working policy                   |               |                    |                |

## Safe Scouting Premises Audit

| Observations   | Process / Controls in Place       | Further Actions Required<br>Priority – H / M / L ? | Date Required | Responsible Person | Date Completed |
|--|-----------------------------------|--|---------------|--------------------|----------------|
| Are plans available for the site?<br>Do these show underground and overhead services?  | Plans need to be reviewed         | L - Review plans                                   | June 24       | Jonathan Bowel     |                |
| <b>20. Plant, Machinery &amp; Equipment</b>  |                                   |  |               |                    |                |
| Is racking and storage safe for use?<br>Is it inspected and recorded?  | Yes but no record of inspection   | L - Record storage inspection                      | June 24       | Jon Massy          |                |
| Has all equipment used been regularly serviced and maintained in accordance with manufacturer's recommendations?<br>Do any pieces of equipment require external inspection?<br>If so is the relevant inspection process in place and up to date (for example LOLER and PUWER). | N/A                               | N/A  | N/A           | N/A                |                |
| Are all Ladders listed on a Ladder Register?<br>How are Ladder inspections managed?  | No ladder register currently held | M - Create ladder register                         | May 245       | Jonathan Bowell    |                |
| Do you have a playground area?<br>What checking and maintenance plan is in place?<br>Does the equipment need to be controlled?<br>How is supervision of users managed?   | N/A                               | N/A  | N/A           | N/A                |                |
| <b>21. Vehicles</b>  |                                   |  |               |                    |                |
| Is there documentary proof that site vehicles or minibuses have been properly maintained?  | N/A                               | N/A  | N/A           | N/A                |                |
| How up to date is the list of those authorised to operate restricted vehicles?   | N/A                               | N/A  | N/A           | N/A                |                |

## Safe Scouting Premises Audit

| Observations  | Process / Controls in Place   | Further Actions Required<br>Priority – H / M / L ?              | Date Required | Responsible Person   | Date Completed |
|---|---|---|---------------|--|----------------|
| What controls are in place to ensure the safe movement of vehicles on the site?   | Signage to indicate speed limits  | N/A   | N/A           | N/A  |                |
| <b>22. Protective equipment</b>   |   |   |               |  |                |
| What Personal Protective Equipment (PPE) is provided for maintenance tasks?   | None systematically provided  |   |               |  |                |
| Is it in usable condition?<br>Is it stored in an appropriate manner?<br>Is it suitable and sufficient?  | N/A   | N/A   | N/A           | N/A  |                |
| Have users been properly trained how to use it?   | N/A   | N/A   | N/A           | N/A  |                |
| <b>23. Trees and grounds management</b>   |   |   |               |  |                |
| When was the last survey of trees carried out on site?<br><br>Are the trees in a managed state so as not to encroach on or cause risk to roads, paths and buildings?<br><br>Is there a documented procedure for all grounds management including use of machinery, pesticides and herbicides? | No tree survey recorded.  | H - recording process is created but policy needs to be created | December 24   | Chris Bartlett - tree survey.<br>Jonathan Bowel - write policy |                |
| <b>24. And finally...</b>   | Are there any other features or practices on site that are not mentioned above that should be included in this audit and subsequent audits? |   |               |  |                |

### Key to terms

Priority H / M / L

High, Medium or Low?

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

CoSHH

Control of Substances Hazardous to Health

LOLER

Lifting Operations & Lifting Equipment Regulations

## Safe Scouting Premises Audit

PUWER  
LMP  
AMP  
FRA  
PEEP

Provision & Use of Work Equipment Regulations  
Legionella Management Plan  
Asbestos Management Plan  
Fire Risk Assessment  
Personal Emergency Evacuation Plan