

## **Blandford Scout Group Health and Safety Statement - Draft**

Premises: Blandford Scout Hut  
Eagle House Gardens  
Blandford Forum  
DT11 7BS

Date plan produced: 20 February 2024

Review date: February 2025

Issued to: Group Chair - Billy Maddock, Lead volunteer - Chris Bartlett

Copied to: Trustee Board, premises lead Jonathan Bowell

### **Safety Policy**

At all times the the Policy, Organisation and Rules (POR) of the Scout association must be adhered to. These can be referenced online at the following URL.

<https://www.scouts.org.uk/por/2-key-policies/25-safety-policy/>

### **Inspections and management policies**

As with all aspects of health and safety every individual has responsibility to ensure that all activities and locations are safe. If there are any concerns at any point activities should be adjusted or stopped to ensure the safety of everyone.

If any concerns or defects are found it is the responsibility of the finder to ensure they are appropriately reported. If there are concerns that a situation could cause immediate harm you must inform the Trustee Board immediately.

#### **Gas safe - mains**

It is the responsibility of anyone before using any equipment to do a visual check to satisfy themselves that the equipment is in a safe condition. If there is any concern do not use the equipment and report the issue through defect reporting procedures. If there is any concern about immediate danger to individuals or the hut please report to the Trustee Board.

It is the responsibility of the Trustee Board to ensure that a Landlord gas safety inspection is undertaken every year. Copies of this must be stored for a minimum of two years. This can be electronically as long as a hard copy can be provided on

request. The gas safe engineer should be asked to examine the soundness of the whole system including installation pipework.

There is no requirement to keep maintenance records but it is good practice to show that regular maintenance is taking place.

[www.hse.gov.uk/gas/landlords/](http://www.hse.gov.uk/gas/landlords/)

## **Electrical inspections**

It is the responsibility of anyone before using any equipment to do a visual check to satisfy themselves that the equipment is in a safe condition. If there is any concern do not use the equipment and report the issue through defect reporting procedures. If there is any concern about immediate danger to individuals or the hut please report to the Trustee Board.

It is the responsibility of the Trustee Board to ensure that an installation inspection takes place at a frequency no greater than once every five years. Records of this inspection must be retained and available.

PAT testing needs to be undertaken in line with in line with agreed schedule (TBC) and records retained.

## **Fire Safety**

It is the responsibility of the Trustee Board to ensure that smoke, heat and carbon dioxide detectors are in place and functional. These need to be tested weekly and records kept. Records of replacement of units of batteries should also be kept.

It is the responsibility of the Trustee Board to ensure that emergency exits are functional and the emergency lighting is in place and functional. Lighting must be tested in line with the schedule (TBC) and records kept. {Suggested monthly 10 minute test, quarterly 30 minute test and annual 3 hour test}

It is the responsibility of the Trustee Board to ensure that firefighting equipment is appropriate, in good condition and serviced in line with manufacturer's recommendations or annually whichever is more frequent. Records of service or replacement should be kept.

## **Asbestos**

It is the responsibility of the Trustee Board to ensure that we have an asbestos management plan in place, that it is being followed, records of actions are recorded and make any contractors aware of any asbestos in the building prior to work being undertaken. This is detailed with reference to surveys in the Asbestos Management Plan. The only known asbestos is in roof tiles.

This policy is available in draft form to be approved by the Trustee Board

## **Water and legionnaires**

It is the responsibility of the Trustee Board to ensure that a Legionnaires Management Plan is in place (TBC), that required actions are undertaken and recorded.

Until the official plan can be put in place after professional inspection immediate actions that should be taken include running all outlets on a weekly basis to flush any long pipe runs, clean and de-limescale shower heads quarterly to reduce the chance of legionnaires growing.

## **Trees**

All users of the site and grounds have the responsibility to check that all trees in areas that they are going to be using are safe. If there is any concern, activities may need to be amended or cancelled to ensure participants safety.

All tree's on site must be inspected either annually and after high winds or in line with a qualified individuals recommendation and records kept. Trees are numbered and identified on the tree log.

If any trees need attention it is the responsibility of the Trustee Board to ensure it is undertaken and that all trees are in a safe condition.

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/tree-safety-guidelines/>

## **Risk Assessments**

All users of the site and grounds have the responsibility to the health and safety of themselves and others. As such they should take all reasonable and practicable

steps to reduce risks. All users should ensure that they are happy with any activity of equipment before they begin.

It is the responsibility of the Trustee Board to undertake and maintain records of all identified risks within our buildings and grounds on an annual basis.(TBC)