

Risk Assessment

**2nd Cheshunt Scout Group HQ
Burgess Hall
Cheshunt, EN7 5EG**

Next review 31st December 2025

Risk Assessment

Applicability: The following risk assessment has been updated and is applicable for all users of Burgess Hall.

Description: The 2nd Cheshunt Scout Group HQ building is located at Burgess Hall, Goffs Lane, Cheshunt, Hertfordshire, EN7 5EG and comprises a main building and adjacent shed surrounded by a full height metal fence. The hall is positioned immediately south of the council maintained car park accessed off Goffs Lane near the sports field.

The main building has a main entrance and two fire escapes. The storage shed has a single door. The surrounding fence has the main gateway on the northern perimeter, a fire escape gateway on the southern perimeter and a further gateway for direct access to the storage shed. The main building has a small kitchen area, there is also a separate male and female toilet, there are three storage rooms and two higher level “attic” storage areas. Between the main building and the storage shed is the “gas cage” where camping gas cylinders are locked and stored.

HAZARD	WHO MIGHT BE HARMED	STEPS TO CONTROL RISK	RISK LEVEL	REVIEW
BUILDINGS / WHOLE FACILITY				
Security risks & access control	All hall users	<ul style="list-style-type: none"> Facility is protected by full height metal fence with gateways padlocked – keys given to Scout Group leaders and hall users CCTV installed around perimeter covering all gateways, doors to the hall and the storage shed 	Low	Fence, padlocks etc and CCTV regularly checked
Doors	All hall users	<ul style="list-style-type: none"> Fire escape doors are unlocked when hall in use and checked to operate correctly Fire escape route are maintained clear both within and outside of the main building Additional locking bar added to storage shed to prevent forced entry 	Low	Fire doors and exit routes checked frequently
Windows	All hall users	Windows are either blanked out or are generally set at a high level and are small. Windows are not to be opened.	Low	Windows checked frequently

HAZARD	WHO MIGHT BE HARMED	STEPS TO CONTROL RISK	RISK LEVEL	REVIEW
Fire safety	All hall users	<ul style="list-style-type: none"> • Ensure fire extinguishers are up to date and regularly serviced • Ensure there are sufficient fire escapes and all are fully operational, clearly signposted and unobstructed • Gas cylinders stored in external area 	Low	Regular condition checks
Slips, trips and general cleanliness of facilities	All hall users	<ul style="list-style-type: none"> • External lights installed and may be activated by users • External step edges delineated with white paint • Hall regularly cleaned, floors swept / mopped and kitchen area and toilets appropriately cleaned / sanitised • Adequate supplies of soap for hand washing and washing up liquids provided • External areas maintained to ensure clear access/egress • No playing allowed in the area between the buildings and the fence • Water / puddling and risk of ice in cold weather to the area in front of main entrance door to be monitored – grit to be used if risk of prolonged ice. 	Low	Regular condition checks
Car park traffic	All hall users	<ul style="list-style-type: none"> • Users of hall to be made aware of risk • Children to be encouraged not to play / congregate in car park unless adult is supervising 	Low	Ongoing monitoring of any incidents
First Aid	All hall users	<ul style="list-style-type: none"> • First Aid kit installed in kitchen area and maintained and up to date for general / minor injury 	Low	First Aid kit regularly checked

HAZARD	WHO MIGHT BE HARMED	STEPS TO CONTROL RISK	RISK LEVEL	REVIEW
SERVICES				
Gas leak	All hall users	<ul style="list-style-type: none"> Gas boiler regularly serviced and gas safety certificate obtained Carbon monoxide alarm located in kitchen area near boiler Gas meter contained in locked area, appropriately signposted and only accessible by briefed key holders Hall checked twice per week 	Low	No further revision considered necessary at this time
Legionella, leaks, burst pipes	All hall users	<ul style="list-style-type: none"> Water taps fed directly from mains supply and water storage tanks removed Heating maintained during colder periods to mitigate pipe freezing 	Low	Check pipes regularly for leaks
Electric shock	All hall users	<ul style="list-style-type: none"> Any electrical work to be carried out by suitably qualified electricians Visual checks to be carried out for damaged socket outlets, switches, wires Any electrical equipment used is to be supervised by adults 	Low	No further revision considered necessary at this time
STORAGE				
Rubbish / food storage	All hall users	<ul style="list-style-type: none"> Rubbish to be removed from the facility by all hall users and disposed of appropriately No food to be stored in the main building or storage shed to prevent vermin (food items may be stored within the freezer contained within the storage shed) 	Low	No further revision considered necessary at this time

HAZARD	WHO MIGHT BE HARMED	STEPS TO CONTROL RISK	RISK LEVEL	REVIEW
Gas cylinders		<ul style="list-style-type: none"> Gas shall be securely stored in the “gas cage” located between the main building and the storage shed Moving / carrying of gas cylinders to be done by adults adhering to manual handling principles 	Low	No further revision considered necessary at this time
Scouting equipment		<ul style="list-style-type: none"> saws, axes and the like to be stored within the padlocked storage shed other Scouting equipment to be safely and securely stored within the padlocked storage shed or if required to be kept within the main building, shall be stored within the lockable storage rooms 	Low	No further revision considered necessary at this time
Cleaning chemicals / materials storage		<ul style="list-style-type: none"> only domestic standard cleaning materials/fluids are to be used within the hall for regular cleaning by users and the cleaner. Such cleaning items are to be stored away from the access of children 	Low	No further revision considered necessary at this time
Kitchen knives		<ul style="list-style-type: none"> no sharp knives to be stored in kitchen area sharp knives to be stored within padlocked storage shed 	Low	No further revision considered necessary at this time