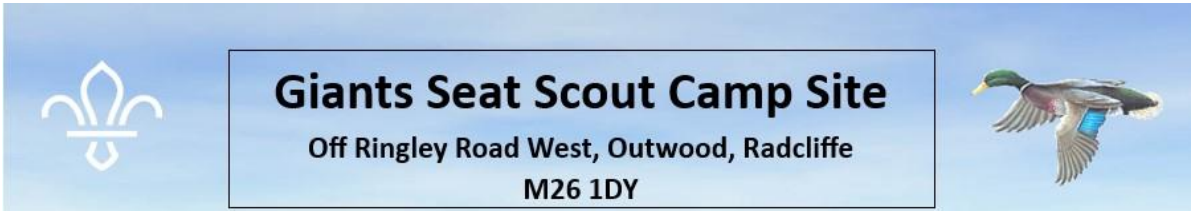
Risk assessment

Date of risk assessment	**16/11/2026**
Date of next review	**31/03/2028**



Martin Lodge Risk Assessment

Hazard / Risk	Who is at risk?	Control measures and considerations
Signing in Sheet / Attendance	All users	All Scout led activities must have an InTouch system in place whilst using the premises, and should be able to provide details of this if asked All external users (non-scouts) must have their own system in place to know who is using the premises at any given point A copy of the Attendance sheet to be kept with the organisers to ensure their users are evacuated when/if the fire alarm sounds, a copy of this should be made available to the fire crew if requested
Slips, trips, and falls	All users	All floor coverings are well maintained, and faults are reported No trailing cables Any steps in / out of the building are well maintained
COSHH	Building Team	All domestic items are available in the cleaning shelves so no need to be locked in a secure cupboard within the building All COSHH items are kept in the black box under the unit in the Kitchen Regular checks carried out to ensure that non-compliant / misplaced liquids are removed
Fire	All users	All buildings are equipped with smoke detectors and fire alarm systems and are fitted with appropriate fire extinguishers Fire equipment is checked regularly Emergency exit routes are kept clear
Waste/Rubbish	All users	All Rubbish should either be burnt or removed by users as there is no rubbish collection service at the site.
Lack of cleanliness	Building Team	Users should clean building after use.
Gas	Building Team	All gas works carried out by competent persons - regular maintenance and testing schedule in place Automatic cut off in place for gas cooker. Cooker will not start without Extractor Fan being switched obn

Scouts

Risk assessment

Electric - portable appliances	Building Team	5 Yearly PAT testing regime in place All new equipment to be PAT tested by competent person when installed
Insufficient lighting	Building Team	Good quality lighting provided throughout the buildings Checks are carried out to make sure lights are operating and replaced by an electrician when necessary Flood lighting in external areas where required
Insufficient lighting in an emergency	Building Team	Building is fitted with emergency lighting which is tested annually by a competent person in addition to monthly checks by Building team
Water = Legionella	Building Team	Legionella prevention regime in place all hot water at temperature
Evacuation	All users	Evacuation details communicated to all users upon arrival
Freezing pipes	Building Team	During peak winter, buildings are heated on winter setting and pipes are regularly flushed to reduce risk, external / exposed pipes are lagged
Temperature of building	All users	Thermostatic / adjustable controls in place in all buildings
Boiler	Building Team	Boilers are serviced annually and maintained by competent persons with relevant qualifications
Oven use	All users	No unauthorised persons should use the kitchen Fire blanket in kitchen Fire Extinguisher in kitchen
Food preparation	All users	Building is equipped with adequate food preparation items Building user is responsible for food hygiene precautions Food preparation is only done when supervised by those with appropriate qualifications All kitchens and equipment are regularly cleaned and deep cleaned annually
Maintenance	Building Team	Building is inspected weekly. QR code system in place for users to report any faults identified during use. Items requiring attention are completed swiftly by Building team
Contractors	Building Team	Only those with relevant and appropriate qualifications will be allowed to carry out work onsite

Risk assessment

Access / egress to the building	All users	Clear emergency exit signage in place on all emergency exit routes All entrances and exits must be always kept clear
First Aid	All users	It is the responsibility of users to provide first aid equipment and expertise
Enforcement of sleeping capacities	All users	Building is hired on the expectation that capacity will be adhered to 24 persons - this is the responsibility of the user / booker to enforce and will be monitored by the staff team
Disabled access / egress	All users	Adjustments / measures are put in place where disabled access is required
Tables and chairs	All users	Maximum number of chairs in each stack should not exceed 6 Young people are supervised when tables in use or being stored away
Power cut	Building Team	Emergency lights in place in, and checked regularly
Airflow	Building Team	Buildings are aired when not in use
Security of building	Building Team	Building Team do regular walk around and inspections
Bunk rooms	All users	Store bags under the bed to reduce trip hazards No jumping on the beds Top bunks fitted with guard rails Smoke detector fitted in corridors
Cars	All users	All vehicles to be parked on the car park
Equipment theft/misuse	Building Team	All equipment is secured when not in use Keys only issued to authorised persons Front doors to be closed & locked at all times
Non-compliance with NGB rules	All users	All activities are subject to either The Scout permit system, or NGB system (if applicable), or site-specific permitting systems. Permits are reviewed in line with the relevant guidance Records are kept on the Scout database

Risk assessment

Public access to restricted areas	All users	Areas are restricted when not in use, they are either locked, or gates with no public access signs in place Regular inspection during downtime to ensure security integrity is maintained
Perimeter of site	Building Team	Site perimeters check regularly for gaps or damage to the fence and recorded Leaders and groups will be briefed on boundaries when they arrive Leaders are responsible for the safety of their own young people
Security of site/ Unwanted visitors	Building Team	Private property signs in place
Safeguarding incident	All users	All Scout Leaders are trained in safeguarding as part of their mandatory training Giants Seat will follow procedures set out in Scouting POR
Insufficient first aid provision	All users	Volunteers are first aid trained Groups should bring their own first aid provision
Fire onsite	All users	All buildings are no smoking or no vaping Fires are only to be placed on dedicated alter fire bases All buildings are equipped with smoke detectors and fire alarm system fitted along with appropriate fire extinguishers Fire systems and fire extinguishers checked annually
Use of fires	All users	Fires are only to be lit on designated hard standing areas or on alter fires which are available onsite Fire buckets should be used when a fire is in use
Uneven ground	All users	The site can be uneven, every effort is made to back fill holes or uneven ground on the pathways but extra care is needed
Unsafe trees	All users	Regular site walk arounds to check for damaged trees Every year there is an external provider inspection & actions taken
Activity provision	All users	Activities are only provided by volunteers or leaders who hold the relevant permits and training. See individual activity risk assessments and procedures
Overnight stays	All users	Leaders are responsible for overnight stays with young people
Electrical	Building Team	Staff trained to spot and report and defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use Staff know where the fuse box is and how to safely turn the electricity off in an emergency Clear access to the fuse box

Risk assessment

		Qualified electrician does safety checks on building electrics PAT carried out on any portable appliances
Spread of infection	All users	Current Scout rules followed for all activities and around the site Activities where proximity to people is essential by instructors i.e., will be monitored in line with current guidance – PPE will be provided if required Where possible outdoor spaces will used When indoors areas will be kept well ventilated
Chairs	All users	Chairs only to be sat on, no standing on them or other usage. Chairs to be stacked against the wall no more than 6 chairs high, or to be placed round the tables
Tables	All users	No standing or sitting on tables Tables to be returned to the trolley when not in use, or put back to how they were found after use
External doors including fire escapes	All users	All doors to be unlocked when room is in use
Lighting	All users	No activities allowed that could damage lights Turn off lights when not in use
Sockets	All users	All electrical equipment to be pat tested Only pat tested equipment to be used Do not overload sockets
Cables	All users	All cables to be left in a tidy state when finished with Cables across the floor need to have rubber mat or be highly visible to avoid trips
Windows	All users	All windows to be closed when room is not in use Risk to trespassers breaking in - all windows double glazed
Radiators	All users	Do not lean or sit on the radiators
Working at Height	Building Team	Ladder Inspection Briefing and supervision during maintenance activities
Lone working	All users	Another person aware that lone worker is visiting the Camp Site. Activities restricted to those which can be completed safely as a lone worker - no ladders, working at height or other activities where a significant uncontrolled risk exists.

Risk assessment

		Persons to have working mobile in case of emergency Follow guidance as per GMN Lone Worker Policy 2024 document
Toilets & Showers	All users	The use of toilets and showers by young people MUST be controlled by Leaders
Alcohol	All users	Our Alcohol Policy is in line with Scout Fact Sheet FS185092
Smoking	All users	The building is a No Smoking building, please refrain from smoking and/or vaping inside.