

MASTER SITE RISK ASSESSMENT

Activity / Area: General Site Operation

Location: The Boys' Brigade North West District Training and Activity Centre

Assessed by: Centre Warden

Date: 22nd March 2026 **Review Date:** 1st March 2027

Risk Assessment Table

Hazard	Who Might Be Harmed	Existing Controls	Further Action Required (if any)
Slips, trips and falls (internal areas)	Children, staff, visitors	Regular inspections carried out; defects recorded and addressed; floors kept clean and dry; spillages dealt with promptly; adequate lighting provided	None
Slips, trips and falls (external areas)	Children, staff, visitors	Grounds inspections undertaken; paths and activity areas maintained; hazards identified and controlled; weather conditions considered; appropriate footwear advised	None
Fire	Children, staff, visitors	Fire detection systems in place; fire extinguishers provided and maintained; emergency lighting installed; clear evacuation procedures; regular alarm testing; fire drills carried out; assembly points designated	None
Electricity	Children, staff, visitors	Electrical systems inspected (EICR); portable equipment visually checked; defective equipment removed from use; access to electrical areas controlled	None
Gas	Children, staff, visitors	Annual gas safety inspection by Gas Safe engineer; appliances maintained; defects reported and isolated where necessary	None
Water / Legionella	Children, staff, visitors	Regular flushing of infrequently used outlets; temperature control measures; periodic system treatment; monitoring in place	None
Waste handling	Staff, visitors	Waste stored in designated bins; regular collection via Fylde Council; manual handling risks reduced; manual compaction controlled and restricted to Centre Warden	None

Hazard	Who Might Be Harmed	Existing Controls	Further Action Required (if any)
Manual handling	Staff, volunteers	Manual handling kept to a minimum; appropriate techniques used; heavy or awkward loads avoided or shared	None
Work at height (general)	Staff, contractors	Work at height avoided where possible; appropriate equipment used; only competent persons undertake tasks; restrictions on lone working	None
Vehicles and access routes	Children, staff, visitors	Defined access routes; supervision of groups; speed awareness; separation of pedestrian and vehicle areas where possible	None
Railway boundary	Children, staff, visitors	Secure boundary fencing; strict prohibition of access; safety briefings provided; supervision at all times; breaches result in removal and possible reporting to British Transport Police	None
Balcony / elevated areas	Children, staff, visitors	Barriers in place; supervision required; unsafe behaviour prohibited; routine inspections carried out	None
Contractors on site	Children, staff, visitors	Contractors required to provide RAMS and insurance; work monitored; must follow site rules; activities controlled	None
Lone working	Staff	Lone working risk considered; communication maintained; check-in procedures in place; high-risk tasks avoided	None
Cleaning and hygiene	Children, staff, visitors	Cleaning standards maintained; responsibilities defined; checks carried out; issues addressed promptly; facilities cleaned between groups	None
Pest activity	Children, staff, visitors	Premises monitored; hygiene standards maintained; waste controlled; pest activity addressed promptly; contractor engaged where required	None
Safeguarding	Children, young persons	Supervision arrangements in place; staff conduct rules defined; restricted access areas; reporting procedures in place	None

Hazard	Who Might Be Harmed	Existing Controls	Further Action Required (if any)
First aid / injury	Children, staff, visitors	First aid kits available and checked; trained persons available; incidents recorded; emergency services contacted where required	None

Assessment Summary

Are existing controls adequate? Yes No

If no, ensure further actions are completed.

Sign-off

Assessed by: ____

Signature: _____

Date: _____