

Scout Premises – Management and Maintenance of Premises Summary

Premises – includes land, buildings and vessels

Subject	Item	Comments	TESTING (record when done in writing)
Safety	Risk Assessments	In place for any building or vessel and all land occupied. Risk assessment in place for all significant YP activities and maintenance activities.	<ul style="list-style-type: none"> Review annually
	Premises Inspections	In place in writing	<ul style="list-style-type: none"> Undertake Annually with follow up ¼ reviews on any actions identified needed
		Premises defects system in place in writing	<ul style="list-style-type: none"> Check defects are being recorded and actioned.
	Liability Insurance	In place and valid	<ul style="list-style-type: none"> Review cover every 3 years
Electrics	Main distribution boards	Regular checks recorded in writing	<ul style="list-style-type: none"> Maximum of Every 5 years by a competent electrician
	Portable appliances	Visually Checked annually and before use	<ul style="list-style-type: none"> Tested every 2- 3years by a competent person.
Asbestos		Building surveyed and report available Management plan in place Contractors notified for building works of presence of asbestos	<ul style="list-style-type: none"> ¼ inspections completed and recorded in management plan file Record in writing the warning of asbestos to any contractors.
Fire	Fire Risk Assessment(FRA)	In place in writing Suitable access and exit for disable persons. Identifies any people capacity limitations for the building or uses Identifies fire evacuation procedures Premises with sleeping accommodation require electrical fire alarm and automatic detection systems.	<ul style="list-style-type: none"> Review annually and record in writing. Update FRA after 3 years Complete fire drill, every term with each section/unit, record, In writing.
	Electrical Fire Alarms	Not required in small open plan buildings, verbal or manual/ mechanical warning acceptable (seek advice if unsure)	<ul style="list-style-type: none"> Electrical system tested weekly, Manual system tested monthly Annual maintenance by a professional engineer
	Electrical Emergency lighting	Should be provided on all escape routes and outside external doors to allow exit from building on power failure.	<ul style="list-style-type: none"> Monthly test Annual maintenance by a professional engineer
	Fire extinguishers	Required according to type of fire hazards identified, adequately signed	<ul style="list-style-type: none"> Annual maintenance by a professional engineer

A wide range of Guidance documents are available in the members, safety section, of the scout website- www.scouts.org.uk/safety

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Mains Gas	Boiler/cooker	Regular servicing required. Carbon Monoxide detector available	<ul style="list-style-type: none"> Annual service by a registered GASSAFE engineer CO detector checked every 6 months
Bulk LPG	Boilers/cooking	Secure compound Clear of weeds, grass and rubbish Clearly signed	<ul style="list-style-type: none"> Check as part of ¼ safety inspections
LPG Gas	large cylinders (15kg+) for cooking/heating	Secure external compound Clear of weeds, grass and rubbish Clearly signed	<ul style="list-style-type: none"> Check as part of ¼ safety inspections
LPG gas	Portable cylinders (upto7KG each)	External storage Secured metal cage Adequate signage	<ul style="list-style-type: none"> Check as part of ¼ safety inspections
	Cartridges	Minimise storage inside buildings Warning signs displayed for firefighters	<ul style="list-style-type: none"> Check as part of ¼ safety inspections
	Equipment	Check all equipment before use particularly after a period of storage	<ul style="list-style-type: none"> Regulator change every 10 years Rubber hoses replaced every 5 years
Chemical	Cleaning materials	Kept in a secured cupboard Suitably signed Ensure instructions are available on how to use	<ul style="list-style-type: none"> Check as part of ¼ safety inspections Check information available
Water	Damage	Check pipes regularly, ensure pipes are lagged	<ul style="list-style-type: none"> Check as part of ¼ safety inspections Check lagging is intact
	Legionella Normally related to showers or water sprays	Contracted by inhalation of water droplets. Bacteria grow in temperatures of 20C-60c which is close to the normal operating range for hot water systems	<ul style="list-style-type: none"> Inspect storage regularly as part of ¼ inspections Clean and disinfect shower heads regularly. Record in writing
Accidents		All injuries and incidents to be recorded and reported Adequate first aid equipment needs to be available in premises Is a separate first aid kit available for camping	<ul style="list-style-type: none"> Check accident book in place and being completed Ensure accident data is protected Check all leaders and supporters have access to a purple card Annually Check leaders have up to date first aid certificate Annually check first aid kits

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Storage	Racked	Ensure heavy items on lower levels, lighter items on upper levels	<ul style="list-style-type: none"> As part of ¼ inspections Check store is tidy and all items stored properly
	Combustibles	Waste bins should be clear of the building	<ul style="list-style-type: none"> Check regularly and as part of ¼ safety inspections
	Wood stacks/storage near a Brick/block or substantial structures	timber or wood stacks should be clear of the building -Minimum separation 4metres for a small quantity (less than 1m ³) -Minimum separation 6 metres for larger than 1m ³ quantity.	<ul style="list-style-type: none"> Check regularly and as part of ¼ safety inspections <p>NOTE if building is of timber construction you should start with a minimum of 6 metre separation from building to storage stack.</p>
Flammable Liquids		Petrol and Diesel not allowed within buildings or enclosed structures Minimise storage of methylated spirits (less than 5litres in total) store in secure fire proof container, in a well ventilated position. Warning signs in place	<ul style="list-style-type: none"> Check as part of ¼ safety inspections Check quantities stored as part of ¼ inspections Check signage
Trees		Classification of drop zones ie areas where pieces of tree can fall onto: Low, Medium, high	<ul style="list-style-type: none"> A visual check by a competent person annually and after every period of high winds. Record inspection and any issues
Waste	Rubbish (should not be taken home)	Suitable disposal arrangements from premises should be in place. Recycle as much waste as possible	<ul style="list-style-type: none"> Arrangements should be reviewed annually
	Septic tanks	Arrangements should be in place for regular emptying of tank	<ul style="list-style-type: none"> Arrangements should be reviewed annually to ensure no contamination of surrounding ground occurring.
Special Activities	Shooting range*	Is additional insurance in place (if required) National standards applied for design and layout Competent Supervisors identified	<ul style="list-style-type: none"> Arrangements should be reviewed annually. Check range before shooting and as part of ¼ safety inspections Check training and records of supervisors annually
	Archery range*	Is additional insurance in place (if required)	<ul style="list-style-type: none"> Arrangements should be reviewed annually.

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		National standards applied for design and layout Competent Supervisors identified	<ul style="list-style-type: none"> • Check range before shooting and as part of ¼ safety inspections • Check training and records of supervisors annually
	Climbing wall*	Is additional insurance in place (if required) National standards applied for design and layout Competent Supervisors identified	<ul style="list-style-type: none"> • Arrangements should be reviewed annually. • Check wall and all safety equipment, before use and as part of ¼ safety inspections • Check training and records of supervisors annually • Safety lines checked before use • Annual maintenance inspection**
	Abseiling wall*	Is additional insurance in place (if required) National standards applied for design and layout Competent Supervisors identified	<ul style="list-style-type: none"> • Arrangements should be reviewed annually. • Check wall and all safety equipment, before use and as part of ¼ safety inspections • Check training and records of supervisors annually • Annual maintenance inspection**

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Owned and occupied premises:

Not all these issues will be applicable to all owner-occupied premises. The responsible person for the premises need to be aware of which items need to be included and checked.

Leased/Rented premises:

Some of these issues will be the responsibility of the Owner/Landlord. The responsible person needs to be clear about which of these items are their responsibility and which are the owners/landlords' responsibility.

*Where a premise has other specialised activity structures (high level ropes, zip wires etc) in place permanently or temporarily then these will need to be included as part of the overall management and maintenance of the premises and the appropriate control systems.

**Full check of all climbing facility elements for condition, security and suitability for purpose, emphasis on safety and structural parts that may be potentially dangerous or lead to accidents. Proof load testing as required to EN12572:2007 to ensure compliance with current standards for artificial climbing structures. Certificate of conformity required.