



**Girlguiding**

# Risk assessment for new unit venue

**You should complete this risk assessment when choosing a new unit meeting place. You can also use it to do a one-off check to make sure your existing unit meeting place is safe.**

It's important to remember that responsibility for the building's safety lies with the people who manage it, not you. If you're hiring from a competent property manager, they should be happy to answer your questions.

Regular unit meetings **must not** take place in private homes or gardens. In very exceptional circumstances, HQ may give approval for meetings to take place in a private outdoor space. See our [health, safety and welfare procedure](#) for more information.

**People potentially at risk:** all volunteers, members, visitors or anyone else at the unit meeting place, including meeting place staff.

**Where hazards may be encountered:** throughout the unit meeting place, including external areas.

## General facilities issues

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Suitable self-contained space for your meeting that no one else can pass through except in an emergency	As far as possible this should be available.	If this isn't possible at your unit meeting place, you need to consider what arrangements are in place and how you will manage this issue.		
Mobile phone signal or landline availability in case of emergency	A mobile phone signal or landline is available on site or no more than a 3-5 minute walk away.	This should be tested to check availability.		
Clear and easy-to-use access points for everyone	Entrances and exits must be accessible for people with disabilities.  <a href="#">Guidance on making reasonable adjustments</a>	Review disabled access. Is it possible to access the building in a wheelchair or if you have physical impairments?		

## General facilities issues - continued

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Lighting	There should be adequate lighting so volunteers can run the meeting safely, including in an emergency.	Check that the lighting is adequate, including when you leave the building.  Ask about emergency lighting. Is it provided and tested regularly?		
All external entrance and exit routes must be safe	These should be well lit and maintained with no slip, trip or fall hazards. There should be safe pedestrian access with suitable crossing points if there is a busy road.	Review these, paying particular attention to the proximity of roads, and/or public footpaths. Are there any issues with neighbours that cause you concern and need addressing?		
Toilets and washing facilities	Toilets and washing facilities are available and readily accessible to meet the needs of the people using them. This includes providing disabled facilities.  The facilities are well maintained. There should be: <ul style="list-style-type: none"> <li>• Adequate supply of toilet paper</li> <li>• Suitable and sufficient supply of soap</li> <li>• Basins with hot and cold or warm water</li> </ul>	Check on-site facilities are available and are accessible to meet the current and future needs of your group. Check they're well maintained and in a good condition.		
Security	The unit meeting place must have an appropriate level of security. This will vary from place to place, but can include boundary fencing, gates at access points, CCTV and security alarms.	Review the unit meeting place and the room you're using. Make sure the building or room can be secured from the inside without stopping a quick escape in case of emergency. Do you need training from the unit meeting place management to turn the alarm on and off?		

## General facilities issues - continued

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Clean and safe drinking water supply	There is a drinkable water supply. Bottled drinking water can be used if no drinking water is available.	Check the provision of drinking water.		
Storage facilities	A suitable and safe storage facility is provided.	<p>Is there any storage at the unit meeting place?</p> <p>Is it suitable for your needs and safe to access? Do any special access arrangements need to be put in place?</p> <p>If nowhere suitable is available on site, make sure you have somewhere else to store your equipment and you can transport it to your unit meeting place when needed.</p> <p>Is there adequate insurance in place where the equipment is being stored?</p> <p><a href="#">Girlguiding insurance</a></p>		
First aid supplies on site	Units have their own first aid kits.	<p>If your first aid kit wasn't available, does the unit meeting place have one?</p> <p>If you use items from this kit, who is responsible for restocking it?</p>		

## General property management issues

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Costs of the premises and any terms and conditions around this	The unit meeting place is affordable and sustainable in the long term. <a href="#">Budgeting for your unit</a>	Consider the following: <ul style="list-style-type: none"> <li>• Is the unit meeting place affordable?</li> <li>• How often can the rates increase?</li> <li>• Is a damage deposit required?</li> <li>• Is there a minimum booking period?</li> <li>• Do you need to give notice if you no longer want to use it?</li> </ul>		
Public liability insurance	The unit meeting place management should provide a minimum of £5 million public liability insurance. <a href="#">Public liability insurance</a>	Ask to see evidence of the public liability cover. Check it's in date and there aren't any other issues.		
Hire agreement insurance implications	The hire agreement is understandable, and any insurance liability is covered fully by Girlguiding insurance. <a href="#">What our insurance covers</a>	Is the hire agreement clearly written and understandable? Make sure you don't agree to any liability on behalf of Girlguiding in terms of duties or responsibilities that our public liability insurance wouldn't cover.		
Opening and closing arrangements Management of contractors	Everyone who opens and closes the property is aware of the correct procedures. When the property is closed with no-one on the premises, all doors are secured. Suitable arrangements are in place to manage contractors on site.	Check the opening and closing procedures - will you be expected to have a key and open up yourself? Are there specific checks the property manager wants you to do when you open, such as checking fire exits? Are you comfortable with these arrangements? Think about <a href="#">lone volunteering</a> - will you be there on your own at any point? Would you be expected to sign in contractors, such as cleaners, or will the unit meeting place management deal with this?		

## General property management issues - continued

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Communication routes with unit meeting place management, and system for reporting defects to the building, incidents or any other issues	Locally, there is a communication route between the unit meeting place management and unit to highlight any issues identified. Damage or defects to the building and incidents are reported as soon as possible.	Check who owns or manages the unit meeting place, their contact details and what their reporting system is for incidents, damage, hazards, maintenance and any other issues.		
The limit on the number of people at the meeting place, including the impact of other groups using the building at the same time and how this affects shared facilities and common areas	The limits are not exceeded.	Check: <ul style="list-style-type: none"> <li>The unit meeting place management have determined the limit in the number of people using the meeting place and they make sure this is not exceeded – particularly when more than one group is using the building at the same time</li> <li>The limit on the number of people your meeting place holds is suitable for your group</li> </ul>		
Condition and suitability of any equipment provided for use including electrical items, extension leads and manual handling equipment such as trolleys, sack barrows and ladders	Any equipment provided for use is suitable and maintained in a good condition.	Check what equipment is available for use and what, if any, checks are undertaken to ensure it's safe to use.		

## General property management issues - continued

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Access to other people's equipment	Access to other people's equipment is restricted either physically or by instruction.	Make sure young people don't have access to other people's equipment.		

## Asbestos

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Asbestos register	<p>If the building was built before 2000 then there's a risk of asbestos being present. The unit meeting place management should know whether asbestos is present or not and should be able to prove this.</p> <p>This would usually be in the form of an asbestos register. If asbestos has been removed, they may no longer hold a register but should be able to prove its removal. If asbestos is present this should be being regularly checked to make sure it's in good condition. If there's any damage to an area with asbestos, appropriate action should be taken to secure the area until it's made safe.</p>	<p>Ask when the building was built and if they're aware of the presence of asbestos. Ask to see the register and to see where any asbestos is. If it's in the part of the building you're using, check it looks in good condition.</p> <p><a href="#">Health and safety for hired spaces</a></p>		

## Environmental

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Heating and ventilation	<p>The temperature when using the building is comfortable. The minimum acceptable temperature is 16°C. There's no maximum, so ventilation is important. The optimum temperature is 22°C.</p> <p><a href="#">Health and Safety Executive - temperature in the workplace</a></p>	<p>When it's cold, will the heating be put on before you arrive to warm the space up?</p> <p>What's the process for adjusting the temperature if needed?</p> <p>Are the windows able to be opened, or is the air re-circulated? Has this been considered as part of the infectious disease control arrangements?</p> <p>Are you happy the heating and ventilation are adequate?</p>		

## Fire safety

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Fire safety	<p>The venue must have a fire risk assessment in place with evidence of appropriate fire safety management arrangements and a fire evacuation plan.</p> <p><a href="#">Fire evacuation information form</a></p> <p><a href="#">Fire safety</a></p>	<p>Ask to see and review a copy of the unit meeting place fire risk assessment.</p> <p>There should be fire safety measures in place including adequate and serviced fire extinguishers, clear signage for emergency exit routes and doors that are clear from obstruction.</p> <p>The unit meeting place management should also provide you with details of the fire evacuation plan. Ask them how often practice fire evacuations take place. You only need to practise an evacuation once a year; a real evacuation can count. As far as possible this should be with unit meeting place management carrying out the evacuation. If this isn't practical then you can just walk through the evacuation process.</p>		

## Food safety

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Food preparation, storage and cooking facilities	Where provided these are in good condition, with unit meeting place management carrying out temperature checks of any fridges and freezers, and maintenance of any cooking equipment to achieve appropriate temperatures.	Check the facilities against food hygiene guidance. <a href="#">Food hygiene guidance</a>		

## Hazardous chemicals

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Hazardous chemical storage	Any hazardous chemicals are suitably labelled and securely stored.	Check the arrangements in place for hazardous chemical storage, including cleaning materials, liquified petroleum gas (LPG) cylinders, barbeque fuel and any other hazardous chemicals.		

## Manual handling

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Appropriate furniture suited to age and physical condition of people using it	Young members and volunteers can handle furniture without injuring themselves.	Check the furnishings are suitable and consider storage arrangements for this equipment.		



## Slips, trips and falls

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Cleaning arrangements and expectations	Cleaning arrangements and expectations are clear, and suitable and sufficient cleaning equipment and signs are available.	Make sure you're clear who's responsible for cleaning and general upkeep, including what you're expected to do. If you're responsible, is there sufficient and suitable cleaning equipment and signs available to use on an <i>ad hoc</i> basis?		

## Struck by a moving object

Factors contributing to risk	Control measures	Action needed	Confirm controls/actions	Date
Moving vehicles during drop-off and collection, or when making deliveries, outside the premises and/or in any car park	The following are all considered and in place where appropriate: <ul style="list-style-type: none"> <li>• Speed limits</li> <li>• One-way systems</li> <li>• Clearly defined car parking spaces</li> <li>• Pedestrian walkways</li> <li>• Signage</li> </ul>	Review vehicles' movements outside the building and/or in any car park. Are these appropriately controlled?		

Name of unit risk assessment completed for:	
Address of meeting place covered by the risk assessment:	
Name of person completing risk assessment:	
Role:	Membership number:
Date review initially completed:	Signature*:

<b>Review history</b>		
Date	Signature	Summary of changes (if any)

\* Both electronic and wet ink signatures are acceptable.