Safe Scouting Premises Audit

Introduction

What is a Safe Scout Premises Audit?

This audit is designed for those who manage and operate any Scout premises, be it your regular Group meeting place, a campsite or activity centre. This audit is focused on the delivery of safe scouting and should be a used as a local reflection on the current situation and used to help inform future actions.

Who is involved in this process?

This audit should be shared with relevant trustee boards and lead volunteers, so they have oversight of the assets they are responsible for and in order to offer support. Further support is available from specialists within Districts/Counties/Areas/Regions (Scotland) and from UK Headquarters.

Where do I start?

This audit is in sections of different topics, so you may choose to review in these stages. Don't go it alone, work with someone else so you can discuss the questions. It starts with the main, regular items relevant to nearly all premises. The second half is most relevant to larger premises, campsites and centres but check it out as some bits may also apply to you.

Do I have to answer all the questions?

The questions posed within this audit are a prompt for the premises, not all will be relevant to every premises. You should still consider them all to identify which are relevant and which aren't. You may need to add extra items that may be unique but relevant to your own premises

What if we have external accreditation?

Scout premises may also be the location of adventurous activities delivered to non-members. For some activities you are legally required to hold a license from the **Adventurous Activity Licensing Authority (AALA)**. As part of this process an inspector will require evidence that you have a systematic approach to the management of health and safety and can demonstrate an overall "culture of safety". This extends beyond licensable activities and an inspector may want to see evidence of procedures to control risks in all aspects of your operation and premises. This checklist will help you to develop or validate that your overall safety system is fit for purpose and will aid you in evidencing your approach to an external inspector.

In addition, the **Learning Outside the Classroom (LOtC)** quality badge and **Adventuremark** schemes provide voluntary accreditation where activities fall outside the scope of AALA licensing. An inspector for these schemes will look for similar evidence to an AALA inspector and, for residential locations, will specifically ask for evidence about a number of areas covered by this checklist including fire safety, security and general health and safety. This checklist will help you to structure and evidence these requirements.

In both instances an inspector will usually sample evidence and not complete an in-depth audit of your procedures. Therefore, holding external accreditation should not be considered as proof that you have met all of your statutory obligations. It is your responsibility to ensure you have taken all reasonable actions to comply with the law. Completing this checklist will help you to assess whether your arrangements are suitable and sufficient.

We only hire the church or school hall. What do we need to complete?

If you rent the use of a meeting place, make sure that your landlord has these checks and controls in place and ask to see a copy. Add to your audit and other risk assessments any considerations for Scout activity where it may vary from other use and therefore potentially create new hazards.

How often do we do this audit?

Once complete the audit should be reviewed regularly, no less than annually and should form a discussion for the relevant trustee board and management committee in order to identify what is going well as well as areas for improvement. As with risk assessments the audit should be reviewed when there is significant change in the circumstances, such as a change in management, key processes or infrastructure.

What happens once this audit is complete?

This audit must be shared with those responsible for the premises and the volunteers (and staff) operating at it, so that they are aware of any significant risks. Any actions identified within the audit or areas for development must be incorporated into an action plan which should be monitored to ensure that appropriate actions are taken. The audit should then be repeated at least annually.

What is a competent person?

To be competent they must have either sufficient technical knowledge, relevant practical skills, or experience for the nature of that subject area.

Safe Scouting Premises Audit

Completed by: [name and role] **Mark Parkman**	**Date audit undertaken: 4th August 2026**
Premises Name & Location: TAVY LODGE PL4 7DJ	**Area inspected:** Whole site
Responsible to: [identify the relevant Trustee Board responsible] 9th/21st Plymouth Scout Group Trustee Board	**Responsible Lead Volunteer: Mark Parkman**

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
This first part includes checks relevant to nearly all types of premises.					
1. Organisation of safety and management of the premises					
Is there a management committee appointed for the premises? How often do they report to the relevant trustee board? How are the trustees aware of their responsibilities for the management of the premises?	**Yes** *Consider responsibilities or consequences for both Actions **and** In-action.* ***2 monthly with comments*** ***YES***	L	n/a	MP	4/8/26
Are the current premises **risk assessments** suitable and sufficient? How are these shared with team members and users? Are they reviewed regularly (at least annually)?	**YES** **YES** **YES**	L	n/a	MP	4/8/26

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Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Are there suitable and sufficient safety Method Statements (operating procedures) for the tasks being carried out?	Once completed, all RAMS (Risk Assessments & Method Statements) need to be easily accessible to staff and compliance with these monitored **Yes this is undertaken through individual Risk Assessments**	L	n/a	MP	4/8/26
How and where are records for maintenance or compliance checks stored?	Make sure these are accessible for future reference and changes in trustees **Actions are minuted through the minutes of the board meetings retained online**	L	n/a	MP and Secretary	4/8/26
Is appropriate signage and other controls in place as identified through risk assessments?	**YES (on G Drive)**	L	n/a	MP	4/8/26
What assessment has been made of the site for those with additional needs? What reasonable adjustments have been put in place to assist needs?	**The trustees have made the site facilities accessible for everyone, with the exception of access which is a long term project and is in hand.**	M	2030	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Is there a notice board or visible signage on the premises for both visitors and staff/volunteers to see? It may include: • Yellow Card (safeguarding procedures)? • Alcohol & Drug guidance? • Gas Safety guidance? • Carbon Monoxide poster? • Fire Evacuation Procedures • Other safety information? (please detail) • Good Hygiene • Food Hygiene Are these checked they are current?	There is a noticeboard and this will be checked and updated including signage in Toilets and Kitchen.	H	Sept 2026	JP	4/8/26
What guidance and controls are in place for Lone working for volunteers or visitors?	**The Trustees do not encourage lone working, but if this occurs the lone worker has informed the next of kin or appropriate person.**	L	n/a	MP	4/8/26
1. **Monitoring and Incident Reporting**					
Incident Reporting – Are incidents and near misses recorded and reported appropriately – including RIDDOR?	**YES** **Through Board meetings**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
How are the trustees monitoring that processes are being followed, adequate records are being kept and reviewing incidents?	See learning review guidance **YES Through Board meetings**	L	n/a	MP	4/8/26
Do volunteers understand when incidents need to be reported and where to report?	**YES part of the duties of any Volunteer see training modules**	L	n/a	MP	4/8/26
Maintenance and buildings	Further guidance can be found in A to Z of managing your premises.				
3. **Fire**					
Is a Fire Risk Assessment in place and completed by a competent person? When was it last reviewed? Who carried it out?	**YES 2015 undertaken through online trading and guidance. Undertaken by MP.**	*Outstanding actions identified in the Fire RA M*	Sept 2026	BR	4/8/26
Has it been shared with the Trustees? Is it sufficient?	**Shared at the time and when updated will be shared again**	M	Sept 2026	BR	4/8/26
Are fire alarms installed? What type? Are smoke/heat detectors present? How do you raise the alarm? Are call points present? What is the testing and recording regime for these?	**ALL CURRENT and Regular Checked**	L	n/a	JP	4/8/26
Is there sleeping accommodation on site? Is the fire alarm system suitable for sleeping in the building?	Automated alarm system (L2) should be in place **NOT APPLICABLE**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Are there any additional measures put in place for sleepovers?	Where sleeping is not the building's primary purpose. **No additional measures covered by Risk Assessment for sleepover**	L	n/a	MP	4/8/26
Are smoke detectors and Carbon monoxide monitors in good working order, covering hazardous zones, and a testing regime in place? What is the testing regime for these?	This [Home Office guide] includes many of the recognised regular checks **COVERED UNDER FIRE SAFETY CHECK** Best practice is to test alarms weekly **Policy now in place for monthly check with tick sheet**	L	n/a	JP/SM	4/8/26
Are the fire extinguishers in good working order and a servicing regime in place? Are they appropriately fixed and have correct signage?	A regular walk around and visual check by a team member as well as servicing is a good idea. **YES covered by annual inspection**	L	n/a	JP	4/8/26
Is there safe access and egress? (getting out in a hurry)	**YES**	L	n/a	MP	4/8/26
Is the Emergency lighting suitable and sufficient? Does it light up all evacuation routes and emergency exits?	**YES (electrical safety inspections)** **Evacuation routes are not included all external natural light**	Any remedial actions identified in last inspection **L no actions identified**	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Is safety lighting working? • Daily – visual indication light is illuminated? • Monthly – 1 min test carried out • Annually – 1 min test carried out, and checking visibility of lighting, signage and fire exit route is illuminated by the provision in place. • Have any remedial actions been completed by a competent person?	**Policy now in place with a tick sheet no daily inspections. Any actions reports back to trustees.**	**L**	**n/a**	JP/SM	4/8/26
If there is no automatic safety lighting how are users guided to emergency routes?	Glow in the dark signs? Torches? **YES no torches are considered necessary there are no dark passageways**	**L**	**n/a**	MP	4/8/26
When was the last Evacuation drill carried out?	Sections are advised to practice this each term Note – *All unplanned evacuations / alarms should be recorded* ***Never but will be included in future programme***	**L**	**N/A**	JP	4/8/26
What Personal Emergency Evacuation Plans (PEEPs) need to be in place for those with accessible needs?	An example PEEP can be found here **AT THE PRESENT TIME NOT APPLICABLE**	**L**	**N/A**	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Is there a register of Fire Doors? ● How often are they inspected on this site? ● When was the last inspection carried out – and by whom? ● What remedial actions have been carried out?	Fire doors are generally used to protect areas from high risks of fire spread, such as a boiler room door in a corridor used for fire escape **No requirement for fire doors**	L	n/a	MP	4/8/26
Are door closers used to control the speed/weight of closing?	**No requirement for door closers**	L	n/a	MP	4/8/26
Are door finger guards used to protect to protect hands from the hinged gap?	Make teams aware of the risks from trapped fingers. **NO**	M	n/a	MP	4/8/26
4. Emergency Procedures					
Are there documented procedures for the management of foreseeable emergencies? This could include but is not limited to fire, working at heights, working in confined spaces, loss of services or flooding.	**Working at height is discouraged and if applicable covered under policy Height - activity above floor level. i.e. Risk assessments etc.**	M	n/a	MP	4/8/26
5. Electrical					
When was your portable appliance testing completed? When was your Fixed electrical testing (EICR) completed? Have any remedial works been completed?	**PAT portable appliances?** **EICR every 5 years (next test due 2026)** **All remedial work completed**	*Any remedial actions identified in last inspection* *H*	asap	JP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Are electrical boards & cupboards secure? Have they been tested as appropriate?	**YES**	*L*	n/a	MP	4
Are wall sockets flush to the wall, screwed in well and with casing in good condition?	**YES**	*L*	n/a	MP	4/8/26
• Is general lighting working? • Inside? • Outside? • Is it suitable and sufficient?	YES	L	n/a	MP	4/8/26
Date of annual lightning protection check and certification, where installed	Not applicable covered under EICR	L	n/a	MP	4/8/26
6. Gas					
Have all Gas appliances been serviced as required? • List of all – with check dates…	Name of Gas Safe contractor used **Adam - The Boiler Guy**	L	n/a	MP	4/8/26
Are there interlocks in place between Cooker, extractors and alarm?	**No interlocks - not a commercial kitchen**	L	n/a	MP	4/8/26
Are Carbon Monoxide monitors / Alarms fitted and checked? If there are fireplaces, have chimneys been swept?	**Carbon monoxide monitor fitted and checked** **No fireplaces**	L	n/a	MP	4/8/26
When did extraction units / cooker hoods receive annual independent inspection and cleaning?	**Not a Commercial Kitchen no requirement other than general cleaning**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Is Bulk Gas stored/used on this site? When was it checked for compliance?	Who carried out the checks? **NO BULK GAS STORED N/A**	L	n/a	MP	4/8/26
Is bottled Gas stored on site? How is it stored safely? (in an exterior gas cage?)	**YES in a caged locker away from the building**	L	N/A	MP	4/8/26
7. Asbestos Management					
Has an Asbestos Survey been carried out for the site? If so – what date?	How is the survey accessible to the trustees? **Asbestos Survey, no risks by Trustees identified waiting on the District they had planned a survey on all Scout Buildings**	**L**	**n/a**	**MP**	4/8/26
What is the date of the Asbestos Management Plan (AMP)	When was it last reviewed? **Waiting in the district**	**L**	**n/a**	**MP**	4/8/26
Have regular inspections of the asbestos been carried out? How are they recorded?	**NO**	L	n/a	MP	4/8/26
8. Water Quality	*Managing Safe Water* will help explain the risks that may be present at the premises				
Is there a Legionella Management Plan in place? When was the last Water Quality Risk Assessment done? HSE guidance – ACOP L8 + HSG274	**YES - regular running of the electric shower and Taps** SWW supply clean and potable water to the premises no requirement for additional testing. last test dd 01/01/25 to 31/12/25	*Any remedial actions identified in last inspection* *L*	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
	Recommended for more complex water systems. (typically every 2 years)				
How are checks and works being carried out as per the Legionella Management Plan (LMP) and in accordance with HSE technical guidance?	There is an Example LMP on this website page **See above**	**L**	**n/a**	MP	4/8/26
Has your check included: • Weekly – flushing of taps, showers & standpipes • Monthly – temperature checks • Quarterly – clean and descale shower heads • Annual - checks all outlets	Section 6.0 of the LMP will give the full list of possible checks required **See above**				
9. Use by third parties					
Do other groups or third parties also use the site you operate on?	**YES**	H	n/a	MP	4/8/26
What hazards are naturally occurring that visitors may need to be readily aware of?	No particular hazards identified	L	n/a	MP	4/8/26
Are there maintenance tasks being carried out that could affect visitors or others staying into your area of operation?	NO	L	n/a	MP	4/8/26

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What Scout activities are carried out at the premises that may be a hazard to visitors or others not actively involved? (e.g. pioneering structures, climbing equipment, campfires)	(e.g. pioneering structures are disassembled at the end of the session, climbing equipment is returned to locked storage after session, campfires are doused and checked before leaving the area) **NONE**	L	n/a	MP	4/8/26
What controls are in place to remove or reduce risks to other users and casual visitors?	Are necessary signage or barriers in place? **NONE at present**	L	n/a	MP	4/8/26
10. **Access to the premises**					
How is access to the premises controlled? • Pedestrians • Vehicles	**The requirement to use for meetings/rentals**	L	n/a	MP	4/8/26
How do you know who is on the premises at any point in time?	**Through OSM and CCTV**	L	n/a	MP	4/8/26
Is there public access to the site? How is this managed when there is no representative on site?	**No direct public access behind locked gates**	L	n/a	MP	4/8/26
Is CCTV used and how is CCTV managed?	**YES monitored through responsible persons**	L	n/a	MP	4/8/26
What condition are the paths and roads in? What regular checks are made? Are they likely to cause hazard or damage to pedestrians or vehicles?	**GOOD GRAVEL SURFACE in HQ** **Gravel can be a trip hazard but the HQ is well lighted at night**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Is there adequate lighting for these?					
Are there any parts of the site that are derelict or hidden away? ● Consider physical dangers from these ● Unseen spaces for inappropriate behaviour, e.g. drugs, alcohol or safeguarding issues	● *Fencing?* ● *Signage?* ● *Checks?* **NO**	L	n/a	MP	4/8/26
Is there disability access to the premises? How often and how is this checked so it is fit for use?	**NO**	M	n/a	MP	4/8/26
11. **Chemicals and hazardous substances**					
What chemicals or hazardous substances are in the area?	**Cleaning fluids and Fuel**	L	n/a	MP	4/8/26
How are they stored in an appropriate manner? What secure place are they stored in?	**Fuel outside Cleaning in store cupboards away from children**	L	n/a	MP	4/8/26
Are Material Data Sheets available? When were they last reviewed?	*Domestic products may have the necessary information on the label* ***REFER TO DETAILS ON PRODUCT***	L	n/a	MP	4/8/26
Have COSHH Risk Assessments been produced and made available to staff and users?	**Domestic products will have the necessary information on the label**	**L**	**n/a**	MP	4/8/26

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Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
When were these last reviewed and who by?					
12. **Equipment**					
Has regular camping and Group type equipment been checked/serviced for safety issues? e.g. gas or petrol stoves, lamps…	**NO but tested before use**	M	n/a	MP	4/8/26
Who oversees and maintains this equipment?	**Leaders**	M	n/a	SM/JP	4/8/26
How is the equipment safely stored?	**Stored in a secure environment**	L	n/a	SM/JP	4/8/26
Is there an inventory of all equipment and tools and who maintains the inventory?	YES	L	n/a	SM	4/8/26
Has all equipment been regularly serviced and maintained in accordance with manufacturer's recommendations? Do any pieces of equipment require external inspection?	**Tested before use**	M	n/a	SM	4/8/26
Do you have pioneering equipment? Is it in safe condition? Are there safe places to use it?	**YES and YES**	L	n/a	JP/SM	4/8/26
13. **Flood Risk Assessment**					
Are you aware of the flood risk for your property (surface water, river, sea)?	**YES**	M	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
If your property has medium or higher risk for flooding, do you have a flood risk management plan in place?	**NO - there is no required as it is only the car park that floods no damage to buildings**	L	n/a	MP	4/8/26
Is your property insurer aware of the flooding risk of your property?	**NO it's only occasional rainwater.**	L	n/a	MP	4/8/26
This section will be mostly relevant to larger premises, campsites and activity centres – BUT check it out as some items may still apply to yours.					
14. Staff and volunteers					
13.a) Staff and volunteers - general					
Are there paid staff employed or used at the premises?	E.g. This could include part time cleaners or activity staff **NO PAID STAFF**	L	n/a	MP	4/8/26
Is there a process in place for the recruitment of staff and volunteers, and is this being followed consistently?	**As in accordance with Scout POR**	L	n/a	MP	4/8/26
Have appropriate vetting and disclosure checks been undertaken on those involved at the premises (staff or volunteers)?	**As in accordance with Scout POR**	L	n/a	MP	4/8/26
Are all staff and volunteers involved with the premises appointed, with the role connected to the premises recorded on the National membership system?	**As in accordance with Scout POR**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
How is this managed and maintained to keep it up to date?					
What policies have been put in place for the staff or volunteers? Including: • Yellow Card • Code of conduct • Alcohol & Drugs • Use of accommodation areas • Reviews with managers (to share any concerns) • Reporting of any issues/concerns (ensuring more than one person is designated) • Dress code – appropriate • Knowing who is on site • Lone working • Health & Safety – including training Are these policies regularly reviewed and readily available to all?	**As in accordance with Scout POR**	L	n/a	MP	4/8/26
What training and competency checks are provided for staff and volunteers? • Safeguarding • Safety • First Aid • GDPR • Specific activity requirements • Specific maintenance tasks	This may be a useful starting point for training team members, although additional specific training may be required for their role **As in accordance with Scout POR**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
How is training recorded and competency monitored? By whom?					
What induction of safety procedures are in place for staff on taking up a new role? Are these suitable and sufficient?	**As in accordance with Scout POR**	L	na	MP	4/8/26
Are staff/volunteers easily recognisable to visitors and each other?	YES	L	n/a	MP	4/8/26
How are language barriers managed for vital communications?	Pictograms can be used to help this **NOT APPLICABLE at this time**	L	n/a	MP	4/8/26
13.b) Staff and volunteer accommodation					
What clear boundaries are in place for the staff areas? (considerations for their welfare and safeguarding protection) How is separate accommodation provided for those under 18 attending to support the premises?	**As in accordance with Scout POR** Remember our Safeguarding Code of Practice: ***Do** have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section*	L	n/a	MP	4/8/26
How are checks on upkeep, welfare and the appropriate behaviour / activity of staff in staff accommodation monitored and managed? See also Bunk bed guidance below (within section 14 Guests and visitors).	**As in accordance with Scout POR**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
15. **Guests and visitors**					
How do visiting groups notify the centre of changes in numbers and participants?	NOT APPLICABLE				
What checks are carried out on visitors during their stay to ensure their comfort and safety?	NOT APPLICABLE				
What process is in place for visitors to check out? How do you know they have left the site?	NOT APPLICABLE				
Is there a record and agreement in place with users of the premises?	NOT APPLICABLE				
How do staff / volunteers observe/report concerns about the following practices by users: • Alcohol & drugs behaviour • Young people's welfare and safeguarding • Safe activities & camping • Supervision of young people during 'free time' • Photos – inappropriate taking	**As in accordance with Scout POR**				

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
How are non-Scout users of the premises made aware of the procedures regarding reporting of incidents or safeguarding concerns? What safeguarding arrangements do they have?	**Through the rental agreement and notice boards.**	L	n/a	MP	4/8/26
Bunk Beds – What guidance is in place to advise users of the risks and below are some additional recommended controls: Is the ladder fixed to the bed frame? *If no, it needs to be fixed* Is there a 760mm gap from the top bunk to the ceiling? Are there any gaps smaller than 60mm or larger than 75mm?	NOT APPLICABLE				
16. **First Aid**					
Is there adequate first aid cover? What first aid equipment is there? What process is in place to regularly check it?	**YES** **FIRST AID KIT** **Weekly checks**	L	n/a	MP	4/8/26
Is there a Defibrillator (AED), Trauma and or Bleed and or Anaphylaxis kits on site? What process is in place to regularly check it?	**NO**	M	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
How do you dispose of sharp objects and large amounts medical waste?	**NOT APLICABLE**				
Organisation and management of Safety					
17. Contractor management	This may also apply to Groups using contractors for work on their premises. See the guidance on the link				
Contractors: • how are contractor competencies assessed? • are inductions being carried out sufficiently and recorded? • has the Yellow card shared? • what documentation is in place for this?	*References, Qualifications, Professional memberships etc.* **Contractors through Recommendation**	L	n/a	MP	4/8/26
How are contractors being effectively and safely managed whilst on site?	**Contractors through Recommendation**	L	n/a	MP	4/8/26
Are Risk Assessments and Method Statements (RAMS) from Contractors suitable and sufficient?	Checked when applicable and appropriate	L	n/a	MP	4/8/26
Are Permit to Work requirements in place and being observed and recorded?	NOT APPLICABLE				
18. Work at Height					
What areas present a risk of falls from height? (activity, roof, storage...etc.) How is this managed?	**See section above**	l	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Below ground and confined spaces?					
Are there any scaffolding structures on site – long or short term? What inspection regime exists to keep them safe? What protection is in place to stop anyone from climbing on them?	NOT APPLICABLE				
19. **Manual Handling**					
Have staff and volunteers received appropriate manual handling training for their tasks?	*It is recommended those involved in regular handling activity should have relevant (refresher) training from time to time.* ***See appropriate Risk assessment***	M	n/a	MP	4/8/26
How have the local risks from handling (particularly in storage areas) been identified and what suitable controls put in place?	**Risks have been managed by correct storage and racking where possible** **Activities Risk Assessments cover safe handling**	M	n/a	MP	4/8/26
Is there suitable and sufficient equipment to help with safe handling?	**YES**	M	n/a	MP	4/8/26
20. Catering	Especially important if you are catering for visitors. The general guidance on catering is helpful to all groups too.				
What systems are in place for food control? Are these controls in line with relevant regulations for the activities being undertaken?	**We do not store food on the premises**	L	n/a	MP	4/8/26

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
What training has been received by staff?	**see above**				
21. **Housekeeping & General Site**					
Is the area tidy and free of waste? Is there a documented process for the disposal of waste? If there is a concern over vermin - is an appropriate pest control system in place with appropriate records?	**YES** **Risk Assessment for activity shows clearing up on completion** **No evidence of vermin (no food storage)**	L	n/a	MP	4/8/26
Is there a significant risk from items, equipment or locations that may cause slips, trips or falls?	NO	L	n/a	MP	4/8/26
Are there any loft hatches? What is the process for using these? How are they secured when not in use to prevent unplanned access?	**YES** **Loft Storage is not used** **Too high for unplanned access**	L	n/a	MP	4/8/26
Are materials stored in a safe and appropriate manner?	YES	L	n/a	MP	4/8/26
Have Workstation Assessments been carried out for regular computer users? (where required, including display screen equipment)	**There are no regular Computer users in the Scout Headquarters**	*Have remedial actions from these been taken?* *L*	n/a	MP	4/8/26
What processes are in place for Lone Working or Remote Working?	**See comments above**				

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Are plans available for the site? Do these show underground and overhead services?	NO	M	n/a	MP	4/8/26
22. **Plant, Machinery & Equipment**					
Is racking and storage safe for use? Is it inspected and recorded?	YES	L	n/a	MP	4/8/26
Has all equipment been regularly serviced and maintained in accordance with manufacturer's recommendations? Do any pieces of equipment require external inspection? If so is the relevant inspection process in place and up to date (for example LOLER and PUWER).	Use stickers to show service dates **Spreadsheet with all equipment shows inspection dates etc.**	L	n/a	**SM**	4/8/26
Are all Ladders listed on a Ladder Register? How are Ladder inspections managed?	Mark the ladders with a unique ID to correspond to the register **NO LADDERS LISTED**				
Do you have an activities or playground area? What checking and maintenance plan is in place? Does access to the equipment need to be controlled? How is supervision of users managed?	**YES** **Normal routine maintenance** **Yes in accordance with appropriate Risk Assessment** **IAW Risk Assessment**	L	n/a	MP	4/8/26
23. **Vehicles**					

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
Is there documentary proof that site vehicles or minibuses have been properly maintained? Have all trailers been regularly serviced and inspected?	*What driving licence checks have been carried out on those driving on behalf of the site?* ***MINIBUS REGULAR CHECKS*** ***No trailer***	L	n/a	MP	4/8/26
How up to date is the list of those authorised to operate restricted vehicles?	*This process needs to be robust with a way of confirming who has been checked.* **There are no restricted vehicles**				
What controls are in place to ensure the safe movement of vehicles on the site?		L	n/a	MP	4/8/26
24. **Protective equipment**					
What Personal Protective Equipment (PPE) is provided for maintenance tasks?	Tasks requiring PPE should be identified by the risk assessment **In accordance with Manufacturers instructions**	L	n/a	MP	4/8/26
Is it in usable condition? Is it stored in an appropriate manner? Is it suitable and sufficient? Does the PPE fit the user properly?	YES where appropriate ditto ditto ditto	L	n/a	MP	4/8/26
Have users been properly trained how to use it?	as appropriate through risk assessment	L	na	MP	4/8/26
25. **Trees and grounds management**	[Tree Safety Guidance]				

Safe Scouting Premises Audit

Observations	Process / Controls in Place	Furthers Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
When was the last survey of trees carried out on site? Where are details of the tree surveys stored? Are the trees in a managed state so as not to encroach on or cause risk to roads, paths and buildings? Is there a documented procedure for all grounds management including use of machinery, pesticides and herbicides?	NOT APPLICABLE	*Any remedial actions identified in last inspection*			
Is there any Invasive Non-Native Species (INNS) present on site? Is there a management plan available for the INNS on site?	Here is some helpful guidance NOT APPLICABLE				
Are any areas of the grounds prone to flooding? How is this managed? How are users of the site notified in advance of visiting?	Flooding preventive by ensuring Council keep the main drains clear of debris	*L*	n/a	MP	4/8/26
26. **And finally…**	Are there any other features or practices on site that are not mentioned above that should be included in this audit and subsequent audits?				

Key to terms

Priority H / M / L	High, Medium or Low?
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
CoSHH	Control of Substances Hazardous to Health
LOLER	Lifting Operations & Lifting Equipment Regulations
PUWER	Provision & Use of Work Equipment Regulations
LMP	Legionella Management Plan
AMP	Asbestos Management Plan
FRA	Fire Risk Assessment
PEEP	Personal Emergency Evacuation Plan