



Scouts
Surrey

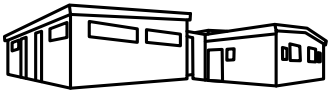


BENTLEY COPSE ACTIVITY CENTRE

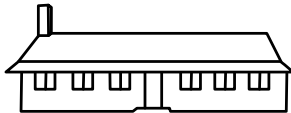
BUILDING RISK ASSESSMENT V2026-1

Printed copies of risk assessments may have older dates. See <https://www.bentleycopse.org.uk/booking/downloads/> for latest versions

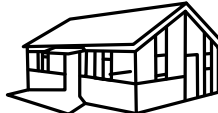
Palmer House



Parker Lodge



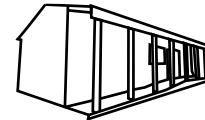
The Nest



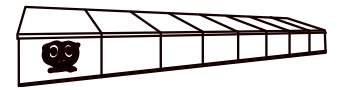
Little Lodge



The Retreat



The Marquee



Building Risk Assessment

Assessor Competence:	TechIOSH
Assessment Date:	02/09/2024
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcan</i>
Document Last Reviewed:	23/02/2026
Document Last Reviewed by:	J.Yates
Next Review Date	February 2028

Hazards Identified:	Who may be affected?
Slips Trips and falls, Electrocution, Falling from a bunk bed, Fire, Door finger entrapment, Table / Bench finger entrapment, Getting locked inside the building, Vermin in the building, Fire, Overcrowding, Waterborne infections including legionella, Building infrastructure failure. Kitchen sharps. Gas leaks, carbon monoxide. Hot surfaces, radiators, water boilers, cookers, etc	All building occupants

Risks and Control Measures

What are the risks?	Safety Measures / Controls	Palmer House	Parker Lodge	The Nest	Little Lodge	The Retreat	The Marquee
Slips, Trips and falls	Floors can be slippery when wet, appropriate signage displayed during cleaning. Area around the building kept clean and tidy.	✓	✓	✓	✓	✓	
Electrocution	Equipment provided by BCAC inspected annually. Fixed wiring inspection carried out every 5 years.	✓	✓	✓	✓	✓	✓
Hot surfaces, radiators, water boilers, cookers, etc	Radiators / Heaters fitted with thermostatic controls to ensure they don't become too hot. Groups using the building should make their own call regarding other heat producing devices.	✓	✓	✓	✓	✓	
Falling from a bunk bed	People staying should be briefed by their group leader and told not to 'play around' on the bunk beds.	✓		✓	✓		
Door finger entrapment	Hinge guards fitted to doors with closers fitted to them.	✓			✓		
Table / Bench finger entrapment	Finger entrapment warning included in the building information pack.	✓	✓	✓	✓	✓	
Getting locked inside the building	All doors can be opened from inside.	✓	✓	✓	✓		✓
Vermin in the building, bites, disease	Pest control is managed by an external contractor who attend monthly to bait etc.	✓	✓	✓	✓	✓	
Fire causing injuries, burns or death.	Building fitted with fire detection system, linked to an alarm monitoring centre who alert staff to a problem. Fire extinguishing equipment is located throughout the building.	✓	✓	✓	✓		
	Building fitted with a smoke alarm and fire extinguisher					✓	

What are the risks?	Safety Measures / Controls	Palmer House	Parker Lodge	The Nest	Little Lodge	The Retreat	The Marquee
	See 'Fire Risk Assessment' Fire exits are kept clear. Building users have contact details for the duty manager	✓	✓	✓	✓	✓	✓
Overcrowding causing crush or trampling injuries.	Occupancy limits for different scenarios. Standing / Seated	160 80	100 75	16 16	16 16	16 12	400 250
Waterborne infections including legionella.	Water stored at appropriate temperatures. Water temperatures checked regularly.	✓	✓	✓	✓		
	No dead legs	✓	✓	✓	✓	✓	
	Shower heads descaled every 3 months.	✓			✓		
Building infrastructure failure	General maintenance of the building checked during the cleaning process and a document inspection carried out every 6 months by the BCAC Staff team. This is documented and remedial works acted upon appropriately.	✓	✓	✓	✓	✓	✓
Kitchen : Sharp utensils	Sharp utensils are stored in kitchen. Groups must undertake their own risk assessments for kitchen use and catering.	✓	✓	✓	✓		
Gas leaks Carbon Monoxide	Gas cooker inspected annually by competent appliance engineer.	✓	✓	✓			
	Emergency Gas Shut offs located in the kitchen and on the tank itself. Gas Interlock between the gas appliance and extraction system.	✓	✓				
	Carbon Monoxide detector fitted	✓	✓	✓	✓		

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Building Risk Assessment