Archive & Heritage Experience Risk/Safety Assessment

Name of activity, event, and location	**West Yorkshire County Scouts Archive & Heritage Experience based within the Jubilee Centre at Bradley Wood Scout Camp & Activity Centre Risk Assessment**	**Date of risk assessment**	**March 2026**	**Name of person doing this risk assessment**	**Craig Ellis**
		Date of next review	**January 2028**		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	Review & Revise
A hazard is something that may cause harm or damage. **The risk** is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	**Controls** are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep **checking** throughout the activity in case you need to change what you're doing or even **stop** the activity. Add comments which will be used as part of the review.
Visitor Risk Assessment	Visitors	**A Visitor Risk Assessment is sent to visiting groups prior to their visit**	
Security risks Security, damage, loss of items	All	The Jubilee Centre is set back from the road and has parking on two sides. The Main entrance to the building is to be locked when not in use, the Alarm system set and security shutters down and secured. Keys and Alarm Codes are not to be given out to anyone once an archive member has been given them. All display cabinets are to remain locked unless being worked on – in which case they are to be locked as soon as the work is completed. Check all display cabinets are locked before locking up the building All visitors are asked not to touch the manikins due to them wearing old uniforms & being at times prone to parts coming loose.	

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Access Risk of injury if unable to exit safely Risk of a person being locked in the building	All	Health & Safety briefing to take place with visitors so they are aware of exit routes, assembly points, first aid kit and defibrillator locations as well as the location of toilets. Fire doors are to be unlocked and clear at all times Lighting (plus emergency lighting) in all relevant rooms and exit routes are in good working order and faults reported when noticed. Before leaving the building - a full check of the premises is to be done to ensure the Centre is empty of people before locking the doors.	

Fire Safety Risk of injury	All	The Archive team must be aware of the number of people visiting so a correct head count can be taken in the event of an incident. In the event of a fire - all must exit through the nearest exit and gather for a head count on the grassed area near the picnic benches outside the kitchen area. All heaters are to be switched off before closing down the archive areas – The heaters are on a timer switch so if this is forgotten they will shut down anyway after a set period of time. Lift not to be used in the event of a fire evacuation	
First Aid Risk of injury	All	A first aid kit is located in the International room to the left of the monitor on the shelving unit. clearly visible. The First aid kit should be frequently checked to ensure they are replenished and are in-date – and is to be checked each year at the same time as completion of the annual risk assessment. A Defibrillator is available at the bottom of the main stairs by the entrance.	Check first aid kit each year at the time the risk assessment is updated.

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First Aid Risk of injury	All	Scouting users should follow incident recording policy as per POR. External user groups should follow their own policies and operating procedures.	

Electricity **Overloaded sockets** Electrocution. Fire. **Trailing or damaged leads** Tripping.	All	Check equipment leads and plugs regularly. Remove anything substandard. Arrange for a competent person to do repairs and major inspections - PAT testing completed regularly by qualified electrician. Isolate supply as necessary.	• PAT testing to be completed by a qualified electrician.
Storage Lifting/handling heavy boxes Lifting/storing at heights	Archive Team	Work together with heavy items. Put heavy things low down and light things up high. Check ladders and steps are safe before you use them and work in pairs.	
Rubbish Disease or vermin.	Archive Team	Litter bins are positioned in the International room and the Archive Room. These bins are to be emptied as and when needed. A small bin for wipes is positioned by the Kudu Horn in the Story of Scouting room, this should be emptied after each use. Bins are to be emptied into the sites skips which are positioned in the lower car park area.	
Equipment Rot/mildew/moth damage.	Archive Team	Frequently check condition of equipment Regular spot checks to ensure no damage/ wear and tear	

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Axes, saws and knives Misuse of such items Unauthorised people gaining access to items.	All	These items must be securely stored or on display behind locked doors at all times. If display/storage spaces are unlocked for use, they must be locked back up before leaving the room.	
Asbestos Handling the WWII gas mask	Archive Team	The Archives has a WWII Baby's gas mask which has a filter which contains a small amount of asbestos. The mask is on display behind a locked glass cabinet The asbestos is secured inside a rubber casing and can not be handled directly without unscrewing the casing. The mask has a pump – this is not to be used. When not on display the gas mask will be placed in a plastic bag and sealed.	
Food and Drink Vermin. Slipping on spills. Hygiene	All	Visitors are not to bring food or drink into the archive rooms. Avoid leaving food in premises (where possible). Clean up spills promptly. Make sure appropriate cleaning equipment is available. Tidy up after each use.	Check cleaning equipment is available. Arrange deep cleans regularly.
Hot water/kettle Burns and scalds.	Archive Team	Archive team have use of a kettle and hot water for drinks – care is to be taken when pouring hot water into cups, and when carrying them.	

Context	The Centre is positioned in grounds of Bradley Wood Scout Camp and Activity Centre, which has public footpaths around its location. The building has a main entrance and three key fire exits, with other exits available. There is a kitchen, fitted with catering style appliances, and a double sink. There are male and female separate toilets and an inclusive/disabled toilet with separate sinks. Upstairs there are various meeting rooms, including the Rotary room – a large meeting/presentation room. Downstairs there is a large hall with a large climbing wall. There are also a number of indoor store rooms. There is a large grass area with picnic benches and a patio area.