



# Morden Hall DHQ



To Hall Users, please complete the form below as it will allow the District to monitor the use of the hall, act as a prompt for local Health & Safety issues and allows users to report defects etc.

Alan Green  
DHQ Co-ordinator

	Date:
Group & Section	
Leader in Charge	

Attendance	Members	Leaders/Adults
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- |   |                          |
|---|--------------------------|
| Please confirm that:  | Tick                     |
| The InTouch system is in place<br><i>POR Rule 9.3</i>   | <input type="checkbox"/> |
| The grounds have been checked for hazards<br><i>Items are often thrown over the fences</i>  | <input type="checkbox"/> |
| Fire Exits have been unlocked<br><i>Please lock them after the event</i>  | <input type="checkbox"/> |
| Users are aware of the Assembly Point<br><i>From this point you can escape into the park</i><br><i>The padlock key is the same as the main gate</i> | <input type="checkbox"/> |

A First Aid Kit and small torch are kept by the oven in the kitchen, please complete an accident report for any incident however small

Please record any problems or concerns you have about the DHQ so the Maintenance Team can deal with them

PTO

Wimbledon & Wandle Scouts



Property : Morden Hall Park DHQ

Activity: Building Services

Risk Assessment

<b>Nature of Hazard</b>	<b>Worst Case Outcome</b>	<b>Current Precaution</b>	<b>Estimation of risk</b>	<b>Further Precaution</b>
Gas Supply Explosion, fire asphyxiation	Death	Annual Service by Gas Safe registered technician	Low	DHQ Users are notified of location of shut off valve and to ensure adequate ventilation. Regular Check of CO Detector
Water Leaks Burst Pipes	Damage to Building	Pipes lagged Heating set for frost protection	Low	DHQ Users are notified of location of stop cock.
Sewer & Waste Water	Damage to Building	Regular Visual inspection	Low	All toilets flushed each week
Electricity	Fire Electrocution Death	Use Competent person for repairs Isolate supply as necessary	Low	Regular inspection of all portable equipment Users required to use RCD's to protect external equipment
Electricity, trailing leads	Tripping	Provide adequate wall sockets Hooks provided for external leads	Low	Users advised to review trailing lead layout
Water/Air Legionella	Death	The only stored water is in Toilet Wcs	Low	All Toilets flushed each week

Assessment Carried out by :	Date of assessment:

Wimbledon & Wandle Scouts

Property : Morden Hall Park DHQ



Activity: Use of Powered Equipment

Risk Assessment

Nature of Hazard	Worst Case Outcome	Current Precaution	Estimation of risk	Further Precaution
Misuse of Petrol Powered Equipment	Personal Injury	Equipment stored in locked workshop Only Trained adults allowed to use them	Low	Owners Hand Books available on site
Fuel in Equipment	Fire	Minimal fuel left in tanks after use	Medium	Spare fuel kept outside of building
Lifting equipment	Strains/ back injury	Mower kept on floor. Access ramp used to move mower outside	Low	Maintenance team advised of correct handling techniques
Noise	Impaired Hearing	Ear Defenders supplied and replaced when necessary	Low	Users advised to take regular breaks
Vibration White Finger	Nerve Damage	Equipment maintained by competent person	Low	Users advised to take regular breaks
Flying debris	Eye Damage	Protective glasses/Visor must be worn. Work area inspected for objects before starting	Low	Operators required to maintain the appropriate exclusion zone

Assessment Carried out by :	Date of assessment:

Wimbledon & Wandle Scouts



Property : Morden Hall Park DHQ

Activity: Material Handling

<b>Nature of Hazard</b>	<b>Worst Case Outcome</b>	<b>Current Precaution</b>	<b>Estimation of risk</b>	<b>Further Precaution</b>
Lifting Heavy Items	Strains back damage	Equipment stored in manageable amounts Heavy items in closed containers labelled as such	Low	Maintenance Team advised of correct manual handling techniques
Storing at Height	Head injury Strains	Only light items stored on high shelves	Low	
Use of Ladders	Falls from height	Annual formal inspection of ladders Users required to work in pairs and foot ladders	Low	Users advised to check ladders before use

Assessment Carried out by :	Date of this assessment:

16 Aug 2012

Wimbledon & Wandle Scouts

Property : Morden Hall Park DHQ

Activity: Hazardous Materials



Risk Assessment

Nature of Hazard	Worst Case Outcome	Current Precaution	Estimation of risk	Further Precaution
Asbestos	Death	All asbestos material was removed from grounds before 2012. ACM not used in construction of building. Gas boilers use modern balanced flues	Low	Maintenance Team aware of Asbestos as a Hazard and will report concerns if any ACM found
Flammable liquids	Fire	All fuel containers stored in external store	Low	Where possible only water based paints etc. used in maintenance activities
Waste/rubbish	Disease/ Vermin/ Fire	All waste removed from site or stored away from building	Low	Users required to take waste away
Drug paraphernalia	Death	Sharps container accessible to Maintenance team	Low	Users required to inspect grounds before use and to place areas out of bounds and inform Maintenance Team
Broken Glass	Cuts	Regular checks of grounds	Low	Users required to inspect grounds before use
Cleaning Materials	Chemical Burns Poisoning	Low Hazard products used where possible. All products placed out of reach of children	Low	Users advised to read product lables

Assessment Carried out by :	Date of this assessment:



Wimbledon & Wandle Scouts

Property : Morden Hall Park DHQ

Activity: Toilets Wash-rooms



Risk Assessment

Nature of Hazard	Worst Case Outcome	Current Precaution	Estimation of risk	Further Precaution
Disease	Death	Regular inspection/cleaning of facilities	Low	
		Antibacterial soap supplied	Low	
		Towels changed regularly	Low	
		Dedicated cleaning equipment for use in toilet. (Coloured Red)	Low	
Legionella	Death	The only stored water is in the Toilet WC's	Low	All toilets flushed each week
Slipping on wet floor	Personal injury	Dedicated cleaning equipment for use in toilet. (Coloured Red)	Low	Users advised to clear spills Body Fluid Kit available for use

Assessment Carried out by :	Date of this assessment:

Wimbledon & Wandle Scouts

Property : Morden Hall Park DHQ

Activity: Kitchen



Risk Assessment

Nature of Hazard	Worst Case Outcome	Current Precaution	Estimation of risk	Further Precaution
Disease/ Food poisoning	Death	Regular inspection/cleaning of facilities	Low	Dedicated hand washing facilities Towels changed regularly Colour coded cutting boards provided
Cleaning Liquids	Poisoning	Only low hazard products 'Ecover' used	Low	Child lock fitted to cleaning Material cupboard
Sharp Objects	Cuts	Sharp tools kept in draw with child lock	Low	Users advised to restrict access to kitchen area
Slips and spills	Falls	Dedicated cleaning equipment provided (Coloured Grey)	Low	
Asphyxiation	Death	Gas equipment service by Gas Safe Technician CO Detector Fitted	Low	Users advised to ensure adequate ventilation

Assessment Carried out by :	Date of this assessment:



Wimbledon & Wandle Scouts

Property : Morden Hall Park DHQ



Activity: Emergency Exits

Risk Assessment

Nature of Hazard	Worst Case Outcome	Current Precaution	Estimation of risk	Further Precaution
Trips and falls Person Trapped Uneven surfaces	Death	Door and passages checked weekly Paths swept regularly	Low Low	Users reminded to check fire door before use Users reminded to check grounds before use
Poor Lighting	Person trapped	Routine testing of emergency lights	Low	Users advised where spare torch is stored.

Assessment Carried out by :	Date of this assessment:



# Morden Hall DHQ



The location of the building is:

The Scout Hut  
Opp. 179 Morden Road  
Mitcham  
CR4 4DD

The Nearest A+E Hospital is:

St Helier Hospital  
Wrythe Lane  
Carshalton  
SM5 1AA

The National Trust Office is:

020-8545 6850

The Local Community Police contact is:

07768 178387

The nearest Public Telephone is in front of the shops in St Helier Avenue



# Morden Hall DHQ



## To all Hall users

Please ensure that:-

1. All Electric Lights and Power, except the Fridge and Boilers, are turned off
2. The Gas oven and stove are turned off
3. No taps are running, our water is metered
4. All Doors and windows are secured
5. All rubbish must be taken away, no bags to be left outside the building as foxes will scavenge from them
6. Fires must be kept within the camp fire circle
7. No pits are to be dug in the grassed areas
8. Please report any damage or problems to the Booking Secretary or leave a note for the Maintenance Team

Thank you

Betty Cronk

Booking Secretary  
020-8393 6233



# Morden Hall DHQ



## What to do if there is a:-

Gas Leak	Evacuate Building Meet at Assembly Point by gates to park Turn Gas off, The Meter is behind single gate. The key is stored above this notice
Fire	Evacuate Building Meet at Assembly Point by gates to Park Call 999
Water Leak	Turn all water off, Tap in cupboard to the right of fridge Inform the Maintenance Team
Power Failure	There is an torch in the kitchen by the oven Check the main Fuse Box, in corner of hall by the kitchen If problem persists inform the Maintenance Team
Suspect tree	Cone area off, road cones are kept outside at the back of the DHQ Inform the National Trust or the Maintenance Team
Swarm of Bees	Leave alone, they are not normally aggressive They will move on in their own time
External damage to DHQ	Inform the Maintenance Team
Damage to outside Fences	Inform the Maintenance Team
Discarded Syringe found	Leave it alone. Mark area with road cones which are kept outside at the back of the DHQ Inform the Maintenance Team