



Risk assessment – use of the Catterburn Brownie house

People potentially at risk: all staff, volunteers, members, visitors, members of the public and anyone else the activity might impact. It is recognised that not all risks are foreseeable and there is always need for dynamic risk assessment during any activity. Additional risks identified through dynamic risk assessment should be recorded as soon as possible after they have been identified and assessed.

Where hazards may be encountered: throughout the building, including external areas.

Name of Venue	Catterburn
Activity covered by the risk assessment	Use of the activity room in the Brownie house
Name of person completing the risk assessment	Bronach Hughes
Date and timings of activity	Any time from April 2026 to March 2027
Location of activity including postcode:	Catterburn Campsite, Croftamie, G63 0HG
Numbers participating – minimum/maximum/ratios	Normal ratios should be observed, dependent on the section and the activities planned
Activity Leader	Unit leader of group using the Brownie house
First Aid Cover	Units to provide 1 st Response cover
Contingency plans in case of bad weather	The Brownie house can be used in all weathers, but note that there is no power or water supply

NB only the entrance hallway and activity room are in use at the moment. There is no access allowed to other parts of the Brownie house.

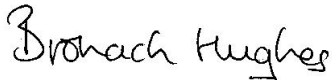
Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them	Date completed
Fire safety	There is little risk of fire as there is no electricity to the building and nothing flammable stored in the activity area. When in use, the front door to the building must be unlocked, and the fire exit kept clear. Fire exit signs that glow in the dark are provided over the exit doors, but note that there is no internal or external lighting if the building is being used in the dark.	No use of naked flames allowed in the building – users may bring in battery-operated lights. If flammable materials are brought into the building, a separate risk assessment needs to be completed by the user to cover them. Anyone proposing to use the building after dark needs to ensure that torches or lanterns are readily to hand to light the exit route in case of the need for an evacuation.	Those using the building must observe and/or complete the local actions required.	Ongoing
Mobile phone signal in an emergency	There is no landline in the building, but the mobile signal is good. What3words for emergency exit of the building: chief.dent.cleanest.	Note that there is nowhere in the building to charge phones: they can be charged in other buildings or users may use a power pack.	Users need to ensure they have sufficiently charged mobiles to call for help at all times.	Ongoing
Slips, trips and falls	There is no permanent flooring in the entrance hallway or the activity room, so care needs to be taken to avoid slips, trips and falls. Care needs to be taken using the external steps and the ramp as the surface has sections that are broken up.	Care needs to be taken at all times as the floor is uneven in places: unit leaders need to warn and supervise their groups.	Unit leaders to dynamically risk assess, depending on the activities planned in the building.	Ongoing
Clear and easy-to-use access points for everyone, including those with disabilities	There are steps and a ramp up to the main entrance of the building, with handrails, and there is a ramp to the emergency exit door and the door is wide enough for wheelchair access. There is a large mat by the emergency exit door to absorb wet and dirt.	The first occupants in the building should open the main door and then allow access to the building using the ramp for other occupants if necessary.	Unit leaders to ensure orderly access to and exit from the building, especially for those with disabilities.	Ongoing
Lighting,	As there is no electricity to the building, there is no	Those using the building in poor light	Unit leaders.	Ongoing

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internal and external	internal or external lighting.	need to take particular care of the uneven surfaces, as torch light can cast shadows and make uneven surfaces harder to see. Unit leaders need to assess the risk of carrying out their planned activities, given the lack of lighting.		
Toilets and washing facilities	There are no toilets or washing facilities in the building. Water to wash hands and for activities may be brought from other buildings. There are water carriers or buckets/basins in the activity store that can be used.	Toilets and washing facilities are available in the toilet block. Care needs to be taken if warm or hot water is required: it is a considerable distance from the water source and suitable carriers need to be used. Children will need to be supervised if carrying water. Any spillages inside the building should be cleaned up to avoid the risk of slipping on them.	Those using the building must observe and/or complete the local actions required.	Ongoing
Security	The Brownie house is kept locked at all times when not in use.	Users should lock the building up after use and return the key to the main door to the place they got it from. They may choose to lock the main door when using the building and keep the fire exit door closed.	Those using the building must observe and/or complete the local actions required.	Ongoing
Access to drinking water	There is no drinking water supply in the Brownie house. Drinking water is available from other buildings and the outside tap on site.	Users need to fill up water bottles at other water sources and bring them to the Brownie house.	Unit leaders	Ongoing
Access to first aid	A first aid kit is available in the Brownie house activity room. However, note that there is no water supply in	Users need to obtain water from elsewhere on site if needed for first	Unit leaders	Ongoing

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materials	the building.	aid purposes.		
Opening and closing arrangements	The keys to the Brownie house are kept in the key safe in the Guide hut/Bothy. When opening up, users must check that the doors to the kitchen and hallway are locked shut so that no-one can access those areas. When closing up, all rubbish must be removed from the building, the fire door closed from the inside and the main entrance door locked from the outside.	Users to do a visual inspection in case of any damage due to high winds etc. before using the activity room.	Unit leaders	Ongoing
System for reporting building defects	Most of the Brownie house is not in use due to severe water damage in 2024. Any new damage observed to any part of the building should be reported to the site management team as detailed in the site booking form.	Users should do a visual inspection before using the hallway and activity room and decide whether it is still safe to use. If in doubt, it should NOT be used. In the event of minor damage, this should be reported to the site management team.	Unit leaders	Ongoing
Asbestos register	There is no asbestos in the Brownie house as evidenced by an inspection carried out in 2025.	No action required.		21/4/26
Heating and ventilation	There is no heating in the Brownie house. Windows and the fire door can be left open for ventilation.	Users must ensure all windows and doors are closed when leaving the building.	Unit leaders	Ongoing.
Condition of equipment provided	There are tables and chairs provided in the activity room, all of which are in good condition, having been checked in April 2026.	Users should notify the site management team if they note any damage to any of the tables and chairs.	Unit leaders	Ongoing
Cleaning	The hallway and activity room were deep cleaned in	Users should leave the building as	Unit leaders	Ongoing

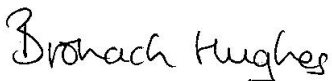
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arrangements and expectations	April 2026 and will be inspected during the season. However, the building generally needs a complete renovation. Brooms, dustpans and brushes and cleaning materials are available in the activity room	clean as is reasonable given the underlying state of the building. The floor should be swept and tables washed down if necessary. Rubbish must be removed after use of the building.		

By completing and filling in controls and dating this form, you agree that you've tried your best to think about risks and put measures in place to manage them as far as is reasonably practical

Name of person completing risk assessment: Bronach Hughes		Membership number: 118048
Role: County trustee		Date review initially completed: 21 st April 2026
Signature*: 		

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes
2/7/2026		Minor changes/confirmation of outstanding queries at meeting on 5 th June 2026 with the Catterburn operations committee.