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1	Heyswood Risk Assessment Checklist - MAY 2018									
2	Hazard	Cause	Consequence	Frequency	Risk	Mitigation measures in place	Actions to be taken	By who?	Frequency / By when?	Done (Signed)
3		Rabbit / fox holes	2	3	6	Area cordoned off with red/white plastic chain	Continue to monitor chain and repair as necessary.	HMC	Check weekly during camping season and monthly for remainder of year.	On-going
4		Fire assembly board	1			All Leaders to ensure all staying are aware of meeting point - Site 7	Leaders responsibility	Leaders	Each visit	On-going
5		Playground	1	3	3	Low impact floor covering. Always used with appropriate supervision and restricted to under 11 year olds.	Notices in playground area regarding use. No further action required	Leaders responsibility		
6		Carpets	1	2	2	All carpets fitted and threshold plates installed.	Monitor condition of carpets and plates.	HMC	Ongoing	
7		Floor surfaces	1	2	2	Not applicable	Monitor condition for wear.	HMC	Ongoing	
8		Spilt liquid on floors	2	2	4	Wipe clean flooring provided in all kitchen areas. Mops provided.	No further action required			
9		Discarded items from motorist using A3 lay-by to be cleared.	2	3	6	Not applicable	Monitor and dispose of items when found.	HMC	Ongoing	
10		Trailing electrical cables indoors / outdoors	2	3	6	All cables for permanent appliances fixed. Cables for portable appliances to be covered if crossing exit routes.	Consider having a cable tidy available. Routing of outdoor cables to be separately assessed at time of event.	HMC	As applicable	
11		Electric shock	Kitchen appliances	2	3	6	All appliances PAT tested annually.	Monitor condition regularly.	HMC	Annually
12	High voltage mains switchpanels		4	2	8	All equipment in locked cupboards - restricted by key access. No storage to be in these spaces.	Storage in Activity centre electrical / boiler cupboard to be reviewed and access limited.	HMC		On-going
13	Old wiring / sockets		2	2	4	All old wiring removed or taped up after isolating. No old sockets.	Consider removing old wiring and switch in Log cabin and old alarm bell from outside.	HMC		On-going
15	Electrocution	Lightning	5	2	10	Unknown	Check if lightning conductors fitted to all buildings and if necessary, have them fitted. Ensure instructions to site users provide guidance on activities in adverse weather conditions.	HMC	ASAP	On-going

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16	Fire	Open wood fires	2	2	4	Used under appropriate supervision - no liquids used to start fires. All wood fires to be lit on Altar fires provided only.	Ensure instructions to users includes statement that no liquids to be used to start fires.	HMC		On-going
17		Electrical appliances	2	2	4	Appropriate fire extinguishers and fire blankets provided in all locations. Smoke detectors provided in BP Lodge, Activity Centre and Log cabin.	Ensure fire alarm system is tested. Check smoke detectors and replace batteries as necessary	HMC Warden	Yearly Weekly	On going
18		Bonfire for waste	3	2	6	Only used by authorised personnel.	Ensure hose is kept available for use if fire is getting out of control.	HMC	As applicable	
19		Open fire in Log cabin	3	2	6	Only used under appropriate supervision	Consider replacing bricks to provide grate support and provide a guard which can be fixed back to wall when fire alight.	HMC		Fire not to be used
20		Camp fire	3	2	6	Only used under appropriate supervision - no flammable liquids to be used to start fire. Embers to be dampened at end of fire.	Ensure instructions to site users include precautions when using camp fire.	HMC	Ongoing	
21	Burns / scalds	Hot kitchen appliances	3	2	6	Children only in kitchen with appropriate supervision.	Ensure instructions to users includes appropriate statement.	HMC		Leaders responsibility
22		Hot water from kitchen appliances (scalds)	3	2	6		Ensure instructions to users includes appropriate statement.	HMC		Part of training
23	Fire extinguishers	Inappropriate / untrained use	2	2	4	Only to be used by trained persons All extinguishers checked annually	Ensure instructions to site users specifies that in the event of a fire, SHOUT OUT, GET OUT and STAY OUT and do not use an extinguisher unless trained or confident in the outcome. Do not put yourself at risk'.	HMC	Reviewed annually	Mar-18
24	Legionella	Hot water from taps	3	2	6	Not known		HMC		HMC
25		Hot water from showers	3	2	6	Not known	Instructions for use in AC. New showers in BP Lodge have temperature set,. Shower heads regularly reviewed and checked	HMC	Quarterly or more frequently	
30	Chemicals / Poisoning	Gas cylinders	2	3	6	None to be kept on site	regularly checked	HMC		
31	Cuts from broken glass or sharp objects	Windows	1	3	3	All windows at heights where people can run / fall into are safety glass.	Ensure condition of all glass is checked.	HMC	Ongoing	
32		Glass	1	3	3	Broken glass cleaned up after breakages	Consider occasional work party to sweep site to remove any potentially hazardous materials, tent pegs, check woodpile, equipment and buildings for protruding nails etc	HMC	Ongoing	
33		Nails / screws	1	3	3					
34		Tent pegs	1	3	3	Camp sites inspected to ensure clear and ready for next use.				
35		Wood pile	1	3	3					

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37	Breach of Security / Loss of privacy	Boundary fences				Fences checked and maintained.		HMC		On going reviews
38		Gates				Perimeter gates locked	No further action required			
39		Wardens have no visibility of unauthorised or authorised persons arriving on site				All visitors to be seen in/out by member of HMC whilst no Warden.	Consider installation of CCTV covering carpark and monitoring screen in Wardens Bungalow.	HMC	Within 12 months	Under review
40		Locks on doors				All doors, stores kept locked - keys retained in safe.	No further action required			
41		Overlooked by visitors / workers in Painshill Park				Curtains provided in Activity Centre and BP Lodge	Curtains in BP Lodge Conservatory requested and installed.	HMC		Done
42		Electronic gates				Key entry system	Consider changing code numbers from default setting and notifying personnel as appropriate.	HMC		On going
43		Accidents / strains from manual handling	Inappropriate storage in electrical cupboards	1	3	3	None	Electrical / Boiler cupboard in Activity Centre should not be used for general storage - find alternative storage location.	HMC	
44	Trolleys		3	3	9		Ensure all trolleys are maintained and stored next to shop Ensure site users instructions state that they should not be used for 'riding'.	HMC	Ongoing	Trolleys and instructions say no riding
45	Moving heavy tables / stacks of chairs		2	3	6	Old heavy tables generally replaced by new Gopak tables	Provide racks for proper storage of Gopak tables. Consider providing instructions / notice to state that chairs must not be stacked greater than 5 high.	HMC		Recommended tables lay flat and notices in place. Storage racks under consideration.
48	Poor lighting	In car park				Security / movement lights provided.	Check and replace bulbs and clean sensors.	HMC	On going as necessary	
50	Hyperthermia from Low temperature	Extreme weather (cold)	2	3	6	Additional blankets/quilts available for cold weather.	No further action required			
51	Heat stress / sunstroke from hot temperature	Inadequate ventilation				Leaders responsibility	Ensure all buildings are occasionally ventilated and consider the need for extractor vents from kitchen and bathroom areas (if not already installed) to avoid condensation.	HMC	As necessary	
52		Extreme weather (hot)	2	3	6	Leaders responsibility	Adequate sun protection to be applied and hat to be worn or stay under cover	Leader / site user	As necessary	
53	Insects stings / bites	Bees / wasps				No more prominent than elsewhere so long as food is kept covered and waste is not left out.	No further action required	Leader / site user		

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54	Animals	Bites				No more likely than elsewhere in countryside - any bites to be recorded by Leader	No further action required	Leader / site user		
55		Weill's disease (water contaminated by animal urine)				Pond area cordoned off	No further action required			
56		Toxocara (dogs / cats / foxes)				No dogs allowed on site	Recommend sign is placed in car park / site entry.	HMC		Notice on board at car park and instructions say no dogs
57		Lyme disease (ticks)				None				
58	Vermin	Rats				No more prominent than elsewhere so long as food is kept covered and waste is not left out.	Ensure instructions to site users advise that food and food waste should not be left out.	HMC	Ongoing	
59		Moles					Mole hills to be managed to avoid trip hazards	HMC	On going as necessary	
60		Foxes / Badgers					Ensure instructions to site users advise that food and food waste should not be left out.	HMC	Ongoing	
61	Bacteria	Wild life pond algae				Area cordoned off.	No further action required			
62		Swimming pool algae				Pool treated with appropriate chemicals.	Monitored throughout season	HMC	Ongoing	
63	Poison	Fungi				None	Site users instructions to include precautions about potential for poisonous fungi or plants and requested to report any observations. Tree surgeon to review annually and arrangements made for treatment / removal if appropriate.	Leader / HMC / Tree Surgeon	Ongoing	
64		Poisonous plants				None			Ongoing	
65	Falling trees or branches	Disease / Age	3	3	9	All trees assessed	Recommend that annual inspection by tree surgeon is carried out before start of camping season in order that remedial action can be taken as necessary without interrupting camps.	Specialist tree surgeon	Annually or as required. Major work carried out April and October 2016	On-going Last tree inspection December 2017 / January 2018
66		Storm damage	3	3	9		Ensure status of trees is checked after any significant storms in particular those adjacent to camping sites.	HMC / Specialist tree surgeon	As necessary	On-going
67		Dead branches	3	3	9		Recommend periodic review of branches especially low ones that girls could swing on.	HMC	Before camping season	As above
68	Lack of information	Notices				Notice boards provided in all areas and include following as minimum: Public liability insurance certificate PAT testing record Emergency contact numbers Site plan Notice re kite flying, restrict areas, use of playground. Fire appliance testing certificate held by Warden.	Ensure all notice boards have current information and are visually attractive	HMC	Ongoing	

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69		Exit signs				All buildings have appropriate exit signs	No further action required			
70	Restricted access for emergency services	Electronic gates				Phone number available on main gates to allow access. Alternative gate access available if necessary.	Ensure local fire brigade are aware of access availability. Both fire brigade and police have code to gate.	HMC		Completed and Suurey Fire have visited and pleased with what they saw
71	Health risks	Dirt	1	3	3	Cleaning policy in place - all building users to check cleanliness on arrival and leave in same condition. Checklist completed at end of building use and given to warden.	Warden to keep file of checklists and bring to HMC attention any adverse comments. Checklists to be available for review at all HMC meetings.	Warden / HMC	Ongoing	Wardens advise Chair of any problems at end of each visit
72		Mould	2	3	6	No mould observed.	Periodic review to be carried out to check for damp and mould.	HMC	Every 3 months	On going
73		Asbestos	3	3	9		Check if any asbestos exists as part of heating system or roofing materials and if so produce an asbestos plan.	HMC	ASAP	Surrey Fire Brigade agreed asbestos on roof of Log Cabin but needs no action
74	Restricted exit facilities	Door openings				All doors open outwards	No further action required			
75		Multiple routes from all areas				BP Lodge, Activity Centre and Log cabin have alternative routes to an outside location.	No further action required			
76		Emergency exit doors				All emergency doors have push bar and lead to place of safety.	No further action required			
77	<u>Updated May 2018</u>									