



## Heyswood Risk Assessment May 2020 – April 2021



Hazards What could cause harm or damage?	Who or what is at risk of being affected?	What are you already doing? How have you reduced the risk?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: Name / date
<b>Slips &amp; Trips</b> 1. Rabbit / fox holes  2. Playground  3. Carpets  4. Spilt liquids on floor	Participants & Leaders	1. Area cordoned off with red / white plastic chain 2. Low impact floor covering. Always used with appropriate supervision. Restricted to under 11 years old. 3. All carpets fitted & threshold plates installed 4. Wipe clean flooring in all kitchen areas. Mops provided	Low	Low	1. Monitor chain & repair as necessary Leaders warn participants to take care 2. Notices in playground regarding use 3. Monitor condition of carpets & plates 4. Clean up spills immediately	HMC  Leaders responsibility  HMC  Leaders / users
<b>Electric Shock</b> 1. Trailing electrical cables  2. Portable appliances 3. High voltage mains switch panels  4. Old wiring / sockets	Participants & Leaders	1. All cables for permanent appliances fixed. Cables for portable appliances to be covered if crossing exit route 2. All appliances PAT tested annually 3. All equipment in locked cupboard. Not to be used for storage 4. All old wiring to be removed or taped after isolating	Low	High	1. Use cable tidy available. Routing of outdoor cables to be separately assessed at time of event 2. Monitor condition regularly 3. Lock to be fitted to AC cupboard 4. Remove old wiring in Log cabin & old alarm bell	HMC  HMC Warden  HMC

<p><b>Electrocution</b> 1. Kite flying near overhead power cables 2. Lightning</p>	<p>Participants &amp; Leaders</p>	<p>1. Ensure prominent instructions on noticeboards 2. Lightning conductors fitted to building if necessary</p>	<p>Low</p>	<p>High</p>	<p>2. Ensure instruction to site users – provide guidance on activities in adverse weather conditions</p>	<p>HMC  HMC</p>
<p><b>Emergency Procedure &amp; Fire Extinguishers</b></p>	<p>Everyone on site</p>	<p>Fire Assembly Point – between sites 8 &amp; 9 Fire Brigade &amp; Police have access to electronic gates Fire Extinguishers only to be used by trained persons, all fire extinguishers checked annually. All buildings have keep clear &amp; appropriate exit signs. External doors open outwards. Buildings have alternative route for exiting.</p>	<p>Low</p>	<p>High</p>	<p>All leaders to ensure all staying are aware of meeting point. 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. <b>Do not</b> put yourself at risk</p>	<p>HMC  All Users</p>
<p><b>Fire</b> 1. Open wood fires  2. Electrical appliances</p>	<p>Participants &amp; Leaders</p>	<p>1. Used under appropriate supervision – <b>no liquids</b> to be used to start fires. All wood fires to be lit on altar fires on concrete base provided 2. Appropriate fire extinguishers and fire blankets &amp; smoke detectors in BP Lodge, Activity Centre &amp; Log cabin, West &amp; East Huts</p>	<p>Low</p>	<p>Med</p>	<p>1. Instructions to users includes statement that <b>no liquids</b> to be used to start fire.  2.Ensure fire alarm is regularly tested. Check smoke detectors &amp; replace batteries as required. Monitoring reports to be shown to HMC quarterly</p>	<p>Leaders / users  HMC</p>

3. Electric Heater in Log Cabin 4. Camp Fire 5. Bonfire for waste 6. Gas cylinders	Participants & Leaders	3. Guard to be used when switched on 4. Only used under supervision – no flammable liquids to be used. Must not be left unattended. Embers to be dampened at end of fire 5. Only used by authorised personnel 6. None to be kept on site	Low	Med	3. Check that heater has been switched off when leaving the building. 4. Adults to ensure participants are safe around fire. Buckets must be filled with water from nearby tap. 5. Water buckets & hose must be available in case fire gets out of control. Fire not to be left unattended 6. Regular visual checked	Users Leaders HMC Warden
<b>Burns / Scalds</b> Hot kitchen appliances Hot water / steam from kitchen appliances	Participants & Leaders	Children only allowed in kitchen with supervision	Low	Med	Ensure instructions to users include appropriate statement	Leaders / users
<b>Legionella</b> Hot water from taps & showers	Participants & Leaders	Showers & water heaters have temperature set.	Low	Low	Showers heads checked regularly	HMC / Warden
<b>Drowning</b> 1. Swimming pool 2. Pond	Participants & Leaders	1. Pool enclosed by fence and locked gate. Lifebuoys provided. Pool only used with qualified lifeguard 2. Pond cordoned off	Low	High	1. Qualified lifeguard requested at time of booking pool activity. 2. Undergoing renovation, review when completed	HMC HMC / Warden

<p><b>Chemicals / Poisoning</b></p> <p>1. Chemicals for swimming pool 2. Kitchen cleaning chemicals</p> <p>3. Fungi / poisonous plants</p> <p>4. Bacteria – algae in pond or swimming pool</p>	<p>Participants &amp; Leaders</p>	<p>1. Kept in locked shed within pool fenced area. 2. Users bring own cleaning equipment. Working party equipment kept in locked cupboard. 3. None known</p> <p>4. Pond cordoned off. Pool treated with appropriate chemicals</p>	<p>Low</p>	<p>Med</p>	<p>2. Users take home own cleaning equipment</p> <p>3. Site user instructions to include precautions about potential poisonous fungi or plants and requested to report any observations. 4. Monitor throughout season</p>	<p>HMC / Warden Leaders / Users</p> <p>HMC / Warden</p>
<p><b>Cuts - broken glass or sharp objects</b></p> <p>1. Windows</p> <p>2. Glass</p> <p>3. Nails / screws</p> <p>4. Tent pegs</p> <p>5. Wood pile</p>	<p>Participants &amp; Leaders</p>	<p>1. All windows at height where people can run / fall into are safety glass 2. Broken glass cleaned up after breakages 3. Report any protruding nails or screws when seen. 4. Camp sites inspected at end of use to ensure clear for next user. 5. Wood pile left tidy for next user.</p>	<p>Low</p>	<p>Low</p>	<p>1. Ensure condition of all glass is checked periodically</p> <p>Weekly site check carried out; to remove any potential hazardous materials, tent pegs, check woodpile, equipment &amp; building for protruding nails etc.</p>	<p>HMC / Warden</p>
<p><b>Breach of Security</b></p> <p>1. Boundary fence</p>		<p>1. Fences checked &amp; maintained.</p>			<p>1. Report outcomes to HMC</p>	<p>HMC / Warden</p>

<p>2. Gates</p> <p>3. Strangers on site</p> <p>4. Warden has no visibility of persons arriving on site</p> <p>5. Locks on doors</p> <p>6. Overlooked by visitors / workers in Painshill Park</p> <p>7. Electronic Gates</p>	Participants & Leaders	<p>2. Perimeter gates locked</p> <p>3. Contact warden</p> <p>4. All visitors to be seen in / out by the Warden</p> <p>5. All doors, stores kept locked; keys retained in safe</p> <p>6. Curtains provided in Activity Centre, BP Lodge &amp; Log Cabin</p> <p>7. Key entry system. Phone number on main gate to allow access.</p>	Low	High	<p>2. Visual check on walkabout</p> <p>3. If not agreeing to leave contact police</p> <p>4. CCTV covering car park</p> <p>5. Report any malfunctions to HMC.</p> <p>7. Code numbers changed regularly.</p>	<p>Warden</p> <p>Warden / Leaders</p> <p>HMC/ Warden</p> <p>HMC</p>
<p><b>Accidents / strains - manual handling</b></p> <p>1. Outside Trolleys</p> <p>2. Moving heavy tables / stacks of chairs</p>	Participants & Leaders	<p>1. Ensure all trolleys are maintained and stored next to shop</p> <p>2. Old heavy tables gradually replaced by Gopak tables</p>	Low	Low	<p>1. Ensure site users instructions state that they should not be used for riding.</p> <p>2. Gopak tables should be stacked in trolley. Notices to state that chairs must not be stacked more than 5 high</p>	<p>HMC</p> <p>HMC</p>
<p><b>Poor lighting</b></p> <p>1. In car park &amp; pathways</p> <p>2. In buildings</p>	Participants & Leaders	<p>1. Security / movement lights provided</p> <p>2. Adequate lighting provided in all locations</p>	Low	Med	<p>1. Check &amp; replace bulbs and clean sensors.</p> <p>2. Check &amp; replace bulbs &amp; tubes</p>	HMC/ Warden

<b>Extreme weather</b> 1.Hypothermia from low temperature <b>2. Heat stress / sunstroke</b>	Participants & Leaders	1. Additional blankets / quilts available in Activity & BP Lodge for cold weather. 2.Ensure all buildings are occasionally ventilated & consider extractor fans to avoid condensation.	Low	Med	Leaders responsibility that adequate sun protection is applied, sun hat worn, stay under cover and drink plenty water	Leaders / Users
<b>Insect stings / bites</b>	Participants & Leaders	No more prominent than elsewhere so long as food is kept covered and food waste is not left out	Low	Low		Leader / site users
<b>Animals &amp; Vermin</b> 1. Bites & Toxocara  2. Weil’s disease  3. Lyme disease (ticks) 4. Rats, Foxes & Badgers  5. Moles	Participants & Leaders	1. No more likely than elsewhere in countryside. 2. Pond area cordoned off. 3. Reduce the risk by using insect repellent. 4. Ensure that food is kept covered and food waste is not left out. 5.Mole hills to be managed to avoid trip hazards.	Low	Med	1. Dogs not allowed on site. Sign displayed in car park 2. Review when renovation completed.	HMC
<b>Falling trees / branches</b> 1. Disease / age	Participants & Leaders	All tree assessed.	Low	High	1. Annual inspection by tree surgeon is carried out before start of camping season in order that remedial action can be taken as necessary.	HMC / Tree Surgeon

2. Storm damage 3. Dead branches					2. Trees checked after any significant storms. 3. Remove any wood branches on ground or overhanging low that are a hazard.	Warden's walkabout
<b>Health Risks</b> 1. Dirt  2. Mould 3. Asbestos	Participants & Leaders	1. Cleaning policy in place – all building users to check cleanliness on arrival & leave in same condition. Checklist completed at end of building use and given to Warden. 2. Mould treated & area cleaned when observed. 3. Fire Brigade agreed asbestos on roof of Log Cabin but no action required.	Low	Low	1. Warden to keep file of checklists and bring to HMC attention any adverse comments. Checklist to be available for review at HMC meetings. 2. Periodic review to check for damp & mould. 3. Monitor fly tipping in woods along A3.	HMC / Warden  HMC

**Accidents** – It is the responsibility of Leader in Charge to bring a 1<sup>st</sup> Aid Kit and at least one person must have 1<sup>st</sup> Response Qualification (up to date) at the event, as per Girlguiding guidelines.

**PLEASE NOTE:** This should be read in addition to the Site Risk Assessment for Covid-19.

Completed by:

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Approved by:

Anne Reeves – Heyswood Management Chair

This Risk Assessment to be reviewed annually at beginning of April. Next due April 2021 [This was late being reviewed this year due to Covid-19.]