



Heyswood Risk Assessment April 2022 – April 2023



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
Slips & Trips 1. Rabbit / fox holes 2. Playground 3. Carpets 4. Spilt liquids on floor	Participants & Leaders	1. Leaders warn participants to take care 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	2. Notices in playground regarding use 3. Monitor condition of carpets & plates 4. Clean up spills immediately	HMC Leaders responsibility HMC Leaders / users
Electric Shock 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 visually checked 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. Switch panels in locked cupboards 4. Remove old wiring in Log cabin & old alarm bell	HMC HMC Warden HMC

Electrocution 1. Kite flying near overhead power cables 2. Lightning	Participants & Leaders	1. Leaders to supervise girls flying kites 2. Lightning conductors fitted to building	Low	High	Instructions in information pack	HMC HMC
Emergency Procedure & Fire Extinguishers	Everyone on site	Fire Assembly Point – between sites 8 & 9 Fire Brigade & 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 & appropriate exit signs. External doors open outwards. Buildings have alternative route for exiting.	Low	High	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. Do not put yourself at risk	HMC All Users
Fire 1. Open wood fires 2. Electrical appliances 3. Electric Heater in Log Cabin	Participants & Leaders	1. Used under appropriate supervision – no liquids to be used to start fires. All wood fires to be lit on altar fires provided 2. Appropriate fire extinguishers and fire blankets & smoke detectors in BP Lodge, Activity Centre & Log cabin, West & East Huts 3. Guard to be used when switched on	Low	Med	1. Instructions to users includes statement that no liquids to be used to start fire. 2.Ensure fire alarm is regularly tested. Check smoke detectors & replace batteries as required. Monitoring reports shown to HMC quarterly 3. Check that heater has been switched off when leaving the building.	Leaders / users HMC Users

4. Camp Fire	Participants & Leaders	4. Only used under supervision – no flammable liquids to be used. Must not be left unattended. Embers to be dampened at end of fire	Low	Med	4. Adults to ensure participants are safe around fire. Buckets must be filled with water from nearby tap.	Leaders
5. Bonfire for waste		5. Only used by authorised personnel			5. Water buckets & hose must be available in case fire gets out of control. Fire not to be left unattended	HMC
6. Gas cylinders		6. None to be kept on site			6. Regular visual check	Warden
Burns / Scalds 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
Legionella Hot water from taps & showers	Participants & Leaders	Showers & water heaters have temperature set.	Low	Low	Shower & taps not in use are run weekly Shower heads checked regularly	HMC / Warden
Drowning 1. Swimming pool	Participants & Leaders	1. Pool enclosed by fence and locked gate. Lifebuoys provided. Pool only used with qualified lifeguard	Low	High	1. Qualified lifeguard requested at time of booking pool activity.	HMC
2. Pond		2. Pond fenced off & chain over platform entrance			2. Participants not allowed without adult supervision	HMC / Warden

<p>Chemicals / Poisoning</p> <p>1. Chemicals for swimming pool</p> <p>2. Kitchen cleaning chemicals</p> <p>3. Fungi / poisonous plants</p> <p>4. Bacteria – algae in pond or swimming pool</p>	<p>Participants & Leaders</p>	<p>1. Kept in locked shed within pool fenced area.</p> <p>2. Users bring own cleaning equipment. Working party equipment kept in locked cupboard.</p> <p>3. None known</p> <ul style="list-style-type: none"> • Plants to oxygenate pond • Pool treated with appropriate chemicals 	<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.</p> <p>4. Monitor throughout season</p>	<p>HMC / Warden Leaders / Users</p> <p>HMC / Warden</p> <p>Warden</p>
<p>Cuts - broken glass or sharp objects</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 & Leaders</p>	<p>1. All windows at height where people can run / fall into are safety glass</p> <p>2. Broken glass cleaned up after breakages</p> <p>3. Report any protruding nails or screws when seen.</p> <p>4. Camp sites inspected at end of use to ensure clear for next user.</p> <p>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 & building for protruding nails etc.</p>	<p>HMC / Warden</p>

<p>Breach of Security</p> <p>1. Boundary fence</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>	<p>Participants & Leaders</p>	<p>1. Fences checked & maintained.</p> <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 & Log Cabin</p> <p>7. Key entry system. Phone number on main gate to allow access.</p>	<p>Low</p>	<p>High</p>	<p>1. Report outcomes to HMC</p> <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>HMC / Warden Warden</p> <p>Warden / Leaders</p> <p>HMC/ Warden</p> <p>HMC</p>
<p>Accidents / strains - manual handling</p> <p>1. Outside Trolleys</p> <p>2. Moving heavy tables / stacks of chairs</p>	<p>Participants & Leaders</p>	<p>1. Ensure all trolleys are maintained and stored next to shop</p> <p>2. Old heavy tables gradually replaced by Gopak tables</p>	<p>Low</p>	<p>Low</p>	<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>Poor lighting</p> <p>1. In car park & pathways</p> <p>2. In buildings</p>	<p>Participants & Leaders</p>	<p>1. Security / movement lights provided</p> <p>2. Adequate lighting provided in all locations</p>	<p>Low</p>	<p>Med</p>	<p>1. Check & replace bulbs and clean sensors.</p> <p>2. Check & replace bulbs & tubes when required</p>	<p>HMC/ Warden</p>

Extreme weather 1.Hypothermia from low temperature 2. Heat stress / sunstroke	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
Insect stings / bites	Participants & Leaders	Ensure that food is kept covered and food waste is not left out	Low	Low		Leader / site users
Animals & Vermin 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 fenced 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	Dogs not allowed on site. Sign displayed in car park	HMC
Falling trees / branches 1. Disease / age	Participants & Leaders	Full tree survey undertaken by Arboriculturist every 5 years	Low	High	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. Branches on ground or overhanging low that are a hazard are removed	Warden's walkabout
Health Risks 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 by user at end of building use and given to Warden to check 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
Covid-19 1. Lack of social distancing during arrival/departure 2. General Hygiene 3. Toilet Areas – surface transmission & failure of social distancing	Participants & Leaders	1. Staggering of Groups arriving and departing – booking secretary 2. Everyone must use hand sanitiser when entering or leaving the site 3. Sanitise hands before entering facilities; hand wash after every use; increased cleaning of toilets; limit number in toilets	Low	Low	1. Monitored by HMC 2. Signage and provision of hand sanitiser 3. Provide hand sanitiser to augment hand washing	HMC HMC Leaders responsibility

4. Facilities		4. Enhanced cleaning of buildings; users required to maintain their area in a clean and hygienic manner; contaminated (or suspected) rubbish to be double bagged to ensure separation; gloves and masks to be worn whilst dealing with contaminated waste.			4. Buildings checked when group leaves	Leaders / users
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Accidents – It is the responsibility of Leader in Charge to bring a 1st Aid Kit and at least one person must have 1st Response Qualification (up to date) at the event, as per Girlguiding guidelines.

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 date due: April 2023