



## Heyswood Risk Assessment



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 / badger 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 12 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
<b>Electric Shock</b> 1. Trailing electrical cables  2. Portable appliances  3. High voltage mains switch panels	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 All buildings have 5-year electrical check.	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	HMC  HMC  HMC

<p><b>Electrocution</b> 1. Kite flying near overhead power cables 2. Lightning</p>	<p>Participants &amp; Leaders</p>	<p>1. Leaders to supervise girls flying kites 2. Lightning conductors fitted to building</p>	<p>Low</p>	<p>High</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. Defibrillator available in car park by shop</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 provided 2. Appropriate fire extinguishers and fire blankets &amp; smoke detectors in BP Lodge, Activity Centre &amp; Log cabin, West &amp; East Huts. 5-year electrical safety check of all buildings.</p>	<p>Low</p>	<p>Med</p>	<p>1. Keep under review in dry summers  2. Fire alarm is regularly tested and smoke detectors checked. Batteries replaced as required. Monitoring reports shown to HMC quarterly</p>	<p>Leaders / users  HMC</p>

3. Electric Heater in Log Cabin	Participants & Leaders	3. Guard to be used when switched on	Low	Med	3. Check that heater has been switched off when leaving the building.	Users
4. Camp Fire		4. Only used under supervision – no flammable liquids to be used. Must not be left unattended. Embers to be dampened at end of fire			4. Adults to ensure participants are safe around fire. Buckets must be filled with water from nearby tap. Keep under review in hot dry summers and <b>no use of camp fire in woods if excessively hot</b>	Leaders
5. Pizza Oven		5. Only to be used by an adult			5. See separate risk assessment	HMC
6. Bonfire for waste		6. Only used by authorised personnel			6. Water buckets & hose must be available in case fire gets out of control. Fire not to be left unattended	HMC
7. Gas cylinders		7. None to be kept on site				
<b>Burns / Scalds</b> Hot kitchen appliances Hot water / steam from kitchen appliances	Participants & Leaders	Children only allowed in kitchen with supervision	Low	Med		Leaders / users
<b>Legionella</b> Hot water from taps & showers	Participants & Leaders	Showers & water heaters have temperature set.	Low	Low	Showers & taps not in use are run weekly Shower heads checked regularly	HMC

<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 fenced off & chain over platform entrance	Low	High	1. Qualified lifeguard requested at time of booking pool activity.  2. Participants not allowed without adult supervision	HMC  HMC
<b>Chemicals / Poisoning</b> 1. Chemicals for swimming pool 2. Kitchen cleaning chemicals  3. Fungi / poisonous plants  4. Bacteria – algae in pond or swimming pool	Participants & Leaders	1. Kept in locked shed within pool fenced area. 2. Users bring own cleaning equipment & take home after event. 3. None known  4. Plants to oxygenate pond. Pool treated with appropriate chemicals.	Low	Med	2. Working party equipment kept in locked cupboard 3. Site users to report any observations of possible poisonous fungi 4. Monitor throughout season	HMC / Pool coordinators  Leaders / Users  HMC  Pool coordinators
<b>Cuts - broken glass or sharp objects</b> 1. Windows  2. Glass  3. Nails / screws  4. Tent pegs  5. Wood pile	Participants & Leaders	1. Safety glass used at height where people can run / fall into 2. Broken glass cleaned up after breakages 3. Report any protruding nails or screws when seen. 4. Camp sites inspected after use to ensure clear for next user. 5. Wood pile left tidy for next user.	Low	Low	1. Ensure condition of all glass is checked periodically  Weekly site check carried out; to remove any potential hazardous materials, tent pegs, check woodpile, equipment & building for protruding nails etc.	HMC

<p><b>Breach of Security</b></p> <p>1. Boundary fence</p> <p>2. Gates</p> <p>3. Electronic Gates</p> <p>4. Strangers on site</p> <p>5. Locks on doors</p> <p>6. Overlooked by visitors / workers in Painshill Park</p>	<p>Participants &amp; Leaders</p>	<p>1. Fences checked &amp; maintained.</p> <p>2. Perimeter gates locked</p> <p>3. Key entry system. Phone number on main gate to allow access.</p> <p>4. Users given HMC rep details to contact in emergency CCTV covering car park</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>Low</p>	<p>High</p>	<p>1. Extra checks during National Highways M25/A3 In 10 works &amp; reporting to NH if gaps</p> <p>2. All users to ensure gates closed after arrival</p> <p>3. Code numbers changed regularly.</p> <p>4. If HMC rep not available call police</p> <p>5. Report any malfunctions to HMC.</p>	<p>HMC</p> <p>Leaders / HMC</p> <p>HMC</p> <p>Leaders / HMC</p> <p>HMC</p>
<p><b>Accident from moving Traffic</b></p> <p>1. Congestion in car park</p> <p>2. Large Events</p>	<p>Participants &amp; Leaders</p>	<p>1. Staggering of Groups arriving and departing – booking secretary</p> <p>2. For large events – secure use of neighbour’s field and have parking marshals</p>			<p>1. Site users to meet young members in car park</p>	<p>Leaders/ HMC</p> <p>HMC</p>
<p><b>Accidents / strains - manual handling</b></p> <p>1. Outside Trolleys</p>	<p>Participants &amp; Leaders</p>	<p>1. Ensure all trolleys are maintained and stored next to shop, are used safely and NOT used for riding</p>	<p>Low</p>	<p>Low</p>		<p>HMC</p>

2. Moving heavy tables / stacks of chairs		2. Old heavy tables gradually replaced by Gopak tables			2. Gopak tables should be stacked in trolley. Notices to state that chairs must not be stacked more than 5 high	HMC
<b>Poor lighting</b> 1. In car park & pathways 2. In buildings	Participants & Leaders	1. Security / movement lights provided 2. Adequate lighting provided in all locations	Low	Med	1. Check & replace bulbs and clean sensors. 2. Check & replace bulbs & tubes when required	HMC
<b>Extreme weather</b> 1. Hypothermia from low temperature 2. Heat stress / sunstroke	Participants & Leaders	1. Additional blankets 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	Ensure that 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 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

<b>Falling trees / branches</b> 1. Disease / age  2. Storm damage  3. Dead branches	Participants & Leaders	HMC carry out inspection before start of camping season in order that remedial action can be taken as necessary  Trees checked after any significant storms Branches on ground or overhanging low that are a hazard are removed	Low	High	. Full tree survey undertaken by Arboriculturist every 5 years	HMC / Tree Surgeon  HMC  HMC
<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. 2. Mould treated & area cleaned when observed. 3. Fire Brigade agreed asbestos on roof of Log Cabin but no action required.	Low	Low	1. Volunteer group to monitor weekly.  2. Periodic review to check for damp & mould. 3. Monitor fly tipping in woods along A3.	HMC  HMC  HMC
In the event of a death of a participant?	All Participants	- First Aider to hold Health Information for all participants Procedures: Girls to be removed from the immediate vicinity with at least 1 adult First Aider to phone 999 for Police and Ambulance	Low	High	Contact Region Commissioner – for support Ensure Home Contact is kept informed	Immediate Incident: Leader A Welfare of Others: Leader B

If there is a safeguarding issue / disclosure	Girls	<ul style="list-style-type: none"> <li>- Follow GG safeguarding system: remain calm, approachable and receptive, listen carefully, without interrupting</li> <li>- Acknowledge you understand how difficult this may be</li> <li>- make it clear that you are taking what is said seriously</li> <li>- reassure them that they have done the right thing in telling you, let them know that you'll do everything you can to help them, make a written record of exactly what has been said</li> </ul>	L	H	Contact the Safeguarding team on 020 7834 6242 / 07508 032997 or for out-of-hours emergencies call 990	
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**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.

Completed by:

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This Risk Assessment to be reviewed at least annually - April. Kept under review during National Highways M25/A3 Jn 10 project work.