

OVERSTONE SCOUT ACTIVITY CENTRE

HEALTH AND SAFETY EXECUTIVE

HAZARD AND RISK ASSESSMENT FORM

DATE CARRIED OUT: MAY 2017

Location: Knight's Lodge

What are the Hazards?	Who might be harmed and how?	What are we doing to limit Hazard?	What further action is necessary?	Probability of occurrence?
Slips, trips and falls. e.g. Uneven surfaces etc.	All users of site. Injuries (cuts, abrasions or possible fractures).	Use of trailing leads to be kept to temporary supply and removed immediately after use. All spills to be cleared immediately. Area around building to be kept clear of potential tripping hazards.	Users to be made aware for appropriate care to be taken at all times.	Low.
Water Contamination.	All users.	All buildings converted to mains supply water and all taps labelled to identify drinking water availability.	Ensure signs are in position and legible.	Low.
Electrical Supply and Equipment.	All users. Risk of electrocution.	Building checked regularly and certificated.	Any portable appliances to be additionally tested annually.	Low.
Gas Supply and Equipment.	All users. Risk from fire and Carbon Monoxide poisoning.	Installation checked annually by Gas Safe registered engineer and certificated. Carbon Monoxide detectors fitted wherever gas appliances are installed.	Ensure certification is in date.	Low.
Maintenance Work.	All users.	Outside contractors to carry out their own risk assessments for particular work, have their own Health and Safety policy and Public Liability Insurance.	OMT to authorise work and co- ordinate with users of site as appropriate. Any open excavations or temporary structures to be appropriately fenced or screened and building left in safe state at all times.	Low.

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Serious Injury occurring. All users are susceptible to accidental injury or illness.	No access to public phone to summon assistance.	Users made aware that they need to provide their own First Aid cover and have a communication device (e.g. mobile phone available).	Not so much as a problem now due to wider usage of personal mobile phones.	Medium.
Fire in the building.	All users.	Smoke / Heat source detectors fitted - linked to mains supply. Fire evacuation notices posted at entrance doors. All fire escapes identified and crash bars or turn-locks fitted. Fire extinguishers provided and checked weekly, serviced annually by Smiths Fire and certificated.	Ensure fire escapes are not blocked by equipment. Test detectors regularly and log date of test / who by.	Low.
Inadequate ventilation.	All users - potential build-up of fumes.	Vents fixed in all rooms and opening windows supplied.	Ensure users do not attempt to block ventilation grills.	Low.
Bunk Beds in Dormitories	All users - falls from height.	Top bunks fitted with guard rails to prevent accidental falls from bunk. Ladders provided for safe access to top bunk.	Only single thickness of mattresses to be used on top bunks to prevent them being higher than guard rails.	Low.
Main Hall.	All users - damage from fittings and loose tables and chairs.	All tables and chairs to be stored appropriately when not required for use. Ceiling lights protected from being dislodged. No ball games to be allowed inside the building.	Signs to prohibit ball games required.	Low.

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Cleaning Equipment.	Cleaning chemicals.	All cleaning implements and chemicals to be stored in appropriate cupboard.	Use propriety cleaning brands in original containers with labels in tact and visible.	Low.
Kitchen.	All users. Hot surfaces (stoves) and sharp implements (knives etc.) - risk of personal injury.	Young persons to have appropriate adult supervision.	Policy to be monitored.	Low.
	Food Poisoning.	Storage refrigerator to have temperature monitored to prevent food contamination. Separate boards and knives to be used for food preparation; Areas to be capable of being wiped clean. Hot water and separate hand washing area provided.		Low.
Vermin infestation.	All users - due to potential infectious diseases.	Ensure appropriate waste disposal is carried out - suitable (lidded) bins are provided at entrance to Blackthorn Wood. Food should only be stored in appropriate kitchen facility.	Monitor state of waste bins and empty as required.	Low.

Assessment Review date: May 2018

NB: Users of the facility are strongly advised to use these risk assessments in conjunction with their own detailed, activity based, risk assessments.