

Hertfordshire County Scout Council Tolmers Activity Centre Building Risk Assessment



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|----------|------------------------------------|---|---------------------|
| 1 | Activity Area | Sleepover | |
| | Frequency of use | As booked | |
| 2 | Personnel Involved | Instructors/Staff/Campers/Visitors | |
| | Number of people | 1 – 100 | |
| 3 | Potential Hazards | | 4 Risk Level |
| | 1 Slips, trips and falls | | Medium |
| | 2 Fire risk | | Low |
| | 3 Electrical Equipment | | Low |
| | 4 Cleaning Equipment and chemicals | | Low |
| | 5 Gas equipment & boilers | | Low |
| | 6 Working at height | | Low |
| | 7 Open kitchen area | | Medium |
| | 8 Food Hygiene | | Medium |
| | 9 Covid 19 | | Medium |

5 Measures Taken to Control Hazards

- 1 Ensure floor area kept clear, obstructions tidied away, spills cleared and floors allowed to dry after cleaning. Ensure external areas at risk are well lit at night.
- 2 Ensure combustible material cleared regularly, fire extinguishers in place and sources of ignition controlled
- 3 Use as per manufacturers instructions, PAT regime in place, minimise trailing cables, do not overload fuses, appropriate trips on circuits. Campers advised of protocol prior to camp.
- 4 Store cleaning materials in designated areas, chemicals secured, COSHH and product specific training as appropriate. Remove industrial chemicals from buildings before public use.
- 5 Appropriate service and testing regime, keep clear of combustible materials
- 6 Use access equipment appropriate to job and for which training has been given
- 7 Segregate kitchen from hall when in use and advise campers to oversee children when in area/limit access during cooking.
- 8 Ensure kitchen area, fridges and cookers are cleaned prior to occupation of building.
- 9 Ensure hand sanitiser is at the entrance to each building and signs in place. Use the cleaning management plan to ensure buildings are cleaned to set standard.

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