

# Hertfordshire County Scout Council Tolmers Activity Centre Building Risk Assessment



<b>1</b>	<b>Activity Area</b>	<b>Classroom</b>
	<b>Frequency of use</b>	<b>As booked</b>
<b>2</b>	<b>Personnel Involved</b>	<b>Instructors/Staff/Campers/Visitors</b>
	<b>Number of people</b>	<b>1 – 30</b>
<b>3</b>	<b>Potential Hazards</b>	<b>4 Risk Level</b>
	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 Walkways	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 Keep walkways clear of congestion.
- 8 Ensure kitchen area, fridges 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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