

Hertfordshire County Scout Council

Tolmers Activity Centre

Building Risk Assessment



1 Activity Area **Sleepover**

Frequency of use **As booked**

2 Personnel Involved Instructors/Staff/Campers/Visitors
Number of people **1 – 100.**

3 Hazards	4 Risk Level
1 Uneven , wet floors	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

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.

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