

# 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 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 Walkways		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 Keep walkways clear of congestion.
- 8 Ensure kitchen area, fridges are cleaned prior to occupation of building.

Compilation date -	SEPT2022	Compiled by :- DS
Review period -	12 Months	Reviewed by – MB
Reference Number -	TOL/B009	Review Date: 01.10.23