HAZEL HOUSE, GIRLGUIDING RIPON DIVISION – RISK ASSESSMENT

N.B. This risk assessment has been carried out as a blue print, which may be used by visitors and users of Hazel House to develop their own detailed risk assessment based upon their intended activities and staffing.

HAZARD	WHO IS AFFECTED	WHAT CONTROLS ARE IN PLACE	RISK LEVEL L/M/H	ARE FURTHER CONTROLS NECESSARY	ACTION BY	REVIEW BY AND DATE
Moving vehicles	All Users	Bollards in place to keep a safe area between house and car park	H	Observations and instructions from Leader in Charge	All Visitors	Ongoing
Garden Gate leading onto Car Park	All Users	Gate only to be opened by adult and to be kept locked when not in use	L	Discussions with Leader in Charge	All Users	Ongoing
Slipping & Tripping in Car Park	All Users	All users to take care, especially in wet weather & in autumn when leaves may be on the ground.	M	Discussion with Leader in Charge & leaves regularly removed	All Users	Ongoing
Climbing/falling from walls/ trees	All users	Children to be supervised when outside and instructed not to climb on walls/trees	M	Discussions and observations from Leader	All Users	Ongoing
Falling from steps outside	All Users	Children warned not to play on steps. Steps have raised treads to prevent them becoming slippy.	M	Discussions with Leaders and steps to be kept clean and free from leaves	All Users	Ongoing Especially Autumn each year
Use of fire pits outside, burns/fire	All Users	Adult supervision required at all times, instruction given by Leader in Charge. Bucket of water should be near fire pits whenever in use.	H	Instructions & Observations from Leaders	All Users	Regular inspection of fire pits annually

HAZARD	WHO IS AFFECTED	WHAT CONTROLS ARE IN PLACE	RISK LEVEL L/M/H	ARE FURTHER CONTROLS NECESSARY	ACTION BY & DATE	REVIEW BY & DATE
Outside tables & benches resulting trapped fingers when stacking, knocks and bumps	All users	Adult supervision, discussion and awareness of tables. Care to be taken during stacking of tables.	M	Instruction from Leaders	All Users	Ongoing
Equipment in Campstore	All users who have access	Users advised to keep door locked when not in use. Care to be taken of moving vehicles when loading/unloading	L		All Users	
Fire in House	All Users	Users to be instructed in use of fire alarms and location of extinguishers. Fire Practice must be carried out and documented to say this has been done. Smoke alarms. Sensors and emergency lighting fitted throughout house. Electrical equipment PAT tested, only PAT tested equipment are allowed in the house, however hair straighteners, tongs are not to be used as deemed a high fire risk. All fire exits to be kept clear, fire doors must not be wedged open, No smoking allowed in house. Plugs to be removed except those marked when leaving.	M	Smoke alarms, sensors, emergency lighting all to be serviced regularly. Electrical equipment to be tested annually.	All Users Committee to action annually	Annually House Committee

HAZARD	WHO IS AFFECTED	WHAT CONTROLS ARE IN PLACE	RISK LEVEL L/M/H	ARE FURTHER CONTROLS NECESSARY	ACTION BY & DATE	REVIEW BY DATE
Lift resulting in persons becoming trapped	All users	Use of lift restricted, children only allowed to use with an adult, instruction on use of lift provided. Lift doors automatically locked at upper level when lift not in situ	L	Lift to be serviced annually. Leaders to discuss with groups	Committee to action annually	Annually by House Committee
Water Leak	All Users	Mains water stop located inside camp store, right hand side of door	L	Plumbing to be kept in good working order	House Committee	Annually by House Committee
Electrocution	All Users	Electrical Equipment PAST tested Adults to be aware that main fuse box is located in Campstore for downstairs and cupboard in Hornblower room for upstairs	L	Electrical equipment serviced annually. Only PST tested equipment permitted to be used in house.	House Committee	Annually by House committee
Security of Building	All users	Windows and doors to be kept locked when leaving the building. Keys to be kept safe at all times and not given to unauthorised people. Committee to have a current list of key holders. Key box combination only to be used by essential users, code to be changed regularly. Outside gate to remain locked when not in use.	L	Key code to be changed regularly	House Committee	Review security regularly by house committee
Central Heating, burns from radiators	All users	Temperature to be controlled from thermostat, each radiator has thermostatic controls,	L	Central Heating to be serviced annually	House committee	Annually by house committee

HAZARD	WHO IS AFFECTED	WHAT CONTROLS ARE IN PLACE	RISK LEVEL L/M/H	ARE FURTHER CONTROLS NECESSARY	ACTION BY & DATE	REVIEW BY & DATE
		Leaders To monitor temperature				
Fire doors resulting in trapped fingers	All users	Care to be taken when opening/closing doors, doors to be kept closed at night and when not in use.	L			
Trapped fingers when stacking chairs/tables and putting up tables	All users	Care to be taken, chairs not to be stacked more than 6 high, notices in situ, tables to be kept in cupboard when not in use.	L	Tables to be checked annually that all in working order	House Committee, annually	
Kitchen; cuts, scolds burns Food preparation & Storage	All Users	Only adults allowed in kitchen on their own, children to be supervised at all times. Observe good food hygiene in relation to preparation and storage of food. Toasters, mixers, water boilers, kettles to be maintained regularly to ensure optimum condition, also kettles upstairs	H	Committee to regularly check that kitchen is clean, no food to be left in fridge or freezer. Water boiler to be serviced annually along with other electrical equipment.	House Committee, annually	Annually, House Committee
Slips & Trips on wet floors	All Users	Care to be taken especially in bathroom areas due to floor surface	M	Mop up spills as they occur.		
Warming cabin et in kitchen resulting in burns	All users	Only to be used by adults, thermostat on cabinet, oven gloves to be used when taking food in or out of unit. Turn off when not in use	M	Committee to inspect regularly to ensure in optimum condition	Annual inspection by committee	Annually, House Committee

HAZARD	WHO IS AFFECTED	WHAT CONTROLS ARE IN PLACE	RISK LEVEL L/M/H	ARE FURTHER CONTROLS NECESSARY	ACTION BY & DATE	REVIEW BY & DATE
Hazardous cleaning materials	All users	Users to provide cleaning materials and keep them out of reach of children. Under 18's to be supervised when using cleaning materials.	L	Observation by leader in Charge		
Shutter between kitchen and main room resulting in trapped fingers	All Users	Adults only to operate shutter. Care to be taken	L			Annual inspection by House Committee
Equipment stored under the stairs low height	All Users	Care to be taken when removing or replacing items due to head height, children to be supervised, notice on stairs to remind users	L	Reminder from Leaders to group		
Bathrooms- Scolds from hot water	All users	Temperature of water to be monitored	L	Regular monitoring by committee	Ongoing	Ongoing
Legionaires Disease from Showers	All Users	Showers to be run regularly to minimise risk	L	Regular running of showers by committee	Ongoing	Ongoing
Stairs; falls and trips	All users	Care to be taken on stairs, hand rail to be used, No loose slippers or socks to be worn, carpet kept in optimum condition	M	Regular inspection of carpet by committee	Ongoing	Ongoing
Unattended items in Leaders room	All users	Only adults allowed in Leaders room	L	Discussion from Leader in charge with groups		
Bed Chairs, trapped fingers	All users	Only adults to operate, care to be taken	L			

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Store cupboard in upstairs room	All Users	Children not to access, adults may access for spare toilet rolls etc.	L	Instruction to groups by leader		
Upstairs door leading to outside stairs	All Users	Door to be kept locked unless adult present. Care to be taken if using stairs	L			
Medicines	All users	To be kept in locked box- not provided	L	Leaders to provide box		
Strangers in vicinity- shared outside area at front	All users	Discussion from leaders re stranger/danger Front door to be kept shut when in house	L	Leaders to remind groups		

HAZEL HOUSE FIRE POLICY

IN ACCORDANCE WITH RECENT LEGISLATION

- A fire practice must be carried out, instruction must be given regarding the fire alarm system.
- ONLY USE the fire extinguishers if you know how to use them or to aid escape.
- Acquaint yourself with the fire meeting place and how to get there.
- DO NOT block the fire exits.
- Make sure fire doors are NOT wedged open.
- NO SMOKING IN HOUSE OR GARDEN.
- Hazel House front door is fitted with a lock inside that can lock/unlock the door without the keys.
- Only PAT tested equipment is to be used in the house.
- Unplug unnecessary electrical equipment at night and on leaving the building.
- No aerosols to be used as they interfere with sensors.
- Hair straighteners/tongs not to be used as they are deemed a high fire risk.

- Make sure that fire pits are completely out after use, ashes cleared away into meatal dustbins provided and pits are cold before they are put away.

  Hazel House
  Allhallowgate
  Ripon
  HG4 1LE
  (for 999 calls Hazel house is situated behind the Workhouse Museum and Community House in Allhallowgate)

  REPORT ANY INCIDENTS NO MATTER HOW MINOR TO A MEMBER OF THE HOUSE COMMITTEE.