



Worcestershire Girlguiding County  
Risk Assessment for  
The Mills  
Blackmore Campsite

Leader in charge = Adult who is 18+ years of age

<u>Hazard</u>	<u>Risk</u>	<u>Who would this affect</u>	<u>What can be done to lesson the risk</u>	<u>Checked by</u> <u>County</u> <u>Date/Name</u>
Floors Liquid spillages  Non slip flooring  Carpet /carpet tiles	Slips Trips Falls	Hirers/Parent/Visitor	Hirer to wear appropriate footwear. Ensure that the lighting is in good working order. Spillages to be cleaned up immediately. Use Yellow signs for wet surfaces to notify other people.	

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<u>Bedrooms</u>				
Bunk Beds Bunk bed Ladder	Falls	Hirers/Parent	Ensure that suitable footwear is worn when climbing ladder. Check Mattress are not above the recommended Manufacture line. (This mark should be on the top bunk bed)	
Hirers Luggage	Trips Falls	Hirers/Parent	Ensure that hirer informs the girls that luggage must not be left in walk ways between beds. Luggage must not block Emergency exits.	
<u>Kitchen</u>				
Hot water (Kettles and Urns)	Scalds Burns	Hirers/Parent	Adult/leader supervision at all times. When pouring boiling water ensure that there is sufficient space available.	
Gas Oven/Rings	Burns	Hirers/Parent	Ensure that Adults/Leaders use the oven/rings. Use Oven Gloves provided. Girls must be closely supervised in kitchen area at all times. Ensure that the girls know what the dangers are when in the kitchen area.	
Kitchen Equipment	Injury	Hirers/Parent	Adults/Leader need to familiarize themselves with kitchen equipment, give girls clear instructions when using. All activities undertaken in the kitchen by the girls must be supervised.	
Cleaning Products	Ingestion Inhalation Skin- Irritation	Hirers/Parent	Keep all cleaning products in lockable cage provided when not in use. When cleaning use Gloves. If Girls are using cleaning products Adult/leader supervision at all times	

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Hot Water from Boiler	Burn Scalds	Hirers/Parent	Ensure that the water temperature is checked regularly. Supervise by an Adult/Leader if girls are helping with Washing up.	
<u>Bathroom</u>				
Sinks/Toilets	Spread of infection Slips Trips	Hirers/Parent	Ensure these are checked regularly during the hirers stay. Advise that a housework rota would be a good idea. Adults/Leader supervision suggested if girls are helping with cleaning.	
Showers	Spread of infection Slips Trips	Hirers/Parent	Ensure these are checked regularly during the hirers stay. Advise that a housework rota would be a good idea. Ensure that water temperature is checked on a regular basis.	
<u>Dinning Area</u>				
Service Counter	Burns	Hirers/Parent	Make sure that hot food/drinks containers are away from the edge of the counter. Take appropriate measures when serving hot food. Use oven Gloves if needed. Supervision by Adults/Leaders at all times.	
Trolley	Spillage Burns	Hirers/Parent	Only Adults/Leader to move trolley when loaded with hot food.	
Tables/ Chairs	Trapped fingers Falls	Hirers/Parent	Ensure that the movement of tables/Chair especially when folding legs of furniture is supervised by an Adult/Leader. Ensure that the girls don't swing on the chairs. Chair's must be no more than 5 high with backs adjacent to the walls.	

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Sliding doors	Injuries to fingers	Hirers/Parent	Make sure only adults/Leaders to open and close siding doors.	
<u>Lounge Area</u>				
Open fire	Burns Wood splinters	Hirers/Parent	Ensure fire guard is always in place at all times Supervision by Adults/Leaders at all times when in use. Make sure Adult/ Leader checks that the fire is extinguished before going to bed.	
Chairs	Falls	Hirers/Parent	Ensure that girls don't climb on chairs.	
<u>Craft Area</u>				
Tables/ Chairs	Falls	Hirers/Parent	Adult supervision needed when moving/stacking chairs don't stack chairs to high (5 Max)	
Craft Sink	Burns Slips	Hirers/Parent	Adults/Leader supervision suggested in this area. Check water temperature before use.	
Fire Exit Doors	Trapped In Building Trips Falls	Hirers/Parent	On entering the house unlock the fire exit doors. Ensure that the hirer keeps the exit doors unlocked at all time. When inside the building make sure ALL understand the Emergency procedure to exit the building safely in an Emergency. Ensure that no items are left in front of any of the exit doors at all times.	
<u>Extras</u>				
Plug Sockets	Injury	Hirers/Parent	Hirer could bring with them child socket covers if required. Remover any chargers when not in use.	

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Game Equipment	Trips Falls	Hirers/Parent	Adults/Leader supervision suggested in this area. Clear away play equipment when finished or not in use.	
Step Ladder	Falls	Hirer	Hirer to discourage girls from using step ladder at all times. When using ladder advise that this is a two man job.	



Worcestershire Girlguiding County  
Risk Assessment for  
Outside Area  
Blackmore Campsite

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<u>Hazard</u>	<u>Risk</u>	<u>Who would this affect</u>	<u>What can be done to lesson the risk</u>	<u>Checked by</u> <u>County</u> ____ <u>Date/Name</u> ____
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Play Equipment Keep Fit Equipment	Falls Trips	Hirer/Girl/Visitors	Hirer need to do a visual check before use and report any concerns to their Warden. Ensure that any users wear appropriate footwear. Advice hirer that any of the play equipment needs specific permission from parents and active adult supervision required. <b><u>Signs are in Place</u></b>	
Benches and Picnic Tables	Falls Trips	Hirer/Girl/ Visitors	Hirer need to do a visual check before use and report any concerns to their Warden.	

BBQ	Burns	Hirer/Girl/ Visitors	Hirer need to do a visual check before use and report any concerns to their Warden. Ensure that Hirer knows where the nearest water tap is situated. Ensure that sufficient space when serving hot food.	
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Washing Line	Strangulation	Hirer/Girl/ Visitors	Ensure that the hirer folds down when not in use.	
Alter fires	Burns	Hirer/Girl/ Visitors	When moving them around the site, ensure that there are enough people helping. Place the Alter fire in the allocated area. When in use ensure that hirer knows where the nearest water tap is situated.	
Cooking Circle	Burns	Hirer/Girl/ Visitors	When in use ensure that hirer knows where the nearest water tap is situated. Ensure that sufficient space when serving hot food. When finished hirer need to make sure fire is extinguished before they leave this area. This area must be supervised by adults/Leaders at <u>ALL</u> times.	
Pioneering poles	Falls Grazes Wood splinters	Hirer/Girl/ Visitors	Adult/Leader supervision needed when moving poles. When carrying poles make sure enough people are helping.	
Archery Area		Hirer/Girl/ Visitors	<u>Archery Instructors have their own risk assessment</u> Ensure that hirer lets other groups know that they are doing archery and the area will be out of bounds.	
Pavilion Steps	Trips Falls	Hirer/Girl/ Visitors	Ensure that hirer knows that caution is needed when entering and exiting the pavilion due to weather conditions.	

Rabbit Holes	Trips falls	Hirer/Girl/ Visitors	Hirer needs to warn the girls of the hazards, i.e. uneven ground. Report to Warden any problems. Maintenance team regularly check site for Rabbit holes and fill.	
Wood Pile	Trips Falls Splinters	Hirer/Girl/ Visitors	Hirer needs to give girls clear instructions on how to avoid accidents before they use the woodpile.	
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Moving Cars	Injury	Hirer/Girl/ Visitors	<u>Signs for speeding are in place</u> Ensure the hirer warns the girls about Walkways and boundaries for their stay.	
Outside Toilet Block	Spread of infection Burns	Hirer/Girl/ Visitors	Ensure that the water temperature is checked regular. Ensure the hirer checks and cleans during their stay. Adult supervision suggested if girls are helping with cleaning duties. Any concerns report to their Warden.	
Camp Fire Circle	Trips Falls Burns	Hirer/Girl/ Visitors	Advise hirer to check area before they use this area. Appropriate footwear to be worn. Ensure that hirer has water nearby in-case of fire. <u>Water bucket on hook</u> If using when dark ensure girls take torches with them. When finished hirer need to make sure fire is extinguished before they leave this area. This area must be supervised by adults/Leaders at <u>ALL</u> times. Remove any un-wanted logs from this area after use.	



<u>Wood Area</u> Bridges Stream Trees Footpaths	Trips Falls Drowning Stings	Hirer/Girl/ Visitors	Woodland area inspected by tree surgeon regularly. Ensure hirer inspects footpath prior to use. Report concerns to Warden. Advice that hirer needs to wear appropriate footwear. Caution to be taken when crossing bridges. Advise hirer that an adult needs to walk round after group use wood and clear away any items that have been left behind including any logs in the stream.	
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## Worcestershire Girlguiding County Risk Assessment Blackmore Camp Site

As the hirer you are required to fill out your own risk assessment form for your stay at Blackmore camp site.

Use the blank risk assessment template from page two for your visit to Blackmore campsite.  
Once your risk assessment is finished;

- A copy must go to your division commissioner
- A copy should be placed on a relevant notice board
- A copy of your risk assessment must be emailed to our county office prior to your stay at Blackmore

Be safe, have fun, and enjoy your stay at our wonderful camp site



Worcestershire Girlguiding  
Blackmore  
Risk Assessment

<u>Event/Activity</u>	<u>Date</u>
<u>Event Leader</u> <u>Membership number</u>	<u>Numbers attending</u>

Hazard	Risk	Who would this affect	What can be done to lessen the risk	Date Checked by Leader Name/Initial



Worcestershire Girlguiding County  
Risk Assessment  
Blackmore Campsite

An over view of the site

	Who would this affect?	What can be done to lessen the risk?	
Building;  The Mills The Barn The Rambler Pavilion Outside Toilet Block Camping Shed	All users of the campsite/buildings	Property/Maintenance/Wardens are part of; Weekly, Monthly, Annual checks for all the buildings at Blackmore. Advise the hirer that they need to have their own; Risk Assessment, Fire Procedure and Emergency Evacuation Procedure before their arrival to site. Hirers are appointed a Warden who will deal with their concerns while on their holiday at Blackmore.	

	Who would this affect?	What can be done to lessen the risk?	
Equipment	All users of the campsite/buildings	Property/Maintenance/Wardens are part of a team who check Equipment regularly at Blackmore.  Hirer is appointed a Warden who will deal with their concerns while on their holiday at Blackmore.	
Outside Area	All users of campsite /buildings	Woodland is checked regularly by a tree surgeon. Property/Maintenance team do regularly walk rounds of Buildings/campsite.  Hirer is appointed a Warden who will deal with their concerns while on their holiday at Blackmore.	
Maintenance store Portable Trailer	Property/Maintenance team <u>only</u>	Limited access to key holders only. Limited access to key holders only.	