 

**Worcestershire Girlguiding County**

**Risk Assessment for The Barn**

**Blackmore Campsite**

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

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| **Hazard** | **Risk** | **Who would this affect?** | | **What can be done to lessen the risk?** | **Checked by County**  **Date/Name** |
| Liquid spillages  Non-slip flooring  Carpet /carpet tiles | Slips  Trips  Falls | Hirers/Parent/ Visitor | Hirer to wear appropriate footwear.  Ensure that lighting is in good working order.  Spillages to be cleaned up immediately.  Use yellow signs for wet surfaces to notify other people.  Hirer to check carpet tiles on arrival and during their stay. Report any problems. | |  |
| **Bedrooms** |  |  |  | |  |
| Bunk Beds  Bunk bed ladder  Hirers Luggage | Trips  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)  Ensure hirer informs girls that corridor and walk ways must be free of luggage.  Luggage must not block Emergency exits. | |  |
| **Kitchen** |  |  |  | |  |
| 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 only 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 and give the 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.  Use gloves when cleaning.  Ensure girls are supervised by adults/leader if using cleaning products | |  |
| Hot Water from Boiler | Burn  Scalds | Hirers/Parent | Ensure that the water temperature is checked regularly.  Ensure girls are supervised by adults/leader if helping with washing up. | |  |
| **Bathrooms** |  |  |  | |  |
| 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.  Ensure girls are supervised by adults/leader if 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. | |  |
| **Dining Area** |  |  |  | |  |
| 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/chairs (especially when folding legs of furniture) is supervised by an adult/leader.  Ensure that the girls don’t swing on the chairs.  Chairs must be stacked no more than 5 high with backs adjacent to the walls. | |  |
| Sliding doors | Injuries  to fingers | Hirers/Parent | Make sure only adults/leaders open and close siding doors. 2 people needed to open doors. | |  |
| **Lounge Area** |  |  |  | |  |
| Chairs | Falls | Hirers/Parent | Ensure that girls don’t climb on chairs. | |  |
| **Craft Area** |  |  |  | |  |
| Tables/ Chairs | Falls | Hirers/Parent | Adult supervision needed when moving/stacking chairs and tables | |  |
| Fire Exit Doors | Trapped  In Building  Trips  Falls | Hirers/Parent | Ensure that the hirer keeps the exit doors unlocked at all time.  When inside the building make sure ALL understand the evacuation procedure in an emergency.  Ensure that no items are left in front of any of the Fire Exit doors at all times. For hirer’s safety, a doorbell is fitted on the Fire Exit doors to alert leaders to them being opened. This is plugged in in Leader’s Room. | |  |
| **Extras** |  |  |  | |  |
| Plug Sockets | Injury | Hirers/Parent | Hirer could bring with them child socket covers if required.  Remove any chargers when not in use. | |  |
| Game Equipment | Trips  Falls | Hirers/Parent | Adult/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 person job. | |  |