



Risk Assessment Form - The Den

This is a generic risk assessment for The Den. You will need to complete your own risk assessment for any activities you carry out therein.

Venue: Seven Springs, Disley		Building: The Den		Sleeps: 15 people		Date: 17 February 2020 Updates/Reviewed:	
Hazard	Who is affected?	Risk	Risk level (L/M/H)	Control Measures	Are further controls necessary?	Action by & date	
General							
Fuse trips power	All within building	No electricity	M	Fuse box... Call contacts listed on notice board if help needed.	Torch provided in kitchen		
Water Leak	All	Damage to building	L	Stop tap is... Call contacts listed on notice board if help needed.	No		
Trips	All	Injury	L	Do not leave clutter on floor, tuck chairs in, do not trail wires or leads across floor.	No		
Kitchen							
Oven and Hob	Adults	Burn	M	Only Adults to use. Supervise Senior Section/Older Guides	No		
Kettles	Adults	Scald, Burn	M	Only Adults to use. Supervise Senior Section/Older Guides.	No		
Sharp Knives, Peelers etc.	All	Cuts	M	Supervise children using them	No		
Microwave	All	Burn	M	Be careful when lifting food out of microwave in case it spills.	No		
Cleaning Materials	Adults	Irritant, Chemical Burn	M	To use as instructed on item. Store out of children's reach.	Do not mix together.		

Continue on additional sheet if necessary

Hazard	Who is affected?	Risk	Risk level (L/M/H)	Control Measures	Are further controls necessary?	Action by & date
Door	People working in kitchen	Door opening into someone carrying hot drinks or food.	M	Have kitchen door open or use serving hatch	No children in kitchen	
Hot Pans/ Oven Trays	People working in kitchen	Burning hand/arm when handling hot items	M	Use oven gloves	No	
Food Poisoning	All	Illness	M	Ensure food is stored correctly by following packaging instructions, prepare food on clean surfaces using appropriate chopping boards.	Thaw frozen foods thoroughly before cooking. Be aware of all allergies and using separate equipment if necessary.	
Bedroom						
Bunk beds	All but mainly children under 10	Falling and Injury	L	Permission from parents to sleep on top bunk	Do not allow children to play in bedrooms	
Storage Heater	All	Burn	L	Make sure thermostat is set to reasonable temperature	Sign to inform people how to use. Do not cover	
Personal Belongings on Floor	All	Trip and Injury	L	Make sure area around bed is clear, use storage boxes provided	No	
Sleep walkers	See Health Forms	Falling out of bed, exiting the building	L	To sleep in bottom bunk bed, for all adults to be aware.	Lock external doors and inform people of where the key is	
Bathroom						
Cleaning Materials	All	Chemical Burns/Irritant	M	Do not store cleaning materials in cupboard in bathroom unless locked. Store out of children's reach	No	

Continue on additional sheet if necessary

Hazard	Who is affected?	Risk	Risk level (L/M/H)	Control Measures	Are further controls necessary?	Action by & date
Hot Water	All	Scald/Burn	M	Make sure thermostat is set to correct temperature	Sign to inform people how to use.	
Toilet	All	Locking self in toilet	L	Unscrew lock from outside.	Screwdriver in kitchen	
Shower	Mainly Adults	Slip/ Injury	L	Take care when getting in and out of shower.	No	
Wet/Slippery Floor	All	Injury	L	Mop toilets after morning/evening use if necessary. Check regularly	Supervise young children whilst cleaning teeth/washing faces etc.	
Cleaning	All	Hygiene	L	Use separate cloths for cleaning toilets and/or sinks.	No	
Activity Room						
Dirty Floors	All	Hygiene	L	Remove shoes /boots in entrance and store in cupboards or shoe racks.		
Stacked Chairs	All	Chairs falling over and injuring someone	L	Stack chairs 5 high with chair backs against the wall.	Do not store items on top of chairs, do not allow people to sit on stacked chairs.	
Stacked Tables	All	Injury	L	Lean tables against wall and attach straps provided to stop tables from falling over.		
Putting Tables up	Adults	Injury/Trapping Fingers	L	Use tool to put tables up or carefully use hands to fold down legs.	If necessary two people should lift the table from folding to upright.	

Continue on additional sheet if necessary

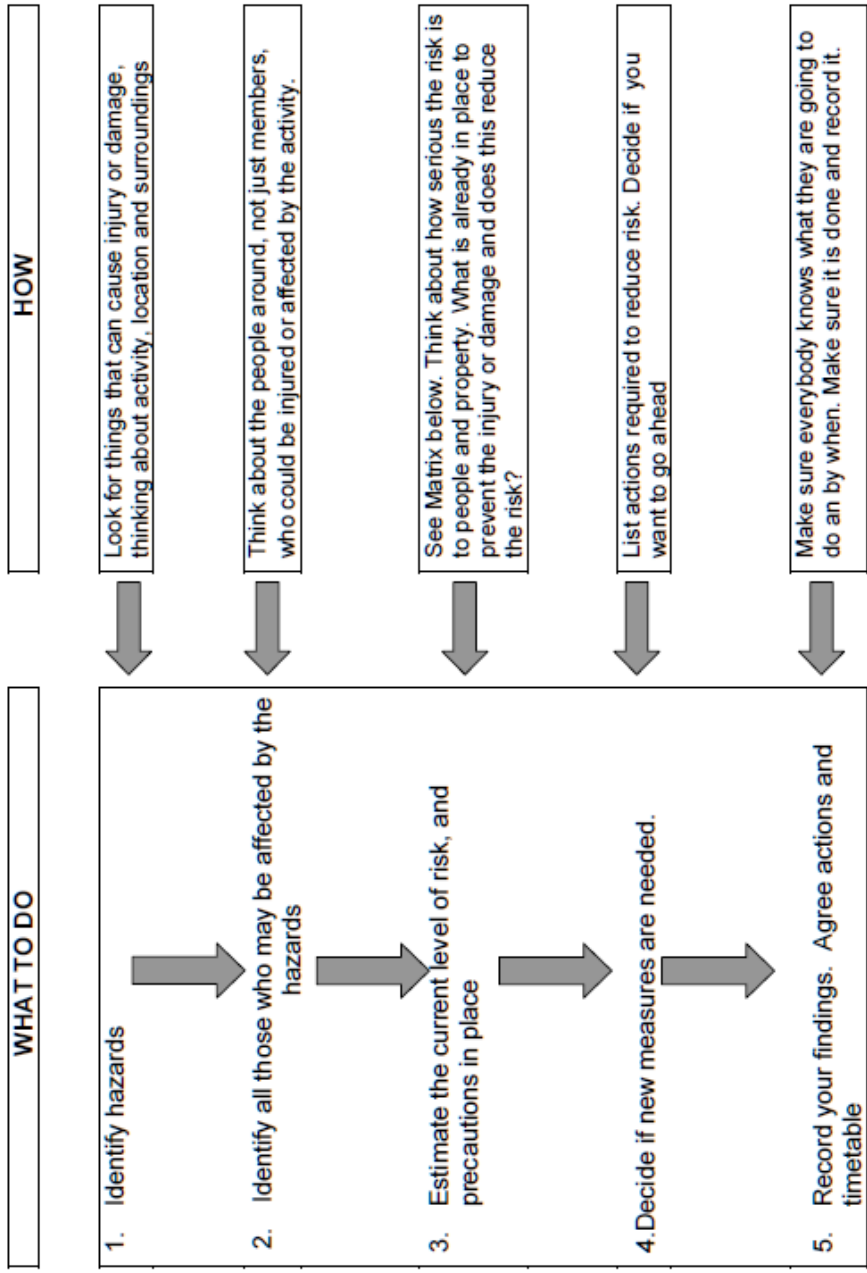
Trips/Falls	All	Trips/Falls/Slips	M	Make sure mess is kept to a minimum, tidy up activities once they are complete.	Sweep/mop floors and warn people if wet. Keep chairs tucked under tables.	
General Site						
The Dark	All	Not being able to see and tripping over	L	Bring a torch if you are arriving, leaving or plan to be walking around outside in the dark		
Hazard	Who is affected?	Risk	Risk level (L/M/H)	Control Measures	Are further controls necessary?	Action by & date
Mobile phone reception poor	Mobile Phone Users	No reception	L	See signal strength info sheet. Step outside building for better coverage.		
Cars blocking lane	Emergency vehicle will not be able to access the site	Unable to help injured party as quickly	M	Park in either car park, stay with car if unable to park.	Instruct parents not to drive down lane	
Ice and/or snow on lane	Car users	Not being able to get out of the site	M	Clear lane with shovels, use grit bin at end of road. Don't attempt to drive cars until completely clear.		
Car Park	Car users	Injury to people/damage to vehicles	L	Park sensibly according to weather conditions	Turn headlights off when entering first car park	
Dogs	All	Dog biting someone	M	Keep dogs on lead. None allowed on site unless agreed by site manager	Clean up dog waste immediately.	
Uneven pathways	All	Slips/Trips/Falls	L	Use torch at night, walk carefully wearing sensible footwear	Do not run between buildings. Walk on stepping stones where they are in the grass	

Continue on additional sheet if necessary

Activity Room/ Bedroom						
Slippery Path/Steps	Ranger Den - Access	Falling/Tripping and injury	M	Grab rail installed	Clean/ Jet-wash Path and apply 'anti-slip coating' Security Lighting	
Hazard	Who is affected?	Risk	Risk level (L/M/H)	Control Measures	Are further controls necessary?	Action by & date
Moving Heavy Furniture	Adults	Hurting Back	M	Only to be moved by adults, follow safe lifting procedures	Do not move furniture if unnecessary.	
Putting Sofa beds up	Adults	Hurting Back, trapping fingers in bed frame	M	Follow instructions to put bed up		
Windows	Children	Escape and Falling	L			

Continue on additional sheet if necessary

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful	Extremely Harmful
Likelihood	superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability	multiple injuries, major fractures, fatalities	
UNLIKELY Rarely happens	LOW	LOW	MEDIUM	
LIKELY Often happens	LOW	MEDIUM	HIGH	
VERY LIKELY Nearly always happens	MEDIUM	HIGH	HIGH	