



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. There are separate risk assessments for on site activities including orienteering, grass sledging, etc.

Venue: Seven Springs, Disley	Building: The Den	Sleeps: 15 People	Date: 12 Feb 2023 by Ann Shackleton To be reviewed by: 11 Feb 2024
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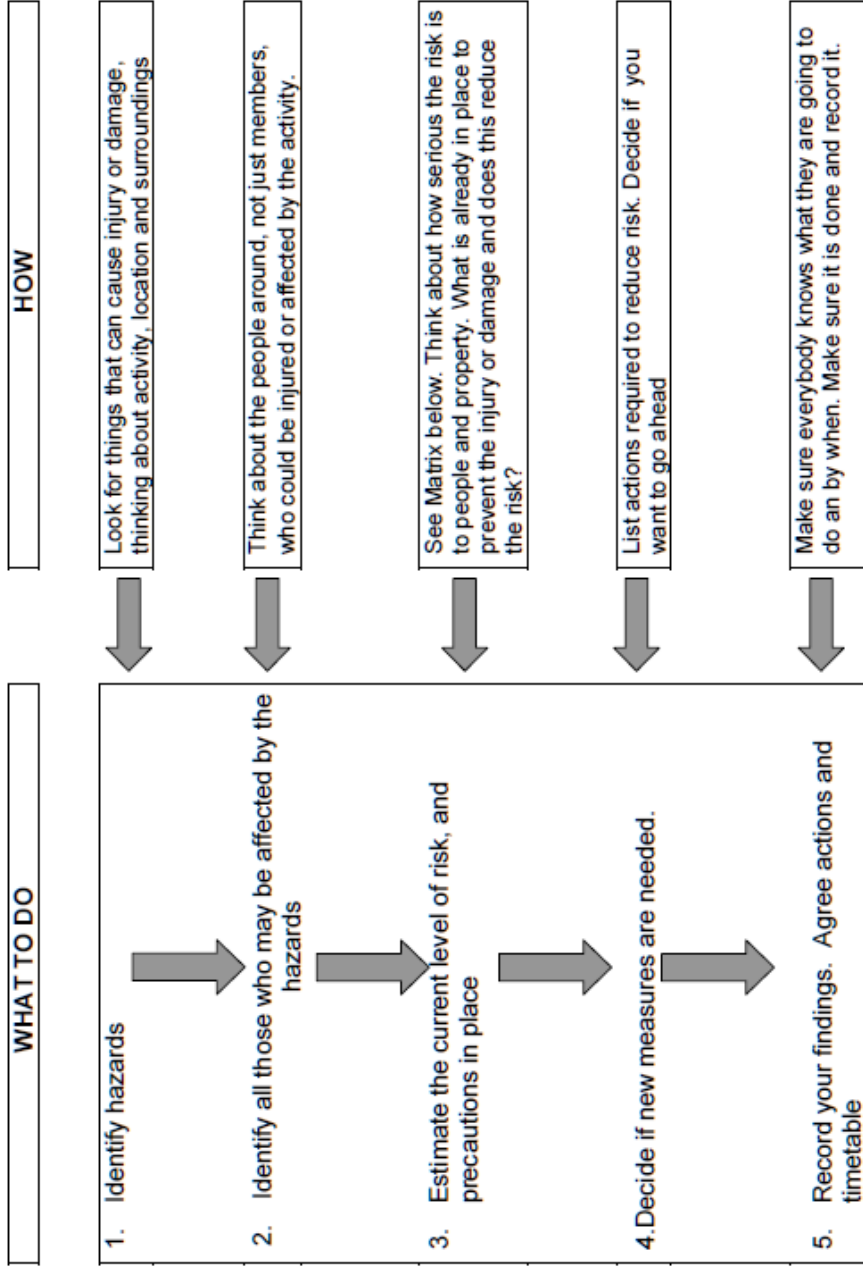
Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk level	What you need to do	Residual Risk Level
General						
Fire	All	Burns, smoke inhalation	Fire bell on cupboard by kitchen Fire procedures on poster in lounge	Medium	<ul style="list-style-type: none"> Make sure everyone knows what to do in case of fire Do not leave hot items (in kitchen or heaters) unattended Extend extension leads fully before use 	Low
Fuse trips power	All	No electricity	Fuse box is in dormitory on far wall. Key in kitchen	Medium	<ul style="list-style-type: none"> Call contacts listed on notice board if help needed. 	Low
Water Leak	All	Damage to building or possessions	Stop tap is in corner cupboard in kitchen.	Low	<ul style="list-style-type: none"> Call contacts listed on notice board if help needed. 	Low
Slippery Path/Steps	All	Falling/Tripping and injury	Grab rail on steps	Medium	<ul style="list-style-type: none"> Do not allow running on steps or path 	Low
Kitchen						
Oven and Hob	Adults	Burn	Ovens regularly safety checked	Medium	<ul style="list-style-type: none"> Only Adults to use. Under 18s to be supervised at all times 	Low
Kettles	Adults	Scald, Burn	Kettle regularly safety checked	Medium	<ul style="list-style-type: none"> Only Adults to use. Under 18s to be supervised at all times 	Low
Sharp Knives, Peelers etc.	All	Cuts		Medium	<ul style="list-style-type: none"> Supervise children using sharp tools 	Low
Microwave	All	Burn / scald or fire from incorrect use	Instructions provided	Medium	<ul style="list-style-type: none"> Follow instructions Be careful when lifting food out of microwave in case it spills. 	Low

Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk level	What you need to do	Residual Risk Level
Cleaning Materials	Adults	Irritant, Chemical Burn		Medium	<ul style="list-style-type: none"> Store all cleaning materials out of the reach children Follow instruction on bottles. Do not mix different cleaning products together. 	Low
Hot Pans/ Oven Trays	People working in kitchen	Burning hand/arm when handling hot items		Medium	<ul style="list-style-type: none"> Use oven gloves provided Limit number of people in kitchen when oven is on 	Low
Activity Room / Bedroom						
Games equipment	All	Trip and injury, damage to equipment		Medium	<ul style="list-style-type: none"> Take care when using the games equipment If any equipment is damaged please report this 	Low
Bunk beds	All but mainly children under 10	Falling and Injury		Medium	<ul style="list-style-type: none"> Follow your organisation's policy on relevant permissions for sleeping in top bunk Do not allow children to play in bedroom 	Low
Radiators	All	Burn	Instructions provided	Medium	<ul style="list-style-type: none"> Do not cover heaters 	Low
Personal Belongings on Floor	All	Trip and Injury		High	<ul style="list-style-type: none"> Make sure area around sleeping area is clear, Keep personal possessions and bags out of the way of where people will be walking. 	Low
Sleep walkers	See Health Forms	Falling out of bed, exiting the building		Medium	<ul style="list-style-type: none"> Make leaders aware. 	Low
Asbestos	All	There is asbestos under the carpet in the lobby.	Regular inspections carried out. The asbestos is not accessible and poses no danger to visitors unless damaged	Low	<ul style="list-style-type: none"> Don't lift the carpet Report any damage to the floor immediately 	Low
Dirty Floors	All	Hygiene and damage to possessions		Medium	<ul style="list-style-type: none"> Remove shoes /boots in entrance and store in lobby 	Low

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Stacked Chairs	All	Chairs falling over and injuring someone		Medium	<ul style="list-style-type: none"> Do not store items on top of chairs, do not allow people to sit on stacked chairs. Stack chairs 5 high with chair backs against the wall. 	Low
Tables	All	Injury from tripping over tables or tables falling and injuring someone		Medium	<ul style="list-style-type: none"> Tables to be stored on table trolley when not in use Trolley not to be moved when full 	Low
Putting Tables up	Adults	Injury/Trapping Fingers		Medium	<ul style="list-style-type: none"> Take care lifting the table from folding to upright. Use tool provided to put tables up or carefully use hands to fold down legs. 	Low
Trips/Falls	All	Injury		Medium	<ul style="list-style-type: none"> Sweep/vacuum / mop floors and warn people if wet. Keep chairs tucked under tables. Make sure mess is kept to a minimum Tidy up activities once they are complete. Do not let wires / leads trail across the floor 	Low
Bathroom						
Cleaning Materials	All	Chemical Burns/Irritant		Medium	<ul style="list-style-type: none"> Do not store cleaning materials in cupboard in bathroom unless locked. Store out of children's reach 	Low
Hot Water	All	Scald/Burn	Sign to inform people how to use	Medium	<ul style="list-style-type: none"> Make sure thermostat is set to correct temperature 	Low
Wet/Slippery Floor	All	Injury		Medium	<ul style="list-style-type: none"> Supervise young children whilst cleaning teeth/washing etc. Mop toilets after morning/ evening use if necessary. Check regularly 	Low
Cleaning	All	Cross contamination		Low	<ul style="list-style-type: none"> Use separate cloths for cleaning toilets and/or sinks. 	Low
Shower	All	Trips /Falls		Low	<ul style="list-style-type: none"> Anyone using the shower should be advised to take extra care when getting in / out of the cubical 	Low
General Site						
The Dark	All	Not being able to see and tripping over	Outside lights provided	Low	<ul style="list-style-type: none"> Bring a torch if you are arriving, leaving or plan to be walking around outside in the dark 	Low

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Mobile phone reception poor	Mobile Phone Users	No reception		Low	<ul style="list-style-type: none"> Step outside building for better coverage. 	Low
Car Park	Car users	Injury to people/damage to vehicles		Low	<ul style="list-style-type: none"> Park sensibly taking into account ground and weather conditions 	Low
Ice and/or snow on lane	Car users	Not being able to get out of the site	Grit bit at the end of Corks Lane	Medium	<ul style="list-style-type: none"> Clear lane with shovel (can be found in barn 4) Don't attempt to drive cars until completely clear. 	Low
Dogs	All	Dog causing distress or injury	None allowed on site other than assistance dogs and the volunteer warden Any dogs must be on a lead	Medium	<ul style="list-style-type: none"> Clean up any dog waste immediately. 	Low
Security	All	Intruders	The site is on private with clear signage	Low	<ul style="list-style-type: none"> Consider security in your own risk assessment 	Low
Uneven pathways	All	Slips/Trips/Falls	Regular maintenance of the site	Medium	<ul style="list-style-type: none"> Use torch at night Walk carefully wearing sensible footwear 	Low

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

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

Helpful websites www.Girlguiding.org.uk

www.hse.gov.uk