

Risk assessment

Name of activity, event, and location	Barn Complex	Date of risk assessment	24.9.24	Name of person doing this risk assessment	Jack Mee Peter Metcalf
		Date of next review	24.9.26		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
There is an open fireplace in the main hall in the norlog building.	All Users	-Fire is no longer in use and is used for effect only -Warning signs for 'no fires' are on display -Building Users are encouraged to use the central heating	
Risk of chairs falling and cause injury if stacked too high	All Users	-Maximum number of chairs in each stack should not exceed 10. Signs in place to advise this.	
Risk of tables falling and cause injury if not handled or stored correctly	All Users	-Storage trolley and secure strap provided -Young people to be supervised when tables or used or being stored	
Central heating boiler in foyer – Risk of burn if boiler is touched while operational	All Users	-Signage or enclosed cupboard	
Risk of Injury in the event of evacuating buildings in an emergency	All Users	-Fire escape routes are on display at the back of each dormitory door	
Risk of trips or falls on the main staircase to dormitories	All Users	-Handrails and warning signs in place -Users not to discard shoes at bottom of staircase	
Risk of Injury if users lean on the windows alongside the staircase to bedrooms	All Users	-Warning signs in place	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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Risk assessment

Bedrooms have low ceiling beams which could be head bump points	All Users	-Warning signs located at appropriate points	
Two tier bunk beds – risk of falling from top bunk	All Users	-Integral safety rails fitted to all beds top bunk	
There is a step into the 12 bedded room which could cause trips	All Users	-Warning signs fitted at the location	
Kitchen entrance – there is a metal ramp which can be slippery when wet	All Users	-Warning sign in place	
Risk of Fire	All Users	-Gas Cut Off Button installed -Alarms installed -Fire Blanket installed	
Removal of hot items from the oven	All Users	-Oven gloves provided which should be used at all times -No unauthorised persons should use the kitchen -Warning signs in place	
Burns and scalds from the cooker hob and grill when in use	All Users	-Signs warning of hot surface on display. -No unauthorised persons should use the kitchen	
Potential burns from Dishwasher	All Users	- Caution – steam when opening dishwasher door - Burns from items inside the dishwasher	
Risk of burns and scalds from hot water boiler/dripping water	All Users	-Warning signs on display. -No unauthorised persons should use the kitchen -Users to ensure taps are turned off properly	
Potential burns caused from the plate warmer	All Users	-Warning signs in place to indicate hot surface -No unauthorised persons should use the kitchen	
Step to rear year – risk of trip or fall	All Users	-Warning signs in place	
Risk of trip or fall due to raised step inside the entrance	All Users	-Warning signs in place	

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Risk of burns and scalds from hot water	All Users	-Warning signs on display. -No unauthorised persons should use the kitchen -Users to ensure taps are turned off properly	
Risk of injury when storing away the dining units	All Users	-Adults only should store the units	
Steps at entrance to building	All Users	-Edge of steps painted yellow to indicate potential hazard	
Risk of doors causing injury if left unopen or blown by weather etc	All Users	-Guards and closers fitted on doors	
Risk of Fire from Storage Heaters if items left on top while in use	All Users	-Warning signs not to leave items on top of heaters	
Fire Precautions – risk of injury on evacuation	All Users	-Fire detection system is in place, which is checked and serviced annually and tested monthly. Fire appliances in place and tested annually. -An alarm and emergency lighting is in place which is tested regularly	
The outside 'lean to' storage area has a low roof and potential hazard of head injury	All Users	-Edges and corners painted yellow to indicate potential hazard	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

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