

Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt & Val Hewitt			Date: 21st May 2018	
Area or task - Boating						
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Access to centre	E – L - V & O	System of key holders in place Key safe for users in place Security lighting & fencing	L	No		May 2019
Vehicle Movement	E – L - V & O	Designated car park on site Alternative parking in adjacent field for large events	L	No		May 2019
Use of Mobile phones	E – L - V & O	Trainees advise not to use during boating sessions. Instructors to use only in an emergency	L	No		May 2019
Manual handling	E – L - V & O	Advise not to lift unless trained to do so	M	No		May 2019
During boating sessions	E – L - V & O	Only qualified instructors used. Registers to be completed at each evening session	L	No		May 2019
Boating supervision	E – L - V & O	Responsible adult to be on site during boating. Full register with contact details to be completed	M	No		May 2019
Weils Disease	E – L - V & O	Posters and information widely displayed in boating centre. Use waterproof plasters for cuts. Wash/shower after activity	M	No		May 2019
Drowning	E – L - V & O	Qualified instructors leading sessions. Wear buoyancy aids. Safety instructions given at beginning of each session. Buoyancy aids to be worn on jetty. Non boating under 18 to be supervised.	M	No		May 2019
First Aid	E – L - V & O	Lead Instructors/leaders are qualified in First Aid. Incident book and First aid grab kits in place.	L	No		May 2019

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Risk Assessment

Hazard/ Harm potential	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
		Boating continued				
Minor injuries/ trips and falls	E – L - V & O	First aid equipment on site. Adult supervision. Remove visible hazards	M	No		May 2019
Weather conditions	E – L - V & O	Assess the severity of the weather too hot/too cold, should the session/event need to finish ensure attendees are kept safe until collected Stop activity in the event of a thunder storm All leaders must take into account the ages and skills of the participants when making a decision about the water conditions Wear adequate suitable clothing. Move affected participant off water for further treatment as appropriate	M	No		May 2019
Hypothermia/ Heat stroke						
Adverse conditions on the river	E – L - V & O	No boat to be launched when the river is spate. If the leader is in doubt about the safety of the water conditions for boating the lock keeper must be contacted : Chertsey 01932 562208 Shepperton 01932 221840 All leaders must take into account the ages and skills of the participants when making a decision about the water conditions	M	No		May 2019
Jetty	E – L - V & O	The jetty is regularly inspected and maintained. If there is a delay in work that needs to be carried out the Jetty will be closed.	L	No		May 2017

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Bunk House						
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Bunk Beds	E – L - V & O	Conform to BSI specifications	L	No		May 2019
Washing facilities	E – L - V & O	3 toilets, 2 showers and electric hand dryer.	L	No		May 2019
Windows	E – L - V & O	Open outwards and lockable. Exterior pathway cornered off to avoid collisions	L	No		May 2019
Fire	E – L - V & O	Smoke/heat detectors, emergency alarms, emergency exits emergency lighting all fitted and comply with current regulations. Checked regularly. Fire extinguisher equipment checked annually	L	No		May 2019
Heating	E – L - V & O	Convection heating controlled by thermostat	L	No		May 2019
Construction	E – L - V & O	Complies with building regulations	L	No		May 2019
Lighting	E – L - V & O	Lighting checked regularly	L	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Camping						
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Water Supply	E – L - V & O	Mains water supplied at three points. No doglegs present	L	No		May 2019
Security	E – L - V & O	Site completely fenced and lockable gates. Security lighting fitted	M	No		May 2019
Campfire & surrounding area	E – L - V & O	Fire blanket provided and over hanging trees periodically inspected for damage and remedied appropriately. Fire buckets and hose supplied. Advise that when walking near and in campfire area that appropriate footwear must be worn.	M	No		May 2019
Personal Hygiene	E – L - V & O	Outside ablution block equipped with toilets, shower, wash & hand basin. Electric hand dryer. Key Safe in place	L	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Electricity						
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Cooking	E – L - V & O	Handbook available. Minors to be supervised at all times	L	No		May 2019
Heating	E – L - V & O	Handbook available. Minors to be supervised at all times	L	No		May 2019
Failure of supply	E – L - V & O	Handbook available, including details of fuse boards.	L	No		May 2019
Electricity near water	E – L - V & O	Building regulations complied with and new works inspected by qualified engineer	L	No		May 2019
Conductors	E – L - V & O	New works meet the current electricity regulations and existing installation subjected to annual checks	L	No		May 2019
Portable appliances	E – L - V & O	Inspected and tested annually, compliance with regulations	L	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Trailers, trolleys & lifting equipment						
Hazard/Harm potential	Who is affected? Employees = E Leaders = L Visitors = V Other = O	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Launching trolley	E – L - V & O	To be used by trained personnel	L	No		May 2019
Wheel barrow	E – L - V & O	Not to be used by minors or untrained personnel	L	No		May 2019
Hoist for disabled	E – L - V & O	Only to be used on the jetty to enable those with disabilities to get on and off of boats. Not to be used by untrained personnel. Inspected annually	L	No		May 2019
Bell boat/Dragon boat	E – L - V & O	Trailer to be used with sufficient people as required	L	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Use of machinery						
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Boat maintenance	E – L - V & O	Supervised by Bosun on service days and boating adviser/instructor during boating	M	No		May 2019
Portable hand tools	E – L - V & O	Inspect and tag every 14 months	M	No		May 2019
Storage of paint & solvents	E – L - V & O	Stored in secured container or locked Bosun's store	M	No		May 2019
Lawn Mower/Strimmer	E	Stored in secured container and only operated by site maintenance after in house training. Safety equipment provided There is no Maintenance contract in place. Serviced annually	M	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Kitchen						
Hazard/Harm potential	Who is affected? Employees = E Leaders = L Visitors = V Other = O	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Hygiene	E – L - V & O	Fully stainless steel kitchen equipment and work surfaces, GRP hygiene walls	L	No		May 2019
Personal Hygiene	E – L - V & O	Hand wash facilities provided	L	No		May 2019
Food preparation & storage	E – L - V & O	Hot cupboard with refrigerator & freezer provided	L	No		May 2019
Food waste	E – L - V & O	Rubbish & recycling containers provided, emptied regularly	L	No		May 2019
Minor injury's/cuts	E – L - V & O	Non slip flooring & blue plaster in first aid kit	L	No		May 2019
Child safety	E – L - V & O	No children allowed in kitchen without adult supervision	L	No		May 2019
Contamination from insects	E – L - V & O	Wall mounted insect killer installed	L	No		May 2019
Rodent/pest control	E – L - V & O	The area is kept clean at all times ensuring that no food waste is left on the floor.	L	No		May 2019
Fire	E – L - V & O	Fire extinguishers & fire blanket provided	L	No		May 2019
Cleanliness	E – L - V & O	Users responsible for cleaning during occupation. Regular cleaning equipment, surfaces & floor undertaken. As part of the let the hirer can pay for the cleaner.	L	No		May 2019
Storage and use of cleaning materials	E – L - V & O	All cleaning materials are stored safely when not in use. All cleaning materials are used with correct supervision.	L	No		May 2019
Storage and use of sharp items	E – L - V & O	All sharp items i.e. knives & peelers are stored correctly and when being used by hirers it is with the correct adult supervision and control.	L	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt				Date: May 2018	
Area or task – Main Hall							
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date	
Access to centre	E – L - V & O	System of key holders in place Key safe for users in place Security lighting & fencing	L	No		May 2019	
Vehicle Movement	E – L - V & O	Designated car park on site Alternative parking in adjacent field for large events	L	No		May 2019	
Use of Mobile phones	E – L - V & O	Trainees advise not to use during boating sessions. Instructors to use only in an emergency	M	No		May 2019	
Manual handling	E – L - V & O	Advise not to lift unless trained to do so	L	No		May 2019	
Chairs	E – L - V & O	Stacked no more than 6 high, to be facing kitchen.	L	No		May 2019	
Tables	E – L - V & O	Stored in table carrier when not in use	L	No		May 2019	
Windows	E – L - V & O	Windows open inwards, hirers to make all users aware	L	No		May 2019	
Heating	E – L - V & O	Electric ceiling heaters. Out of reach	L	No		May 2019	
Notice boards	E – L - V & O	Non removable –	L	No		May 2019	
Construction	E – L - V & O	Complies with BSI Specifications	L	No		May 2019	
Store cupboard	E – L - V & O	Items stored correctly, all users to keep tidy	L	No		May 2019	
Emergency contacts	E – L - V & O	This information is provided on hiring	L	No		May 2019	

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – leaders bedrooms						
Hazard/Harm potential	Who is affected? <small>Employees = E Leaders = L Visitors = V Other = O</small>	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Beds/bunk beds	E – L - V & O	Conforms to BSI Specifications	L	No		May 2019
Washing facilities	E – L - V & O	1 toilet, 1 shower & hand basin in one of leaders rooms, meet all regulations	L	No		May 2019
Fuse Cupboard	E – L - V & O	Cupboard to be kept clear for full access to fuse boxes	L	No		May 2019

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Risk Assessment

Girlguiding Surrey West Paxmead		Assessor : Deborah Bayliss & Val Hewitt			Date: May 2018	
Area or task – Outside area						
Hazard/Harm potential	Who is affected? Employees = E Leaders = L Visitors = V Other = O	Controls in place	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Gravel Car Park	E – L - V & O	Designated carpark on site entrance	L	No		May 2019
Overflow parking Grass area flooding	E – L - V & O	Warning signs to be displayed. Warning to be added to site information paperwork for all users	M	No		May 2019
Shop	E – L - V & O	Is kept tidy and clean. Any food products are locked away in a cupboard away from floor. Hirers/Buyers are allocated time slots to access the shop and limited to 6 in at a time, supervised by their leaders. All products are purchased and approved by the Paxmead committee.	L	No		May 2019
Climbing wall	E – L - V & O	Full safety instructions are available for all hirers	L	No		May 2019
Tree Chair	E – L - V & O	This is currently out of use and has signage on Chair prohibiting use	H	Yes	Dec 2018	May 2019
Boundary Condition	E – L - V & O	The boundary condition is checked annually	L	No		May 2019
Campfire Circle	E – L - V & O	The campfire circle is kept clear of loose debris. Users should carry out their own risk assessment when using this area.	L	No		May 2019
Flagpole	E – L - V & O	Checked annually	L	No		May 2019
Trees/Shrubs etc	E – L - V & O	Checked annually	L	No		May 2019

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