



# Risk Assessment Form

Event/Activity: Magpies Nest Holiday House					Date: May 2017 - To be reviewed May 2018	
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Slipping Sliding on wet floor	All - personal injury	Spillages to be mopped up immediately and sign erected as necessary	L	No		
Scalding water	All - personal injury	Participant briefing Appropriate signage near taps Water Checks undertaken on regular basis	L	No		
Cooking	All - personal injury + damage to building	Cooker not to be left unattended when in use Hair tied back and no loose clothing worn Supervision by an adult Access to kitchen by authorised people only	L	No		
Food poisoning	All - illness	Food stored correctly Work surfaces to be wiped down correctly Post visit clean by warden (inc in kitchen units, cooker, fridge, freezer) Hair tied back Wash hands regularly	L	No		
Falling Chairs	All - personal injury	Chairs to be stacked no more than 5 high	L	No		
Table Moving	All- personal injury	Care to be taken when erecting/putting down tables	L	No		

		Manual handling when moving tables				
Tripping	All - personal injury	Care to be taken when carrying items Participants briefed about no running in building Power cables not to go across walkways Good housekeeping by users	L	No		
Blocked exits	All - personal injury	Good housekeeping by users	L	No		
Doors	All - trapped fingers	To keep fingers away from door jams	L	No		
Fire	All - personal injury and damage to building	Cooking not to be left unattended Fire alarms tested weekly Fire evacuation procedure briefing by group leaders - inc location of fire exits and fire assembly point (field side of hedge) Candles only to be used under adult supervision Fire extinguishers and fire blankets are provided and maintained Fire exits to be kept clear	L	No		
Power Cut	All - personal injury	Emergency lighting tested regularly All portable electrical appliances PAT tested 5 Year electrical test carried out	L	No		
Legionella	All - illness	Legionella testing carried out - cold 2 mins at 20 degrees or less, hot 45 degrees within 1 minute. Regular descaling of shower heads Water tests carried out monthly Water system flushed if not used for more than a week	L	No		
Pop up Tents	All - personal injury	Ensure no one is near when opening up tents/packing away as they spring open No source of ignition to be taken into tents	L	No		

		No electrical items to be taken into tents				
Wildlife hazards eg animals, birds, insects inc ants, bees and wasps	All - personal injury	Group Leaders to brief groups about their behaviour around wildlife/ wildlife behaviour around people	L	No		