



The Lookout Risk Assessment

Hazard	Who is affected?	What controls are in place?	Risk Level	Are further controls necessary?	Action by and date	Review by and Date
Cars - accident with vehicle	Parents, Girlguiding members	Information re. arrival procedure sent to leaders in advance to notify parents. Lights on in car park areas, walking route marked. Slow signs displayed. Leader to wear Hi Vis Jacket and supervise car park areas	M	Large events, (over 30) must have a full carparking team in place. The team will control the flow of traffic on site and down the drive at the start and end of events.	On going	Annual
Fire - in the building	Users of the building	Fire risk assessment undertaken. No smoking in building and surrounding area. Fire extinguishers in building, annual check. New build passed all fire building control measures. Evacuation notice displayed.	M	Fire alarm and extinguishers serviced annually. Monthly testing of alarm.	On going	Annual
Hazardous chemicals/materials - incorrect use or swallowing	Users of the building	All products to be supplied by GGCF no hazardous items in building	L	COSHH assessments available for chemicals used in building. Weekly check after each user to remove any chemicals left.	H&S, annual	Sept 27
Water systems - legionella in the system	Users of the building	New build, water chlorinated and tested for legionella, monthly temperature testing.	M	Regular flushing of system and bacteriological testing by external contractor.	H&S monthly	Sept 27
Electricity - power failure, socket becoming over heated	Users of the building	Notes to leaders re. use of chargers, extension reels. Emergency lighting in place if power cut	M	Fixed wiring checks, PAT testing carried out as required by legislation.	H&S bi annual and 5 years	Sept 27
Gas - leak in tanks, pipe or possible explosion	Users of the building	Gas only into plant room, trip switch on outside, underground tanks maintained by provider.	L	Annual inspection of tanks by Flogas. Gas boiler safety inspection carried out by Flamefast.	H&S annual	Sept 27
Other equipment, tools etc - misuse by users of the building	Users of the building	Kept in marked boxes in utility room, access leaders only	L	Authorised users only	On going	Annual
Showers - slipping and scalding	Users of the building	Flooring designed for wet areas; water temp fixed at safe level. Water temperature testing	L	Any issues to be reported to Pettypool site Manager.	On going	Annual

		monthly, quarterly disinfection of shower heads.				
Underfloor heating - system malfunction	Users of the building	Controlled externally, oil radiators available if heating loss	L	Annual service by external contractor.	Site manager annual	Sept 27
Slipping on floor - fall, injury	Users of the building	Warning on safety information sheet. Shoes to be worn on non-carpeted floors	M	Safety notes in leaders' information pack.	On going	Annual
Falling down outdoor steps - injury	Users of the building	Rail on both sides of steps, kept clear of leaves and debris by Pettypool maintenance team.	M	Regular maintenance	On going	Annual
Kitchen - illness or injury	Users of the building	Regular cleaning. Hand wash basin for food prep.	L	Weekly cleaning.	On going	Annual
Fridge/freezer - illness caused by incorrect temperature	Users of the building	Fridge temp to be taken	L	Fridge temperature to be checked. If faulty alternative fridge/freezer available on site.	On going	Annual
Induction hob - scald or injury	Users of the building with a pacemaker	Warning on safety information sheet	L	Verbal reminder on arrival, guidance in building safety pack.	On going	Annual
Bunk beds - fall causing injury	Users of the building	Children under 6 advised not to use top bunk	L	Verbal reminder to leaders on arrival.	On going	Annual
Oil fired radiators - injury including scalding	Users of the building	Leaders informed, how to use heaters (oil filled radiators, portable 2Kw electric heaters in activity room)	L	Leaders informed on arrival.	On going	Annual
Rented electric heaters - injury including scalding	Users of the building	Guidance given as to temperature when heaters should be used. Radiators placed close to sockets, no loose cable. Only to be used by leaders.	L	Leaders informed on arrival.	On going	Annual
Kitchen Appliances and equipment	Users of the building	User handbook includes electrical equipment, waste, ventilation etc	L	Leaders informed on arrival	On going	Annual
Housekeeping	Users of the building	Beds, bathrooms and floors cleaned weekly to minimise bacterial spread.	L	Leaders informed on arrival	On going	Annual
Manual Handling	Users of the building	Guidance provided for movement of chairs, tables in handbook. Instruction and warning signs provided where appropriate	M	Leaders informed on arrival	On going	Annual
Room temperatures	Users of the building	Remote and on-site ability to monitor and adjust room temperatures. Windows or vents available in all rooms to support comfort	L	Leaders informed on arrival	On going	Annual