

Risk Assessment Form – West Street, Hertford Guiding HQ

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?
Slippery floors/spills	All hut users	Mop and paper towels to clear up spills are available in cleaning cupboard in hallway. Wet floor sign (in cleaning cupboard) is available to put out when needed. The hut is well lit. Cables are not left trailing on floor.	Low	Any equipment defects or leaks should be reported back to Friends of Guiding. Footwear should be worn at all times. Wipe up spills immediately and keep areas clear of trip hazards.
Injury in car park	All hut users	The car park is council land, so Friends of Guiding is not responsible or liable for any accidents that occur there.	Low	Stay away from car park unless necessary. Keep gate closed once entire group has arrived. Children to be supervised in carpark. Floor is uneven – use torches if necessary.
Cleaning chemicals	All hut users	Users should bring own cleaning supplies and use/store appropriately.	Low	Chemicals used by Friends of Guiding are stored in a locked cleaning cupboard in hallway on a shelf and kept in original containers. Children should not have access to this cupboard.
Cold/hypothermia	All hut users	The hut does not have central heating and heating is provided via wall mounted electric heaters, which have built in thermostats and are controlled on timers.	Low	For overnight events, it is recommended for adults in charge to take spare, warm, bedding as the hut can be cold overnight.
Swinging doors into main hall	All hut users	There are hooks provided to hold the doors open. Note: the doors swing in both directions.	Low	Doors should be hooked open while people are entering/leaving to avoid anyone being hit or fingers being trapped.

Stacked chairs and folding tables	All hut users	There are spaces inset at either end of the cupboards to store the tables safely. The windows next to these spaces have been reinforced. The tables have been retrofitted with spacers to prevent fingers being trapped in the table legs.	Low	No climbing on stacked chairs. Chairs should not be stacked too high and should be stacked so they are steady. Instruct participants not to carry more chairs than they can manage at once. Tables should be carried between two children or one adult. Participants should be assessed on capability of opening table legs – young children may not be strong or dextrous enough.
Waste	All hut users	Bins with bin liners in are provided in each room. A small supply of bin liners can be found in the cleaning cupboard to replace used bin liners.	Low	All waste to be taken away from hut and is hut users' responsibility to dispose of. Hut users should bring supply of bin liners.
Kitchen: sharp knives	All hut users	Sharp knives are stored in a container with lid, separate to other utensils.	Low	Children should be supervised while in kitchen. First Aid Kit available in kitchen.
Kitchen: food hygiene	All hut users	Fridge is provided to keep food at safe temperatures. Colour coded food preparation boards are provided to prevent cross-contamination.	Low	Users to bring washing up liquid and surface cleaners as needed.
Kitchen: burns	All hut users	Children should be supervised while in kitchen. Cooker and kettles should be switched off at wall when not in use.	Low	First Aid Kit available in kitchen.
Electrical appliances	All hut users	All electrical items provided by Friends of Guiding (microwave, toaster, kettles, hot water urn, cooker) are PAT tested yearly. The hut's electrical system has regular maintenance and checks.	Low	Children should be supervised when using electric items. Any faults or damages to be reported to Friends of Guiding and do not use until fixed. When not in use, turn off at the wall socket. Keep electrical items away from water and other liquids.
Toilets: hygiene	All hut users	Weekly cleaning in place. Toilet rolls, hand wash and paper towels provided. Tampons, pads and sanitary waste bags are provided. Sanitary waste bags are in each toilet to bag up waste before putting in bin.	Low	All users are responsible for toilet cleanliness during their hire period and must take their rubbish on departure.

Security	All hut users	<p>The hut is surrounded by a gate which has code pad entry. The code should only be known to group leaders, not given to group members or the public. The gate is recommended to be kept closed once participants have arrived. The front door should be kept locked, with the key in the key safe, to ensure the door cannot be opened from the outside while you are inside, and that the key is not misplaced. The front door can be opened from the inside using the emergency bar, even if locked from the outside. There is a doorbell on the main gate. The rear emergency exit is locked, with a push bar on the inside for emergency exit. The rear gate is also locked with a code from the outside, and should only be used as an emergency exit if the front gate is inaccessible. There are security lights over the main entrance, along the path to the side of the hut, and overlooking the car park.</p>	Low	<p>It is recommended to keep doors and gates shut while using the hut.</p> <p>Please be aware of members of the public in the car park and field adjacent to the hut – these areas are open to the public and are frequented by dog walkers and those using Hertford Town Football Club.</p>
Working at height	All hut users	<p>Maintenance at height such as changing lightbulbs, working on fan heaters is completed by sub-contractors. Stepladder is provided for users working at height (e.g. putting up decorations, reaching to open/close windows).</p>	Low	<p>Stepladder to be kept in accessible area. Recommended that minimum of 2 adults are present when working at height.</p>

Treating injury and illness	All hut users	Mobile phone signal is strong on most service providers, emergency services can be contacted. A basic First Aid kit is available in the kitchen, though users are recommended to bring their own.	Low	<p>Users are responsible for their own first aid provision. It is recommended at least one adult should have current first aid qualification.</p> <p>Nearest emergency services are:</p> <p>Urgent Care: QEII Hospital, Welwyn Garden City, AL7 4HQ</p> <p>A&E: Princess Alexandra Hospital, Harlow, CM20 1QX</p> <p>A&E: Lister Hospital, Stevenage, SG1 4AB</p> <p>Closest defibrillators:</p> <p>Hertford Football Club, West Street, SG13 8EZ</p> <p>Richard Hale School, Hale Road, SG13 8EN</p> <p>Hertford Town Council, The Castle, SG14 1HR</p>
Perimeter Fencing	All hut users	Users should not attempt to climb the fencing. There is a second gate at the far right hand corner of the site to be used in case of emergency where the front gate is not accessible.	Low	
Outdoor Area	All hut users	The outdoor area of the hut is mostly grassy and on a slope. The ground is uneven underfoot. The grass may be slippery in wet conditions. Motion activated lights are located along the path between the gate and the front door. Behind the hut there are several small trees, there may be trip hazards such as sticks and roots in this area. The trees must not be climbed.	Low	Children must be supervised while outside.

Campfire Circle	All hut users	<p>The campfire circle is located in a cleared area of 4m diameter, away from trees or buildings.</p> <p>Fires must only be lit on the gravel area of the campfire circle – in any other area of the site, alter fires must be used.</p> <p>There are trip hazards at the campfire circle – keep the area well-lit during use. There is a floodlight over the campfire circle.</p> <p>The logs surrounding the campfire circle are for seating and must not be climbed on.</p>	Low	<p>Children must be supervised while outside.</p> <p>Hertford District Friends of Guiding is not liable for any activities that take place at the campfire circle, including campfires – please complete your own risk assessment.</p>
Adjacent public land	All hut users	<p>When using public field land, please be aware of the following hazards:</p> <p>Steep hill – particularly hazardous after wet weather as it becomes very slippery.</p> <p>Flooding – the field is a flood zone and should not be used when flooding occurs.</p> <p>River – there are several snickets to the river and anyone who goes down these is not visible from the main field. Unknown depth of water, likely risk of Weil's disease.</p> <p>Debris – check area for any dangerous litter items before use (broken bottles, needles etc). Items such as these have sadly been found near the hut on occasion previously.</p> <p>Dog faeces – the field is frequently used by dog walkers.</p>	Low	<p>This list is not exhaustive, anyone using the public land should undertake their own risk assessment at the time of use.</p>

Girlguiding access only: Stores	Girlguiding hut users	<p>Items at height - A ladder is available for use. If users are climbing ladders to retrieve items at height, 2 adults should be present.</p> <p>Heavy lifting - Heavy items should be carried between multiple people as necessary.</p> <p>Hot items - There are items available for campfire use. Please note the hut is a wooden structure so fire related items should be completely cool after use when put away.</p>	Low	<p>Stores 1 is accessible to all Girlguiding users. Any use of items provided, or activities undertaken using the items provided, should be risk assessed by the leader at the time of use.</p> <p>Stores 2 and 3 are only accessible to key holders.</p>
Girlguiding access only: Pauline Geering room	Girlguiding hut users	<p>Bunkbeds – no one should climb on the bunkbeds, children should be supervised while in the Pauline Geering Room.</p> <p>Electric portable heater – do not leave on while unattended, do not leave any items on top of the electric heater while it is on.</p> <p>Furniture – bunkbeds and chest of drawers are not fixed to the wall and should not be climbed on. Supervise children if they are in the Pauline Geering Room.</p>	Low	<p>Door should be kept locked when room is not in use.</p>

Please note this risk assessment is not exhaustive and all hut users should undertake their own risk assessment at the time of use.

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Guiding HQ – Fire risks and precautions

Hazard	Who is affected?	Actions taken by Friends of Guiding	Hut users' responsibilities
Construction of building – mostly wood.	All hut users	All users are sent fire risk assessment and to be aware of fire hazards and safety measures.	N/A
Kitchen: cooker, electrical equipment.	All hut users	Fire blanket and extinguishers. Regular electrical checks. Heat alarm, carbon monoxide detector installed. Emergency lighting. Fire exits sign posted.	Remove flammable items, especially when cooking. Electrical items to be turned off when room is not in use.
Main hall: heaters, electrical equipment.	All hut users	Fire extinguishers. Regular electrical checks. Fire exits sign posted. Emergency lighting. Smoke alarms, carbon monoxide detector installed.	Remove flammable items. Electrical items to be turned off when room is not in use.
Pauline Geering Room: heaters, electrical equipment.	All hut users	Fire extinguishers. Regular electrical checks. Fire exits sign posted. Emergency lighting. Smoke alarms, carbon monoxide detector installed.	Remove flammable items. Electrical items to be turned off when room is not in use.
Ranger room: heaters, electrical equipment.	All hut users	Fire extinguishers. Regular electrical checks. Fire exits sign posted. Emergency lighting. Smoke alarms, carbon monoxide detector installed.	Remove flammable items. Electrical items to be turned off when room is not in use.

Toilets: heaters	All hut users	Fire extinguishers. Regular electrical checks. Fire exits sign posted. Emergency lighting.	Nothing to be left on top of heaters. Remove flammable items. Electrical items to be turned off when room is not in use.
Stores 1, 2 and 3: fuse box, alter fires	All hut users	Stores 1 accessible to Girlguiding users only. Stores 2 and 3 are kept locked, 3 key holders. Regular electrical checks. Smoke alarms, carbon monoxide detector installed. Emergency lighting. Fire exits sign posted. Fire extinguishers.	Remove flammable items. Campfires to be completely cool before stored in hut.
Storage area under main hall: electric light	All hut users	Camping equipment not stored until cold. Regular electrical checks.	Light to be turned off when storage area is not in use.
Storage area under rear meeting room: electric light	All hut users	Camping equipment not stored until cold. Regular electrical checks.	Light to be turned off when storage area is not in use.
Children's parties: candles, carelessness/ distraction	All hut users	Fire precautions pointed out at time of booking, risk assessment distributed.	Hut user to do their own risk assessment at time of use.
Users more at risk: People with disabilities, or children	Users with disabilities, or children	Disabled access is via the main entrance. Ensure responsible adults are aware of disabled exit.	Leaders and responsible adults to take lead in evacuation as necessary.

IN CASE OF FIRE – SMALL FIRE	
Action	Person responsible
Shout a warning or smoke alarm sounds	Person who discovers fire
Use fire extinguisher/fire blanket	Leader or nearest adult
Report to Friends of Guiding that fire extinguisher or blanket has been used	Person who made hut booking

IN CASE OF FIRE – LARGE FIRE	
Action	Person responsible
Shout a warning or smoke alarm sounds	Person who discovers fire
Give instruction to evacuate the building	Leader or responsible adult
Evacuate the building	Everyone
Check everyone is out of the building and help disabled people to evacuate	Leader or responsible adult
Check everyone is present at fire assembly point	Leader or responsible adult
Call 999 and ask for fire	Leader or responsible adult

Actions taken by Friends of Guiding to ensure safe evacuation

Notices placed in hallway and each room that show emergency exits, escape routes, assembly point, and responsibilities of group leader.

Emergency lighting and exit signs.

Annual servicing of fire extinguishers.

Send risk assessment out with confirmation of hut booking.