

Risk assessment

Venue	Gilwell Centre Prague	Date of risk assessment	17/6/2024	Name of person doing this risk assessment	Simon Burgess
		Date of next review	6 months		

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?
Slips, trips and falls causing injury	all	<ul style="list-style-type: none"> • Check the centre regularly to ensure that all light bulbs are working and that there are no obvious trip hazards in corridors/entrance halls. • Users know to clear up spillages immediately; • No storage in corridors, stairwell or hall areas; • No trailing electrical leads/cables; • Briefing of centre users of any hazards present. • Soft balls should be used to prevent damage to windows and glass splinters. • Activities should consider the fragile nature of the windows to prevent injury. 	
Working at height e.g. changing light bulbs, cleaning windows, putting up decorations etc. Falling/stretching causing injury	all	<ul style="list-style-type: none"> • Contractors - needing to work at height should provide their own step ladders which are appropriate for use and include these in their own Risk Assessment; • Hirers - which need to reach the higher shelves in the kitchen or storage cupboard should provide their own step ladders which are appropriate for use and include these in their own RA. • Group Adult Volunteers – Should produce a RA for the activity being undertaken. In an emergency situation a dynamic RA should be undertaken. 	
Vehicle movement Pedestrians could suffer serious injury if struck by cars entering/leaving the car park or moving in it.	all	<ul style="list-style-type: none"> • Users should be warned about the movement of vehicles. • Young people and adults are controlled to prevent injury whilst using the car park. • Where possible users should not wait in the entrance 'tunnel'. 	

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<p>Hazardous substances e.g. cleaning products.</p> <p>The cleaner and others cleaning risk skin problems i.e. dermatitis and eye damage from direct contact with cleaning chemicals.</p> <p>Vapour may cause breathing problems.</p>	all	<ul style="list-style-type: none"> • Cleaning products are kept in a separate, locked cleaning cupboard which is marked with a warning sign; • Any spillages of cleaning products cleaned up immediately; • Keep the area well ventilated whilst cleaning. • Purchase gloves that can be used by users if cleaning is required. • Users should be informed of the presence of these liquids. 	
<p>Electricity</p> <p>Users risk electric shocks or burns from faulty equipment or installation</p>	all	<ul style="list-style-type: none"> • Fixed installations correctly installed by qualified electrician and inspected regularly; • All repairs by a qualified electrician; • Portable equipment checked for visual signs of damage before use; • Portal equipment checked every other year by external company completing a formal PAT; • Hall users know they are responsible for any equipment used on site and any equipment they bring in for use during their hire; • Make sure centre users know where the fuse box is and how to turn off supply in an emergency; • Remind users that portable equipment considered unsafe should be marked, taken out of use and reported to the centre manager. 	
<p>Stored Equipment</p> <p>Users could be injured by collapsing stacks, items in cupboards or cupboard movement.</p>	all	<ul style="list-style-type: none"> • Users must be told that they must stack tables and chairs carefully so that they do not collapse; • Users using the centre's storage cupboards must ensure items are stored sensibly and must not cause a risk to other users. • Large cupboards should be attached to the wall to prevent movement and falling. • Equipment should not be stored in public spaces without a RA being in place. 	

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		<ul style="list-style-type: none"> Camping mats and sleeping bags should be stored on the kitchen cupboards using a ladder and provided by centre management not taken down by users. 	
<p>Manual handling</p> <p>Users may suffer back pain if they try to lift objects that are too heavy or awkward</p>	all	<ul style="list-style-type: none"> Tables should be carried by two people to reduce risk; Chairs should be carried in stacks of no more than 4. Less chairs should be considered for individuals less able to carry heavy items. No other manual handling identified: each user is responsible for their own activity and should identify any manual handling related to this in their own RA; 	
<p>Fire</p> <p>If trapped, users could suffer fatal injuries from smoke inhalation/burns.</p>	all	<ul style="list-style-type: none"> All fire equipment is checked and serviced regularly; Smoke alarm tests completed regularly by centre team. Fire doors remain unlocked when centre is in use. Emergency exits are marked and kept clear of obstructions. 	
<p>Sickness</p> <p>Centre users get sick from other users past and current.</p>	All	<ul style="list-style-type: none"> Provide hand cleaning facilities in the toilets. If sickness has occurred during an overnight stay then all surfaces, kitchen and toilets should be disinfected to prevent further infection. Sickness during a visit should be reported to centre management. Tea towels and washing cloths/sponges should be replaced after sickness is reported. The fridges should be cleaned out and cleaned after every overnight stay. 	
<p>Scalds</p> <p>From hot water or other liquids.</p>		<ul style="list-style-type: none"> Attention should be made to hot water from both the sinks and shower. Mixing of cold and hot should be done to reduce the risk of scalds. Care should be taken when operating water boilers and/or kettles. 	
<p>Being trapped in the courtyard</p>		<ul style="list-style-type: none"> Users should be reminded that after 7pm and before it is possible to be trapped in the courtyard if keys are not kept with users, The phone number for the centre is visible on the centre sign should such an occurrence take place. 	

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