

Risk Assessment ~ Chigwell Row

Location/activity (brief description): Oaklands Lodge, Chigwell Row Camp Site Activity: Oaklands Lodge	Date of Risk Assessment: Jan 2020	Review date: Jan 2021	Compiled by: YS & TH
--	-----------------------------------	-----------------------	----------------------

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score: 1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Exceeding maximum occupancy	Occupants	Maximum occupancy restricted to 25 persons overnight (including leaders)	1	2	2		Group leaders: Duration of stay
Fire	All	Building protected by a central fire alarm Accessible fire doors throughout building Regular checks on alarm and fire doors Escape doors clearly signed Fire procedures on clear display within building Fire extinguishers checked on a	2	4	8	Groups are recommended to pin fire lists of participants to exit points and to take part in practice fire drills.	Chigwell Row Site Staff: Ongoing

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score:1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
		monthly basis Fire alarm testing weekly Yearly extinguisher service contract					
Electrical	All	Electrical survey complete to current safety regs Visitors encouraged to report faults immediately	1	4	4	Groups supply own electrical equipment at their risk recommend chargers are unplugged at night	Chigwell Row Site Staff: Ongoing
Gas	All	Calor supply to building and appliances checked and serviced yearly. Visitors encouraged to report faults immediately. Advice sheet on detecting a gas leak Building has carbon monoxide sensors to monitor emissions. These are checked as part of the regular monthly schedule.	1	4	4	Leaders given instructions on safe operation of cooker and heating systems.	Chigwell Row Site Staff: Ongoing

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score: 1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Water	All	Mains drinking water supplied throughout. Risk of life threatening flood very minimal as location at top of hill Boilingwater heater in kitchen. Warning Sign on heater. Switch to isolate if groups do not wish to use.	1	3	3	Water management (sinks, pipes, drains etc) subject to regular maintenance checks and work, year round Leaders to be aware of boiling water heater in kitchen and RA accordingly.	Chigwell Row Site Staff: Ongoing
Bunk Beds	Users	Conform to current bs regs. Fire retardant pvc coated mattress supplied Rails and ladders supplied for top bunks	1	3	3	Leaders/adult supervisors to monitor daytime use of bedrooms by young people.	Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors
Sharp knives in kitchen	All	Knife block provided	1	3	3	Leaders / adult supervisors to remain vigilant.	Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score: 1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Trip or Slip on wet floor	All	Wet floor sign supplied in utility cupboard Mats provided on entry/exit doors	2	2	4		Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors
Tables	All	Trolley supplied to stack tables	2	2	4	Remember to replace safety tape when removing tables	Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors
Chairs	All	Advised to stack chairs in piles of 5 or less seats facing the wall	1	2	2		Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors
Risk of Intruder	Users	Building secure when inside via single locking door and window locks	1	3	3	Adult reminded to check door is locked at night time.	Chigwell Row Site Staff: Ongoing

Risk assessment checked by member of Risk Group	Date	Signed
---	------	--------

Risk Assessment scoring ~

A scoring system has been used to determine level of risk. A score (1-5) has been given for the **likelihood/frequency** of the exposure to risk and a score [1-5] to the **severity/consequence** of the outcome. By multiplying the two scores, a score can then be calculated to determine the “level” of risk, which can inform decisions as to whether any further actions are required to reduce the risk.

E.g. Likelihood/frequency of exposure to risk [2] x Severity/Consequences of outcome [2] =

4

Likelihood	Severity /Consequences				
	1 None	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2- Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost	5	10	15	20	25

Certain					
---------	--	--	--	--	--

Green - Risk well managed Amber - Further controls should be put in place **Red** - This activity should NOT take place until risk is significantly reduced