

Risk Assessment ~ Chigwell Row

Location/activity (brief description): Bungalow, Chigwell Row Camp Site Activity: Bungalow	Date of Risk Assessment: Jan 2020	Review date: Jan 2021	Compiled by: YS & TH
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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 building occupancy	Occupants	Maximum overnight occupancy - 13 people	1	2	2		Group leaders: Duration of stay
Fire	All	<p>Accessible fire doors throughout building</p> <p>Regular checks on fire doors</p> <p>Yearly extinguisher service contract</p> <p>Building protected by a central fire</p>	1	4	4	<p>Both fire doors have steps to the ground</p> <p>Escape doors clearly signed</p> <p>Fire procedures on clear display within building</p> <p>Fire extinguishers checked on a monthly basis</p>	Chigwell Row Site Staff: Ongoing

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		alarm					
Electrical	All	Electrical survey complete to current safety regs Visitors encouraged to report faults immediately	1	4	4		Chigwell Row Site Staff: Ongoing
Water	All	Mains drinking water supplied throughout. Risk of life threatening flood very minimal as location at top of hill	1	4	4	Water management (sinks, pipes, drains etc) subject to regular maintenance checks and work, year round	Chigwell Row Site Staff: Ongoing
Bunk Beds	Building users	Conform to current bs regs. Fire retardant pvc coated mattress	1	3	3	Leaders/adult supervisors to monitor daytime use of bedrooms by young people.	Provision: Chigwell Row Site Staff: Ongoing Usage during stay:

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		supplied. Rails and ladders supplied for top bunks					Adult supervisors
Sharp knives in kitchen	Building users	Knife block provided	2	2	4		Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors
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 and benches	All	Chairs Stacked max. 5 high. Tables set up or stored safely in cupboard	2	2	4		Provision: Chigwell Row Site Staff: Ongoing Usage during stay: Adult supervisors
Risk of Intruder	Building users	Building secure when inside via front locking door opening windows have locks if	2	2	4		Chigwell Row Site Staff: Ongoing

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		deemed necessary					

Risk assessment checked by member of Risk Group	Date	Signed
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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	2	3	4	5

	None	Minor	Moderate	Major	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 Certain	5	10	15	20	25

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