

# Risk Assessment ~ Chigwell Row

Location/activity (brief description): Jubilee House, Chigwell Row Camp Site Activity: Jubilee House	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 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

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		monthly basis  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. Building has carbon monoxide sensors to monitor emissions. These are checked as part of the regular monthly schedule.	2	4	8	Leaders given instructions on safe operation of cooker and heating systems.	Chigwell Row Site Staff: Ongoing

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Water	All	Mains drinking water supplied throughout. Risk of life threatening flood very minimal as location at top of hill	2	3	6	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 supplied. Rails and ladders supplied for top bunks	2	3	6	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	2	2	4	Leaders/adult to remain vigilant	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

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Tables and benches	All	Official trolley supplied to stack tables, benches stack max 4 high	2	2	4	Make sure secure strap is in place at all times	Provision: Chigwell Row Site Staff: Ongoing  Usage during stay: Adult supervisors
Risk of Intruder	Building users	Building secure when inside via two locking doors window opening too small to enter building through.	2	2	4	Leader advised to ensure door is locked at night time.	Chigwell Row Site Staff: Ongoing

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 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 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