

Hertfordshire County Scout Council

Tolmers Activity Centre

Building Risk Assessment



- 1 **Activity Area: Norfolk Lodge**
- 2 **Frequency of use: As Booked**
- 3 **Personnel Involved: Instructors/Staff/Visitors**
- 4 **Number of people: As Booked**

5	Hazards	Risk Level
1	Uneven, wet floors	Medium
2	Fire risk	Low
3	Electrical Equipment	Low
4	Cleaning Equipment and chemicals	Low
5	Gas equipment & boilers	Low
6	Working at height	Low
7	Heaters – Contact & Risk of fire	Medium
8	Food Hygiene	Medium
9	Water temperature	Medium

6 **Measures Taken to Control Hazards:**

- 1 Ensure floor area kept clear, obstructions tidied away, spills cleared and floors allowed to dry after cleaning. Ensure external areas at risk are well lit at night.
- 2 Ensure combustible material cleared regularly, fire extinguishers in place and sources of ignition controlled
- 3 Use as per manufacturers instructions, PAT regime in place, minimise trailing cables, do not overload fuses, appropriate trips on circuits. Campers advised of protocol prior to camp.
- 4 Store cleaning materials in designated areas, chemicals secured, COSHH and product specific training as appropriate. Remove industrial chemicals from buildings before public use.
- 5 Appropriate service and testing regime, keep clear of combustible materials
- 6 Use access equipment appropriate to job and for which training has been given
- 7 Signage in place to warn of risk from contact and advising not to cover.
- 8 Ensure kitchen area, fridges and cookers are cleaned prior to occupation of building.
- 9 Signage in place to advise of high temperature.

Compilation date - September 2024
Review period - 12 Months
Reference Number - TOL/B004

Compiled by: KP
Reviewed by: DS