



## Venue (Indoor) Risk Assessment – Hertfordshire Guide Centre

**Description:** Hertfordshire Guide Centre is located in the village of Cottered. It offers indoor accommodation, a campsite, pond, and campfire circle. It is suitable for meetings, training, sleepovers, camps, pond dipping sessions and campfires. It can also be used for Duke of Edinburgh expeditions.

**Intended outcomes:** Enjoyment, community, performing, and fun.

**Leaders are responsible for reviewing and amending the risk assessment with considerations for their unit.** It is recommended that this be completed during a site visit and subsequently shared with the leadership Team. Individual risk assessments are available for each activity.

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 (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
			After control measures			
<b>Infection transmission</b>	All participants	<ul style="list-style-type: none"> <li>Frequent contact points regularly cleaned with approved products.</li> <li>Contracted cleaner</li> </ul>	L	L		Leaders
<b>Electrocution from appliances</b>	All participants	<ul style="list-style-type: none"> <li>All supplied electrical devices are PAT tested</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Advise users to only bring equipment that has been PAT tested with them.</li> </ul>	Leaders
<b>Gas boiler</b> Carbon Monoxide poisoning	All participants	<ul style="list-style-type: none"> <li>The boiler is annually serviced.</li> <li>Carbon Monoxide alarm installed</li> <li>Boiler located in padlocked and locked outside room</li> </ul>	L	L		HGC committee
<b>Radiators</b> Risk of burns	All participants	<ul style="list-style-type: none"> <li>Advise users that radiators may be hot in the information pack.</li> <li>Space to be left between beds and radiators.</li> </ul>	L	L		Leaders
<b>Access to cleaning products</b>	All participants	<ul style="list-style-type: none"> <li>Cleaning products to be locked away.</li> <li>COSHH and/or data sheets to be provided for all products.</li> </ul>	L	M	<ul style="list-style-type: none"> <li>Leaders to control access to the cleaning cupboard.</li> <li>Awareness of emergency procedures if irritated by</li> </ul>	Leaders

		<ul style="list-style-type: none"> <li>Key to the cleaning cupboard to be kept out of reach of children.</li> </ul>			products or if they have been ingested.	
<b>Internal and external doors</b> Trapped fingers	All participants	<ul style="list-style-type: none"> <li>Take care when opening and closing doors.</li> <li>External doors have hooks to keep them open.</li> <li>Fire doors should be kept closed and free from obstruction.</li> </ul>	L	L		
<b>Main Hall</b>						
<b>Tables</b> <ul style="list-style-type: none"> <li>Stack falling</li> <li>Injury during assembly/disassembly</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Instructions supplied and to be followed.</li> <li>Tables to be stored in allocated area.</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Children to be supervised if moving/assembling tables</li> </ul>	Leaders
<b>Chairs</b> <ul style="list-style-type: none"> <li>Injury on folding/unfolding</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Care to be taken when folding/unfolding chairs.</li> <li>Supervision by a leader when storing on the rack.</li> <li>Annual checks to assess for wear and tear.</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Damage to be reported and chairs to be replaced as required.</li> </ul>	Leaders
<b>Mattresses</b>	All participants	<ul style="list-style-type: none"> <li>Do not block fire exit route.</li> <li>Children to sleep on a single mattress only.</li> </ul>	L	L		Leaders
<b>Kitchen</b>						
<b>Kitchen</b> <ul style="list-style-type: none"> <li>Scalds</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Supervision of children</li> <li>Warning of participants</li> <li>Advise group that the hot cupboard remains warm after use</li> </ul>	L	L		Leaders
<b>Kitchen</b> <ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Wet floor sign available</li> <li>Limit number of users in the kitchen</li> <li>Mop provided for cleaning</li> </ul>	L	L		Leaders

<b>Kitchen – hygiene</b> <ul style="list-style-type: none"> <li>Infection control – food poisoning</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Colour coded chopping boards available with appropriate signage.</li> <li>Designated hand-washing sinks in the kitchen with appropriate signage.</li> <li>Refrigerators and freezers monitored for appropriate temperature</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Leaders to store food appropriately.</li> <li>Unit specific signage required.</li> <li>Children to be supervised while preparing and storing food.</li> <li>Refer to module 5 of GAW handbook/catering module if required.</li> </ul>	Leaders
<b>Bedrooms</b>						
<b>Falls from bunkbeds</b>	All participants	<ul style="list-style-type: none"> <li>Participants to be advised how to ascend and descend from top bunks.</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Unit specific risk assessment to be carried out.</li> </ul>	Leaders
<b>Fire</b> Please see separate fire risk assessment	All participants	<ul style="list-style-type: none"> <li>Beds to be clear from radiators.</li> <li>Mattresses to have fire retardancy labels.</li> </ul>	L	L	<ul style="list-style-type: none"> <li></li> </ul>	Leaders
<b>Mattresses</b> <ul style="list-style-type: none"> <li>Injury in carrying the mattresses</li> <li>Falls due to inappropriate use.</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Mattresses to be carried by two people.</li> <li>Mattresses must not block the fire exit route.</li> <li>People should sleep on a single mattress only – not a stack of them.</li> </ul>	L	L	<ul style="list-style-type: none"> <li></li> </ul>	All participants
<b>Bathrooms and toilets</b>						
<b>Cleaning products</b>	All participants	<ul style="list-style-type: none"> <li>Cleaning products to be locked away.</li> <li>COSHH and/or data sheets to be provided for all products.</li> </ul>	L	M	<ul style="list-style-type: none"> <li>Leaders to control access to the cleaning cupboard.</li> </ul>	All participants
<b>Hand soap</b> <ul style="list-style-type: none"> <li>Skin irritation/ingestion</li> </ul>	All participants	<ul style="list-style-type: none"> <li>Data sheets to be provided for all products (in folder in the cleaning cupboard).</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Awareness of emergency procedures if irritated by products or if they have been ingested.</li> </ul>	All participants.
<b>County Archives and offices</b>						

<b>Lone working</b>	All employees and volunteers	<ul style="list-style-type: none"> <li>• Employees and volunteers to follow lone working procedures.</li> </ul>	L	L	<ul style="list-style-type: none"> <li>• Dynamic risk assessment if there is a medical need or other information.</li> </ul>	Staff/volunteers
<b>Manual handling</b>	All employees and volunteers	<ul style="list-style-type: none"> <li>• Manual handling training to be undertaken as appropriate.</li> <li>• Ensure loads are not moved by a single person, working in isolation.</li> </ul>	L	L		Staff/volunteers
<b>Working at height</b>	All employees and volunteers	<ul style="list-style-type: none"> <li>• Ladders to be inspected regularly.</li> <li>• Training to be undertaken as appropriate.</li> <li>• Individual risk assessments to be reviewed for specific tasks.</li> </ul>	L	L	<ul style="list-style-type: none"> <li>• Dynamic risk assessment based on individual need.</li> <li>• Damage to ladders/steps to be reported as identified.</li> </ul>	Staff/volunteers
<b>Access by untrained members</b>	All HGC users	<ul style="list-style-type: none"> <li>• Access to county archives and offices to be restricted.</li> <li>• Key to be in a coded key press</li> </ul>	L	L	<ul style="list-style-type: none"> <li>•</li> </ul>	HGC committee and paid staff.