



# Risk Assessment Form

## Deer Park, Cowley



Activity: General					Date: 01/04/2019 Review : April 2020	
Reviewed by: Sarah Crocombe Position: Centre Manager			Numbers Participants	Whole site	Sections: Rainbows/Brownies/Guides/ Senior Section/leaders /parents/General public	
Consent for Activity required: N/A		Venue: Girlguiding Gloucestershire HQ Deer Park, Cowley, Cheltenham GL53 9NJ		Type of instructor qualifications required: N/A		
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Fire	All	Fire Risk Assessment completed. Smoke Alarms Fitted Emergency Lighting Relevant extinguishers in place Fire doors as recommended <ul style="list-style-type: none"> <li>▪ Alarms professionally checked 6 monthly. Site checked weekly</li> <li>▪ Emergency Lights professionally checked 6 monthly. Site checked monthly</li> <li>▪ Fire Safety Policy produced</li> <li>▪ Evacuation Plans displayed</li> <li>▪ Fire briefs mandatory / List of visitors registered with Site Manager</li> </ul>	L	Adult supervision	01/04/2019	01/04/2020

Gas Appliance	All	Service Contract for LPG Cooker Annual Landlords Certificate displayed Kept Clean Range Hood in use when using appliance Carbon Monoxide alarm fitted	L	Adult supervision.	01/04/2019	01/04/2020
Electrical Safety	All	5 Yearly Fixed appliance check Annual PAT test	L		01/04/2019	01/04/2020
Kitchen / Toilets/Shower areas	All	Buckets and mops provided to clear up spills Mops marked for toilet/shower room use only	L		01/04/2019	01/04/2020
Injuries / Accidents	All	Units supply own First Aid Kit Small first aid kit located in Kitchens All hospital treated injuries to be reported All accidents whilst participating on site activities to be reported – only employed (volunteer Staff) go into accident book. Girlguiding forms to be completed by group leader and a copy cc to deer park	L		01/04/2019	01/04/2020

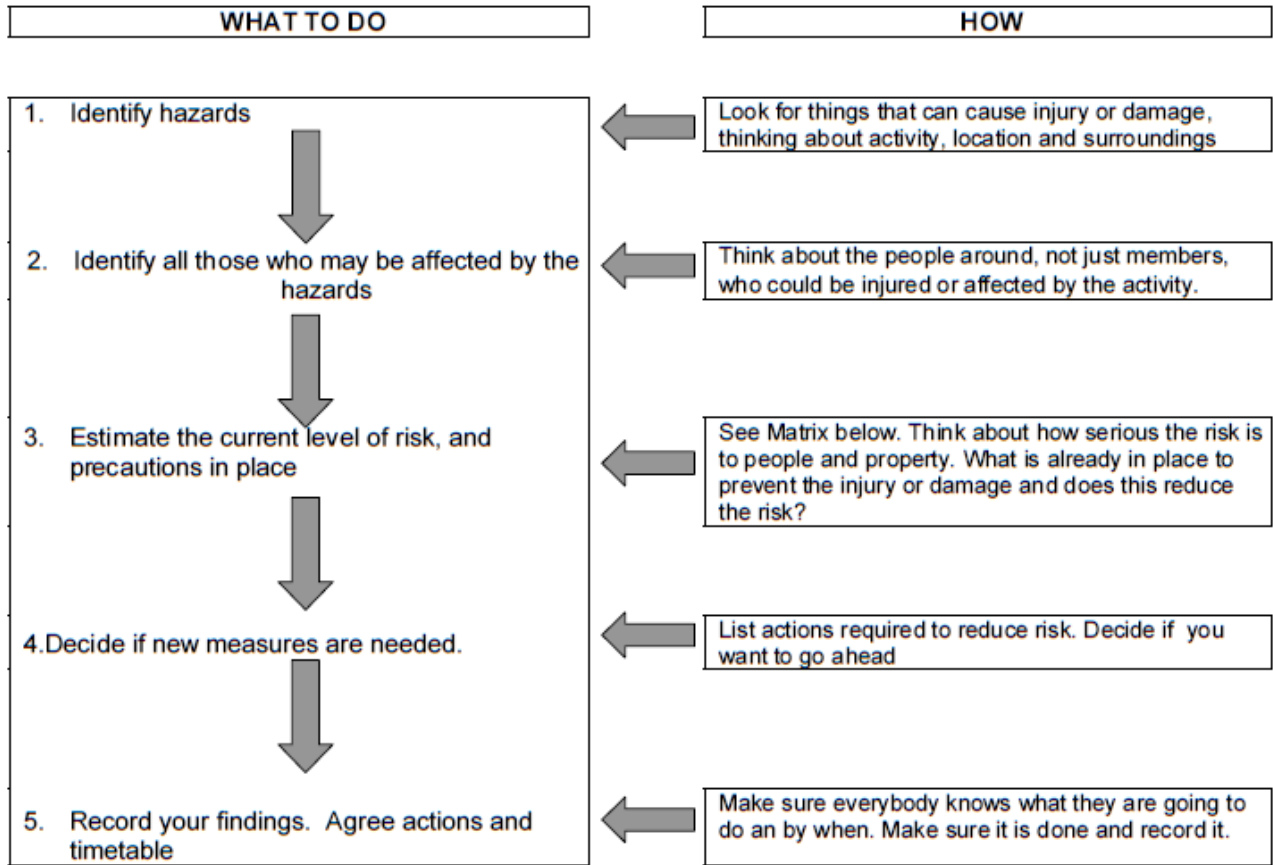
All areas	All	Walkways and staircase must be kept clear	L		01/04/2019	01/04/2020
Steps into accommodation	All	Ensure these areas are kept clear, they can become slippery when wet. Any wood collected to be kept away from Door way.	L		01/04/2019	01/04/2020
Doors onsite	All	Please ensure fingers are kept away from door closings, the Deer House has automatic closing when alarm is set off. Door props are provided for short use not to continually keep doors open. Do not use fire extinguishers for this purpose.			01/04/2019	01/04/2020
Car Park	All	Do not let the children into the car park area unsupervised for any reason. Vehicles enter and leave constantly.			01/04/2019	01/04/2020
Emptying rubbish and recycling	All	Ensure children are supervised when emptying rubbish into large bins, and when sorting the recycling. Ensure they know what goes into what container – most are labled.			01/04/2019	01/04/2020

Concrete and Grass area outside Deer House and Assembly Hall	All	<p>Ensure Group is supervised the ground can be uneven and the wall surrounding often chips off small bits of stone.</p> <p>Ensure that groups are using the seating area properly, benches are for sitting on not jumping or standing on. Groups should be sat on the bench seats of the picnic tables not the table tops</p>			01/04/2019	01/04/2020
Mainsite camping field and Bubbs Hill site	All	<p>The ground can be uneven and groups should ensure they have suitable footwear.</p> <p>Do not annoy or interrupt or wander through pitched camps, always ask permission.</p> <p>Check before using any campfire site or alter fire with the Centre Manager or her representative.</p>			01/04/2019	01/04/2020

<p>Wood collecting for Deer House fire and campfires.</p>	<p>All</p>	<p>Wood is available for use for campfires and in the Deer house, however wood does need to be replaced</p> <p>Ensure you check with Centre Manager or representative where it is safe and suitable to collect wood from. Bags to help the groups carry wood are available.</p> <p>Ensure group are wearing suitable clothing and footwear for weather and activity conditions, if unsure speak to Centre manager.</p> <p>Before picking up wood from a large wood pile, do kick with your feet first to ensure nothing is lurking beneath.</p>			<p>01/04/2019</p>	<p>01/04/2020</p>
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Adders	All	<ul style="list-style-type: none"> <li>• Wear long boots and trousers.</li> <li>• Make a noise (vibrations in the surroundings by beating things or branch on the ground three to five paces ahead.</li> <li>• Avoid going out in snake areas in the darkness.</li> <li>• If you see a snake you should stand completely still. It will instinctively prefer to go away.</li> <li>• Do not put your hands down into holes, dark cavities or cracks in rocks, even if something falls down it. To reclaim anything, you can attempt to fish it out with a stick, standing well away from the hole.</li> <li>• Do not pick up a dead snake you can still be bitten.</li> </ul>			01/04/2019	01/04/2020
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## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
Likelihood			Extremely Harmful
UNLIKELY Rarely happens		LOW	multiple injuries, major fractures, fatalities
LIKELY Often happens		LOW	LOW
VERY LIKELY Nearly always happens		MEDIUM	MEDIUM
		MEDIUM	HIGH
		HIGH	HIGH