Hertfordshire County Scout Council
Phasels Wood Activity Centre
Risk Assessment Sheet

1	**Activity Area**	**Jubilee Hut**
	Frequency of use	**As booked**
2	**Personnel Involved**	**Instructors/Staff/Campers/Visitors**
	Number of people	**1 – 100**

3	**Potential Hazards**	**4 Risk Level**
1	Slips, trips and falls	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	Open kitchen area	Medium
8	Food Hygiene	Medium

5 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. Segregate kitchen from hall when in use and advise campers to oversee children when in area/limit access during cooking.
8. Ensure kitchen area, fridges and cookers are cleaned prior to occupation of building.

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