



Guideacres Property Risk Assessment 2026

You should complete this risk assessment at the start of your year and then review every 12 months, or earlier if there are any significant changes. It should also be reviewed after an accident or incident has taken place.

This risk assessment incorporates the summary fire and legionella risk assessments.

People potentially at risk: all employees, volunteers, young members, visitors, members of the public and anyone else who may be impacted by any activities on the property.

Where hazards may be encountered: throughout the premises including external areas.

General facilities issues

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Failure to complete actions from a previous check	Previous actions on last risk assessment and checklist are reviewed and brought forward if not completed.	Review last risk assessment and checklist and ensure all actions recorded have been completed. If not, list actions still required against the relevant section.	First issue of new format RA. No actions outstanding from previous issue. Separate Fire Risk and Legionella Risk Assessments available.	N/A
Design and condition of the building, fixtures, fittings and equipment	<ul style="list-style-type: none"> Material alterations to the building are undertaken in accordance with building regulations. The condition of the building structure is monitored, and repairs are undertaken as needed. New equipment is assessed, and appropriate controls introduced 	<ul style="list-style-type: none"> Inspect the property for any damage to equipment or the structure that might impact safety. Examples could be damaged or missing ceiling tiles, drain covers, potholes, flooring, bunk rails or ladders, window restrictors or barriers on high-level walkways or balconies, or damage to play equipment. 	No material alterations to buildings. Air source heating was installed in Little Acorns toilets and leader's room by qualified engineer Monthly site inspections. covering buildings and equipment are undertaken by Guideacres.	N/A July 2025 Ongoing

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Design and condition of the building, fixtures, fittings and equipment	<ul style="list-style-type: none"> •Staff and volunteers involved in managing the property visually check for defects before using any equipment. Defective fixtures, fittings and equipment are reported and removed from use until repaired or discarded. 	<ul style="list-style-type: none"> •Ensure suitable safety signage is put in place pending repair or replacement. •Are staff and volunteers involved in managing the property aware of the need to visually check equipment for defects before use? And that if they find defects, equipment must not be used, and faults fixed? •Check any interlocks are fully functional. •Check emergency stop buttons/cut-offs are in good condition and guards are all intact and in place. 	<p>New equipment installations assessed and appropriate controls introduced.</p> <p>Items requiring repair or replacement are taken out of service and highlighted to a member of the Guideacres Committee.</p> <p>Volunteers are aware of the need to check, highlight and report any defects to the Committee. These can be recorded in the Visit Record Logbook.</p> <p>No interlocks present.</p> <p>No emergency stop button/cut-off present.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>N/A</p> <p>N/A</p>
Design and condition of playground equipment and specialist adventure equipment	<p>Play equipment is subject to a separate inspection.</p> <ul style="list-style-type: none"> •Specialist adventure equipment is inspected, tested and maintained in accordance with specific legislative requirements, manufacturers' instructions and best practice. 	<p>If you have play equipment, have you done an inspection based on Royal Society for the Prevention of Accidents (ROSPA) standards in the last 12 months, and undertaken any remedial work needed?</p> <ul style="list-style-type: none"> •Is specialist adventure equipment inspected, tested and maintained in accordance with specific legislative requirements, manufacturers' instructions and best practice? 	<p>Low height climbing frame on site.</p> <p>Monthly checks are undertaken by Committee members and results recorded.</p> <p>Hirers instructed to perform check prior to use (Guideacres Hirer A-Z)</p>	<p>Ongoing</p>

General facilities issues – continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Disability access audit	Our buildings are as far as possible accessible to disabled people and we endeavour to provide appropriate facilities.	Have you done a disabled access survey and reviewed the accessibility of the building as far as possible, addressing issues identified?	Disabled access survey undertaken by ESE County Inclusion Advisor August 2025. Wheelchair ramp available.	Ongoing
External areas	Areas where leaves, algae, rubbish, bird droppings or dust can accumulate and present a slipping/tripping hazard are regularly reviewed and appropriate remedial action is taken. During any local building activity, particular attention is paid to dust control.	Are all external areas in good condition, and free of leaves, algae, rubbish, bird droppings and dust that can accumulate and present a slipping/tripping hazard? If not, what action are you taking? If there's local building activity, are you paying particular attention to dust control?	Pathways and car park are inspected regularly by committee members with weed and leaf removal undertaken as needed. Woodland area managed through independent Tree Assessment Report (3-year rolling basis), with planned and ad hoc tree surgery undertaken as needed. Single Oak processionary moth nest identified in September 2025 and reported to Forestry Commission in line with guidance. No oak wood, branches or chippings to be removed from site until after 31st July 2027. Nest will be removed and destroyed by Tree Surgeons, and or prophylactically sprayed. Information leaflets posted in Great Oaks building.	Ongoing Ongoing July 2027 February > June 2026 October 2025

			<p>Honey fungus also identified and removed, with subsequent tree removal. On going monitoring for further incidents by Committee.</p> <p>No local building works ongoing.</p>	<p>March 2026</p> <p>N/A</p>
Trees' location, age and condition	<p>Trees are maintained with low branches pruned and obviously dead or decaying trees/branches removed.</p>	<p>Review all the trees on your property and consider specialist inspections for those considered high risk due to location, age and or condition. Ensure any obviously dead or decaying trees/branches are removed. Be aware that some trees may have protection orders and you may need to seek permission to remove them and/or undertake work on them.</p>	<p>Woodland area managed through independent Tree Assessment (3-year rolling basis), with planned and ad hoc tree surgery undertaken as needed.</p> <p>Tree assessment confirms no preservation orders are present.</p> <p>Tree surgeons contracted for work. General pruning and maintenance undertaken by volunteers as needed.</p>	<p>Ongoing.</p> <p>Next tree assessment scheduled for Spring 2026.</p> <p>Ongoing</p>
Provision and maintenance of lighting, particularly in health and safety-sensitive areas like staircases, slopes, corridors and at workstations	<p>Lighting, including emergency lighting, is provided, tested and maintained throughout the premises as necessary, particularly in high-risk areas like staircases.</p> <p>Regular checks, including an annual discharge test, are undertaken to ensure the lights are working. Any faults found are addressed.</p> <p>Emergency lights are provided on escape routes where there is no daylight or lights (at night-time) available through windows to illuminate the route.</p>	<p>Is there enough light generally inside and outside to safely see what you're doing even when it's dark outside?</p> <p>Is everything in working order?</p> <p>Are all items stored at least 50cm away from lighting?</p> <p>If the building requires emergency lights are these provided and maintained appropriately, with any issues identified addressed?</p> <p>They should be tested monthly and maintained annually, including a discharge test. This would generally be for 3 hours, although in small, low-risk premises without a public entertainment licence a 1-hour test may be considered sufficient. After the test the system will be at its most vulnerable as the batteries need time to fully charge. So avoid any lettings for at least 24 hours to allow them to recharge properly.</p>	<p>Switch operated lighting provided in car park.</p> <p>Sensor operated light and switched lighting on side of Little Acorns illuminates main footpath to Great Oaks building.</p> <p>No items stored within 50cm of lights.</p> <p>Emergency lights provided in line with appropriate requirements. Monthly testing performed by volunteers and recorded.</p> <p>Annual inspection of emergency lighting including drain down test by qualified electrician.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>N/A</p> <p>Ongoing</p> <p>Completed January 2026</p>

General facilities issues – continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<p>Suitability and competence of staff and volunteers involved in managing the property, including:</p> <ul style="list-style-type: none"> •Incomplete recruitment and vetting process, if required 	<ul style="list-style-type: none"> •Volunteers involved in managing the property undergo a recruitment and vetting process relating to the activities they perform. If they're involved directly with Girlguiding, this includes Girlguiding disclosure checks and an expectation that they will follow the volunteer code of conduct and do a safe space training. 	<ul style="list-style-type: none"> •Have all volunteers involved in managing the property got an up-to-date disclosure check if required? If they don't, make sure they're supervised while doing any regulated activity. •Have they completed the right training for any planned activities? 	<p>Committee members and Girlguiding volunteers have completed Girlguiding recruitment checks and appropriate safeguarding training.</p> <p>Non-member volunteers and contractors are supervised by a committee member when on site.</p> <p>Training as appropriate undertaken via third party supplier.</p>	<p>Ongoing</p> <p>Ongoing</p>
<ul style="list-style-type: none"> •Out-of-date Girlguiding disclosure checks if required <p>Inadequate training and awareness</p>	<ul style="list-style-type: none"> •Training requirements for those involved with Girlguiding are checked via GO. •If staff or volunteers aren't Girlguiding members, the management committee considers what checks and training are needed. 	<ul style="list-style-type: none"> •Has any of their training expired? •If they don't have the right training, make sure they're supervised. •Prompt volunteers to sign up for any training they need. • 	<p>Division Commissioners monitor volunteer checks and training needs and take action as appropriate.</p>	<p>Ongoing</p>
<p>Unauthorised access to or failure to adequately guard machinery, equipment and areas of the premises (where appropriate)</p>	<ul style="list-style-type: none"> •Rooms dedicated to mechanical and associated electrical equipment, electrical substations and switch rooms are: <ul style="list-style-type: none"> - Kept locked - Not used for general storage •Where appropriate, interlocked, fixed guards or padlocks are 	<ul style="list-style-type: none"> •Are doors to all rooms dedicated to mechanical and associated electrical equipment kept locked? Are the doors also kept locked to areas where there is access to dangerous machinery or chemicals, plus rooms with any electrical panel fitted to a wall? •If needed, are guards on equipment employees use directly in place and in good condition? •Ensure there's no general storage in rooms dedicated 	<p>Three rooms have electrical panels, Great Oaks indoor and outdoor store, and Little Acorns heater cupboard in toilet block. Doors are recommended to be locked when not being accessed with appropriate signage.</p> <p>Electrical panel in Little Oaks</p>	<p>Ongoing</p>

<ul style="list-style-type: none"> •Safety information/warning signage, for example for use of equipment or unprotected edges 	<p>provided.</p> <ul style="list-style-type: none"> •Contractors review the guarding on mechanical and associated electrical equipment during service visits and bring defects to the attention of premises management. •Premises management review the guarding on equipment employees use directly. •As far as practical, manufacturers' warning labels are left in-situ. 	<p>to mechanical and associated electrical equipment.</p>	<p>corridor enclosed in wall mounted cupboard.</p> <p>Electrical panel and electricity meter located in internal store in Great Oaks, and area kept free of storage.</p> <p>Solar panel controller located in Great Oaks outside store.</p> <p>Machinery (eg mower, strimmer) and chemicals (white spirit, petrol, paint) stored in Maintenance shed which is remotely located to buildings. Access via padlock. Only volunteers have code for lock.</p>	
<p>Fitness/ability of employees, volunteers and others involved in managing the property</p>	<ul style="list-style-type: none"> •Individual risk assessments are done for staff and encouraged for others. These include assessments for pregnant individuals, and adjustment or wellbeing action plans for anyone with additional needs. •A personal emergency evacuation plan (PEEP) is part of the adjustment or wellbeing action plan and should be activated when needed. •People are asked to report any condition that might impact on their ability to do an activity safely. This includes allergies to food, animals, insect bites, latex, pollen and other allergens. 	<ul style="list-style-type: none"> •Are individual risk assessments, and adjustment and wellbeing action plans in place and current for anyone who is pregnant or who has additional needs? •Have you considered allergies or other issues in relation to the activities you have planned? 	<p>The Committee expects volunteers to raise any concerns with a Committee Member for appropriate review and follow up.</p> <p>Girlguiding has clear guidelines and processes for hirers including the creation of PEEPs based on the needs of individual groups.</p> <p>Risk assessment for volunteer workdays in progress.</p>	<p>Ongoing</p> <p>Ongoing</p>

<p>Communication and information on safety issues with premises users</p>	<ul style="list-style-type: none"> •Girlguiding headquarters consults with volunteers who are members of Girlguiding when developing policies. Guidance and changes to processes and requirements are regularly communicated. •Property management provides safety notices and signage where appropriate. <p>There is regular contact between property management and premises users.</p>	<ul style="list-style-type: none"> •Are the correct notices/signs on display on the notice boards and around the premises? •Do you have regular communication with the premises users? Is there anything you need to communicate? •Have you let all users know where the gas shut-off, electric mains switch and water stopcock are, and how to use them? • 	<p>Relevant information is posted on noticeboards around buildings.</p> <p>Additional signage is directed by risk assessments.</p> <p>Guideacres A-Z provided to hirers when making a booking contains relevant information on site facilities and utilities including location. A-Z updated as needed.</p>	<p>Ongoing</p>
<p>Provision and wearing of suitable clothing, footwear and personal protective equipment (PPE) (where a risk assessment identifies it's needed)</p>	<ul style="list-style-type: none"> •PPE, if required by a risk assessment, is provided for anyone involved in the activity to use. For example, protective gloves for use when cleaning. 	<ul style="list-style-type: none"> •Is any protective equipment needed for activities on the premises? •Is there PPE available for use? •Are those carrying out the activity wearing PPE when needed? •Is the PPE in good condition and fit for purpose? • 	<p>PPE is provided for maintenance tasks carried out by volunteers.</p> <p>PPE is checked by the operator prior to use to ensure in good working order.</p> <p>Gloves for cleaning etc are provided for use by volunteers.</p> <p>Hirers should provide their own PPE relevant to the activities they will undertake during their hire.</p>	<p>Ongoing</p>
<p>Construction and maintenance work</p>	<ul style="list-style-type: none"> •The requirements of the Construction Design and Management Regulations 2015 are followed at all times. 	<ul style="list-style-type: none"> •Review the Property A- Z Construction Design and Management Regulations 2015 (CDM) and ensure you're fully compliant with the requirements. 	<p>Requirements would be reviewed and implemented at time of any relevant building works.</p>	<p>N/A</p>

General facilities issues – continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<p>Lone working/volunteering</p> <p>(This doesn't mean being totally alone. It's rather any situation where someone is doing a volunteering activity where visual or verbal contact with other volunteers or members is likely to be infrequent AND where accidents or incidents may prevent them from being able to raise an alarm.)</p>	<p>When lone working/volunteering, Girlguiding members follow section 10 of our health, safety and welfare procedure.</p> <p>This document also offers a guide for non-Girlguiding members to follow.</p> <p>Lone working/volunteering is not permitted when working at height or in a roof void – loft or attic.</p>	<p>If lone working/volunteering is likely to happen, have you read the relevant section of Girlguiding's procedure? Do you have suitable arrangements in place?</p> <p>Think about whether you'll be lone working/volunteering when opening and closing the premises.</p>	<p>Only committee members have the option of lone working on site.</p> <p>A workday risk assessment is in preparation, and which will be shared with volunteer workers.</p> <p>Working at height or the use of hazardous equipment is not permissible when lone working.</p> <p>All committee members should ensure they have a mobile phone available and to hand in case of emergency.</p> <p>The entrance gates should also be locked to provide additional security when on site.</p>	<p>Ongoing</p> <p>Ongoing</p>

General property management issues

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Management of contractors and visitors to the premises	<ul style="list-style-type: none"> •Only authorised, competent contractors are permitted to work in the premises. <p>The approval process includes a review of their processes for managing risk assessments, training and sub- contracting. They're required to complete a contractor competency assessment.</p> <ul style="list-style-type: none"> •Visitors and contractors are required to sign in declaring they're fit to work. •Those unfamiliar with the premises are given relevant site-specific information on fire evacuation and shown round before being left on their own. •Permits to work are issued locally, with a new permit issued each day and for each job. 	<ul style="list-style-type: none"> •Have all contractors been taken through the approved contractor process? •Is the signing-in book and permit to work system being used? <p>Check the last contractor you know visited the site.</p> <ul style="list-style-type: none"> •Note a self-employed caretaker, for example, would be a contractor. 	<p>'Preferred' contractors are used on site.</p> <p>Contractors 'sign in' via a GDPR compliant visitor's book. Accompanying Committee Member will ensure completion of log.</p>	<p>Ongoing</p> <p>Ongoing</p>
Contractors bringing hazardous chemicals to site	Any chemicals contractors bring in are removed from site by the contractor after use or kept in a locked room/cupboard.	Have all chemicals used by contractors been removed from the premises or stored in a locked cupboard?	Contractors are instructed to remove all chemicals/materials from the premises following completion of their work.	Ongoing
Contingency planning	<p>Contingency plans are in place that can be enacted if there's flooding, or fire system, gas, electric, water supply or lift failure.</p> <p>Additional checks of areas that are not usually seen on a regular basis are done.</p>	Contingency plans should be produced, reviewed, and enacted should the system or equipment fail.	<p>In case of failure of fire alarm, electrical or water supply the site will close until repairs have been undertaken.</p> <p>A formal contingency plan is currently being prepared.</p>	<p>Ongoing</p> <p>Ongoing</p>

General property management issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Insurance	See Girlguiding headquarters guidance on insurance requirements.	Do you have all the appropriate insurance cover in place?	In addition to GG insurance, Annual insurance in place with NFU. Periodic reviews held on site with insurance assessors. The Guideacres Committee have independent Trustee Insurance in place.	Next Renewal 14th December 2026 Next Renewal 25 May 2026
Grounds maintenance	Suitably competent people do ground maintenance using appropriate equipment that is properly maintained.	Review Property A-Z Ground maintenance	Regular site maintenance undertaken by committee members/volunteers. Any specialist work is sub-contracted eg tree surgery. Maintenance equipment serviced as required, and at the discretion of the committee.	Ongoing
Fluorinated gases (Fgas) (found in larger air conditioning systems and refrigeration)	Where there are larger air conditioning systems and/or refrigeration that contain Fgas, a register is maintained, and the system is checked for leakage annually. Only registered Fgas contractors are used to maintain the equipment.	Do you have a large air conditioning system and/or refrigeration that contain Fgas? Do you have a register in place and have you checked the system within the last 12 months for leakage? Is the system maintained by a registered contractor?	Air source heating units in Little Acorns use R32 refrigerant. Units are serviced on an annual basis by qualified engineers.	Dormitory Nov 2025 Toilets/ Leaders Room July 2025
Mobile phone signal or landline availability in case of emergency	A mobile phone signal or landline is available on-site or no more than a 3-5 minute walk away.	If it's not available what contingency arrangements are in place to raise the alarm if there's an emergency?	Mobile phone signal available for major providers on site. No land line telephone is	

			<p>available.</p> <p>Wifi is available providing Internet and WhatsApp contact should mobile signals fail.</p>	N/A
WiFi	WiFi systems have appropriate monitoring and filtering in place in accordance with Department for Education guidance 'where a building is let to youth organisations'.	Review your WiFi system and ensure the appropriate monitoring and filtering options are switched on.	Wifi router located in Great Oaks store cupboard, and which has relevant parental controls in place.	Ongoing
The number of people in the building at any one time	Maximum occupancy levels are determined and not exceeded.	Determine the limit on the number of people using the property and make sure this is not exceeded particularly when more than 1 group is using the building at the same time.	<p>The site is only hired to single groups and not multiples.</p> <p>The maximum number of people who can be on site is dependent upon activity type.</p> <p>Little Acorns Dormitory building has bunk beds with a capacity of 18, plus four z-beds. The leader's room has three bed spaces.</p>	N/A

Asbestos

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Type, location and condition of asbestos	<ul style="list-style-type: none"> Any property built before 2000 should have an appropriate asbestos survey in place. The property is identified as either 'Green - No asbestos present', 'Amber - Possibility that due to age, asbestos may be present, but none detected by survey' and 'Red - Asbestos is present'. 	<ul style="list-style-type: none"> If the property was built before 2000, has an appropriate asbestos survey been done and any actions identified completed? If asbestos is present, is it in good condition, appropriately labelled and undamaged? If not, what remedial action (sealing, encapsulating or removing) have you taken? In the short term is there a need to secure the area by fencing it off to make it safe? 	<p>Little Acorns was constructed when asbestos was routinely used and was identified in its walls and ceiling. This was removed in 1996.</p> <p>Great Oaks construction was completed in 1999 and building plans do not demonstrate any asbestos was used in its construction.</p>	<p>1996</p> <p>N/A</p>
Type, location and condition of asbestos	<ul style="list-style-type: none"> The contractors signing-in book highlights the status of the property to contractors and, if asbestos is known to be present, includes details of where it is. Any suspected asbestos material discovered is investigated further. Known asbestos is appropriately labelled, and its condition reviewed periodically. Any works involving major structural alterations, where there is a possibility of asbestos being present, are preceded by an HSG 264 Refurbishment and Demolition survey by a competent surveyor. 	<p>Property A-Z Asbestos</p> <p>Property A-Z Managing contractors</p> <p>Signing-in book</p>	<p>A group of 'preferred' contractors are used on site.</p> <p>Contractors sign in via a GDPR compliant visitor's book. Accompanying Committee Member will ensure completion of log.</p>	<p>Ongoing</p>

Biohazards (including infectious diseases)

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<p>Exposure to vermin droppings/excrement</p> <p>Bites or stings from animals including dogs, cats, birds, rats, mice and insects</p>	<ul style="list-style-type: none"> • Areas susceptible to infestation are made vermin-proof. • Approved contractors manage any infestations identified. 	<p>Check for evidence of pests, for example droppings or markings, and take appropriate action if identified.</p> <p>Property A-Z Pest control</p>	<p>Monthly checks undertaken by Guideacres Committee. If identified a pest control contractor will be employed.</p> <p>As a woodland site, foxes, badgers, Muntjac deer have been seen. Evidence of badger sets also present.</p>	Ongoing
Blocked, defective and overflowing drains	Defective drains and sewers are repaired as a priority and the areas affected are deep cleaned.	Take appropriate action if this issue arises.	Repairs undertaken as identified and required.	N/A
Managing the spread of infectious diseases	<ul style="list-style-type: none"> • Individuals who are unwell are asked not to use the building. • Soiled items like tissues are disposed of appropriately. Hands are washed regularly and thoroughly. • These requirements, as well as any local ventilation requirements, are covered in general safety information provided to property users. • Anti-bacterial hand gel or soap is made available. • Particular attention is paid to contact surfaces during routine cleaning. 	<ul style="list-style-type: none"> • Have all the buildings' users been provided with general safety information including ventilation requirements, for example details of windows that need to be opened? • Are waste bins regularly emptied? • Is anti-bacterial gel or soap available for building users? • Are contact surfaces covered in the cleaning schedules? 	<p>Hirers will determine if any group member is too unwell to be on site. There is no restriction by the committee on this point, other than if following National guidelines are a requirement eg Covid</p> <p>Hirers are requested to empty all bins and remove waste when leaving. Guideacres Committee undertake post visit site check.</p> <p>Anti-bacterial soap is provided for users in relevant areas.</p> <p>Surface cleaning is undertaken by the hirer and checked by the Guideacres Committee during</p>	Ongoing

			their post visit check.	
Managing the spread of infectious diseases, including those spread by respiratory, faecal, oral and contact routes	<ul style="list-style-type: none"> •Ventilation is reviewed and measures taken as appropriate. 	Has a local review of ventilation been done, and the findings been implemented?	Great Oaks and Little Acorns are naturally ventilated buildings. Some toilets/shower areas have additional extractor fan ventilation.	Ongoing
Sewage pump/septic tank	<p>Regular inspection and maintenance regimes are in place and septic tanks are cleaned out occasionally (usually by contractors). This is classed as a confined space and requires a permit to work (safe system), so that it's done safely.</p> <ul style="list-style-type: none"> •Confined spaces - HSE 	What controls are in place?	Annual maintenance by qualified engineers for septic tank emptying and servicing of tank pumps.	Next visit scheduled on 12/11/2026
<p>Local environment issues including:</p> <ul style="list-style-type: none"> •Blue-green algae •Weil's disease •Lyme disease •<i>E. coli</i> •Myxomatosis <p>Accessibility of farm animals, particularly where food is eaten</p>	Known environmental biohazards are brought to the attention of users and suitable controls are in place, for example fencing and handwashing facilities.	<p>Review the Property A-Z Biohazards and local environment issues.</p> <p>Is any action needed?</p>	<p>The site is fenced along its boundaries, but wild animal incursions can still be experienced, such as Muntjac deer, badgers and foxes.</p> <p>An external sink is available for hand washing.</p> <p>The feeding or encouragement of wildlife other than birds is discouraged.</p> <p>Single Oak processionary moth nest identified in September 2025 and reported to Forestry Commission in line with guidance.</p> <p>Nest will be removed and destroyed by Tree Surgeons.</p> <p>Ongoing visual monitoring of woodland for further invasion,</p>	<p>Ongoing</p> <p>March 2025</p>

			by committee members. Hirers to consider environment within their risk assessment.	
--	--	--	---	--

Burns and scalds

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Hot water and hot surfaces	Hot water and hot surfaces are reviewed and where appropriate action is taken to reduce the risk.	<ul style="list-style-type: none"> •Review the temperature of hot water and any hot surfaces using a calibrated thermometer. •Are they at an appropriate temperature? And/or adequately guarded? Record where and when the test was done. •Radiators should be no more than 43°C at the surface to avoid burns. Hot water in the system needs to be above 50°C to prevent legionella but water temperatures above 44°C can scald a child. •Radiator covers, mixer taps and thermostatically controlled valves can help to reduce risk as can notices highlighting any issues. 	<p>Hot water temperature is monitored through Legionella water monitoring, and which will highlight any temperature issues. A mix of small independent water heaters used. Two hot water storage tanks are present, located in a locked cupboard in the toilets of Little Acorns, and the outside store of Great Oaks and which will only be accessed by leaders.</p> <p>Heating in Little Acorns is via air source heat pumps, so no direct heat source is present. In the unlikely event of failure, portable oil filled radiators are available for use.</p> <p>Heating in Great Oaks is via electrical wall heaters, and which can be adjusted by leaders. The heaters are on a timer circuit, and which can be overridden by hirers.</p>	<p>Monthly by committee</p> <p>N/A</p> <p>N/A</p>

Collision with a stationary object

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lack of highlighting of and/or protection protrusions such as low headroom heights	Warning signage, and where appropriate, protection, is provided for areas where there are low headroom/features, for example pipes.	Are all areas where there is low headroom and/or protrusions adequately protected?	No low headroom or protrusions are present within the structure of the buildings. Lower bunk beds in dormitory may present a possible hazard but will be managed by leaders during their stay and covered by the hirers risk assessment.	N/A

Cuts and lacerations

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<ul style="list-style-type: none"> •Poor housekeeping or storage •Unstable items that could fall •Protruding items that people could walk into •Sharp objects on the floor that people could step on or trip over 	<p>General good housekeeping is maintained, and routine checks are carried out.</p>	<p>Is general housekeeping of a good standard with no obvious hazards?</p>	<p>Maintaining good housekeeping when on site is the responsibility of the hirer and should be covered in their risk assessment.</p> <p>Housekeeping is reviewed after hires, and during workdays to ensure no obvious hazards are present.</p> <p>Storage area's kept tidy and appropriate signage is in place eg chair storage.</p>	<p>Ongoing</p>
<p>Structural glass – windows, glass panels and doors, in critical locations</p>	<p>All structural glass is reviewed periodically, and any defects are adequately protected pending repair or replacement.</p>	<p>Check all structural glass for damage, chips and sharp edges. Are you happy that it's safe and in good condition?</p> <p>Property A-Z Glazing</p>	<p>Review of glass condition undertaken during window cleaning.</p>	<p>Periodically</p>
	<ul style="list-style-type: none"> •New and replacement structural glass is to the appropriate British standard. •Any large areas of glass that are close to exits, on exit doors and/or extend to floor level, are either laminated and or filmed. These should also be highlighted so they're visible (with posters or markings at eye level, for example). 	<p>Have you reviewed any structural glass in critical locations? Is it to the appropriate British standard, filmed or laminated and suitably highlighted?</p>	<p>No structural glass is present in Great Oaks or Little Acorns.</p>	<p>N/A</p>

Drowning

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Accessibility of any pond, river, stream, ditch or other area of open water that could present a risk of drowning	Suitable fencing/signage, access to buoyancy aids and/or supervision is provided at all times. Swimming pools are subject to separate risk assessment.	What controls are in place to prevent access and potential drowning?	A ditch is located on the Northern boundary which has no/only minimal water depending on weather conditions. No signage or buoyancy aids are needed. Users are responsible for supervision of young people.	N/A

Display screen equipment

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<p>Lack of eyesight screening and insufficient breaks for users of display screen equipment (computers, laptops and CCTV screens)</p>	<p>A 'user':</p> <ul style="list-style-type: none"> •Is an employee who regularly uses display screen equipment for 1 hour a day, more than 1 day a week •Is entitled to eyesight screening once every 2 years •Needs to use middle-distance eyesight to read the screen, which deteriorates with age and is not generally used for other everyday activities <p style="text-align: right;">Continued overleaf</p> <p>Display screens don't cause eyesight problems. However, depending on how they're set up, users may suffer from eye strain. Users should be encouraged to take regular breaks from the screen, looking at something other than screen for example paperwork is sufficient.</p>	<p>Do you have any display screen equipment users working for you? If you do you'll need to provide eyesight screening and encourage them to take regular breaks.</p>	<p>No display screen equipment on site for volunteers or hirers. Hirers may bring their own computer equipment.</p> <p>The site is not covered by a TV Licence, and hirers should not therefore live stream programmes from the internet.</p>	<p>N/A</p>

Electric shock

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Use of electrical appliances and extension leads	<ul style="list-style-type: none"> •The use of battery-powered electrical items is preferable. •Where there's not a battery-powered alternative, electrical items are used close to the socket to avoid trailing leads. •Pre-use checks of the area are carried out to make sure there are no issues with using electrical equipment, for example the area is wet. •Checks are made on the condition of items to be used, looking for exposed wires and damage to plugs. •Any defective equipment is removed from use. •Only fully unwound, fused extension leads with clearly visible on and off lights are recommended. •Extension leads are never plugged one into another. 	<ul style="list-style-type: none"> •Consider only allowing people to use equipment provided and discourage them from bringing items in from home. <p>Before using any portable device, visually check:</p> <ul style="list-style-type: none"> – There are no bare wires. – The plug is in good condition with no splits or cracks. – No parts of the plug are loose. – The lead isn't cut or frayed. – The appliance isn't damaged. <ul style="list-style-type: none"> •If you have any concerns about the condition of equipment, take the item out of use until it can be repaired or replaced. •Check and record the condition of electrical equipment at least annually. This could be a portable appliance test (PAT), but legally it only needs to be a documented visual check and doesn't have to be carried out by a contractor. If people are bringing items in from home then include them in this check. •Are extension leads fully unwound and fused with a clearly visible on/off light? •Single-block multi-plug adaptors are not unsafe, but the weight of the plugs and leads can pull the adaptor out of the wall socket, leading to resistance heating and increasing the risk of a fire. •Extension leads should NEVER be plugged into one another. 	<p>Hirer A-Z advises that only PAT tested devices are brought on site.</p> <p>Pre-use checks are the responsibility of the hirer.</p> <p>PAT testing is carried out annually by a qualified PAT tester.</p> <p>Should an extension lead be used, it is the responsibility of the hirer to ensure it is used in accordance with the manufacturer's instructions.</p>	Annual testing due July 2026

Electric shock – continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Defective fixed electrical installation and equipment	<ul style="list-style-type: none"> •All electrical wiring and fittings conform to IEEE standards. •5-year electrical inspections for commercial buildings aren't required by law. However, it's a good way of ensuring your property is safe. 	Have you done a check of the electrical system in the last 5 years and acted upon any significant issues found? Sometimes you may decide, or an electrical report may advise, a retest sooner than 5 years. If this is the case please detail here and follow this requirement.	5 Year electrical installation inspections are undertaken both in Great Oaks and Little Acorns.	GO: Next Inspection March 2028 LA: Next Inspection June 2030
Residual current device (RCD) testing	Electrical socket outlets incorporating an RCD or plug-in RCD adaptors are provided where the system isn't adequately protected against earth leakage.	Do you have or need an electrical socket outlet incorporating an RCD, or a plug? If you do, have these been tested this month?	No RCD's present on site.	N/A
Use of fire extinguishers, including use of water extinguishers near to electrical equipment	Staff and volunteers involved in managing the property are given instructions on which extinguishers are appropriate for which fires.	Have any new staff or volunteers involved in managing the property been provided with a safety briefing covering which extinguishers are appropriate for which fires?	Appropriate fire extinguishers/blanket are in place as advised by fire safety contractor, and which are reviewed/inspected annually. Signage on site indicates correct extinguisher for fire type. Volunteers should not attempt to fight fires but evacuate to the fire emergency meeting point and call fire services.	Next review 13th November 2026

Environmental

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Excessive noise levels	<p>The premises are reviewed for noise issues.</p> <p>Equipment is subject to maintenance and servicing, as required.</p> <p>It's unlikely there would be permanent excessive noise. However, there may be areas (such as generator rooms) that should be designated 'noise control areas' where hearing protection should be provided and worn when entering in case the equipment starts up.</p>	<p>Are the noise levels from equipment acceptable or are repairs or additional controls needed? For example, should ear defenders be available outside any generator room? Check the manufacturer guidance for details of noise levels and if you have any concerns take appropriate action.</p>	<p>No generators on site.</p> <p>Air source heat pumps are located externally to Little Acorns but are designed to run with minimal noise.</p>	N/A
Noise nuisance	<p>Consideration is given to the impact of activities in relation to noise nuisance on others. Where necessary, noise limiters are fitted and appropriate steps are taken to prevent noise nuisance to local residents.</p>	<p>Consider the impact of your activities in relation to noise nuisance on others. Where necessary take appropriate steps to reduce any noise nuisance.</p>	<p>Management Committee through the Booking Secretary authorizes to whom the site is hired.</p>	N/A
Inadequate heating	<ul style="list-style-type: none"> •Heating is provided, as far as reasonably practical, to achieve a temperature at or above 16°C after the first hour. •There is no legal maximum temperature. •Provision is made for suitable protective clothing, rest breaks and warm drinks for employees and volunteers to warm themselves when working outside. <p>Heating systems are subject to planned preventative maintenance and inspection. It's best practice to service and reset any heating and/or air conditioning systems at</p>	<ul style="list-style-type: none"> •When the premises are in use is the temperature adequate? •Is the heating/air conditioning system subject to planned preventative maintenance and inspection? 	<p>Heating in Great Oaks is provided by electrical wall heaters on timer system. When the building is not in use the heating is set to come on to prevent frost damage but can be adjusted by the hirer when on site.</p> <p>Volunteers provide own protective/suitable clothing for the tasks they undertake.</p> <p>Heating in LA is via heat source air pumps. These can be individually operated and temperature set.</p>	<p>Ongoing</p> <p>GO: 12 November 2026 LA: 31 July 2026</p>

	<p>the start and end of each heating season.</p> <ul style="list-style-type: none"> •Portable heaters are permitted at the discretion of the premises management. 		<p>Air source heat pumps are maintained annually.</p> <p>Portable oil-filled radiators are available in Little Acorns, and which can be used as a backup should the need arise.</p>	<p>PAT tested annually. Next due 10 July 2026</p>
Inadequate ventilation	<p>Suitable and sufficient ventilation is provided to all parts of the premises – see biohazard controls.</p> <p>Note: portable fans don't provide ventilation or even cool air, they just move air around providing a cooling effect.</p>	<ul style="list-style-type: none"> •If electric fans are provided, are they safe with no danger of overloading sockets and/or tripping on trailing cables? 	<p>No electric fans provided on site.</p>	<p>N/A</p>
Disposal of waste	<p>A legally licensed waste disposal service is used with waste transfer certification in place for each classification of waste disposed of, for example waste contaminated with bodily fluids is classed as hazardous.</p>	<ul style="list-style-type: none"> •Is waste regularly collected by a licensed carrier? •Are current waste transfer certificates in place? 	<p>All users remove their own waste.</p> <p>Septic tank is emptied annually with a waste transfer certificate provided by the contractor.</p>	<p>N/A</p> <p>Next Due 12 November 2026</p>
Inclement weather – snow and ice	<p>Gritting of car parks and entrances is considered and an appropriate gritting plan is in place.</p>	<p>Have you got a gritting plan in place? Is this being followed?</p> <ul style="list-style-type: none"> •Property A-Z Inclement weather 	<p>Inclement weather plan to be formalised. Hirers will cover during in their risk assessment.</p>	<p>In progress</p>
Inclement weather – wind	<p>Consideration is given to the building, external storage and any temporary structures in relation to potential wind damage.</p>	<p>Have you reviewed the building in relation to high winds?</p> <ul style="list-style-type: none"> •Do any areas need securing if these are forecast? <p>After an event have you reviewed the building's external areas and trees to check they're still in a safe condition?</p>	<p>Buildings and trees are reviewed during workdays.</p> <p>No areas identified requiring securing from high winds.</p>	<p>Ongoing</p>

Explosion

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Pressure vessel insurance examination and written scheme. This relates to larger non-domestic boilers but also things like pressurised coffee machines and pneumatic rams on some smoke vents.	Where these are present there is a written scheme in place with 6-26 monthly inspection requirements depending on equipment and scheme.	<ul style="list-style-type: none"> •If you have any items with a pressure valve do you have a written scheme in place? •Have these items been inspected in accordance with the written scheme? 	No equipment with pressure valves present on site.	N/A

Falls from height/working at height

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Working at height below 3m, doing short-duration activities such as window cleaning, retrieving items from storage in a loft, or putting items on a wall	<ul style="list-style-type: none"> · We review all our activities and try to reduce working at height wherever possible. · Items difficult for 1 person to handle because of their size or weight are located so that it's easy for 2 people to access together, and steps aren't needed. · Items above 7kg aren't stored where accessing them requires stretching above head height. An item of up to 15kg can be waist height in relation to the individual when 1 person is accessing it from steps as long as it's not too awkward or bulky to handle. · During work at height the surrounding area should be kept clear and as far as possible tools secured to stop them falling onto people below. 	<p>Review activities and consider whether working at height can be eliminated.</p> <p>If required, is there appropriate equipment in good condition available and are the controls being adhered to?</p>	<p>Platform and ladder available for use by volunteers as needed for general maintenance tasks.</p> <p>Where possible alternative approaches to working at height are used, eg extra long extending brush for ceiling cobweb removal.</p> <p>Volunteers undertake dynamic risk assessments on each occasion working at height is required.</p>	Ongoing
<p>High-level work, for example accessing signage outside or over stairwells</p> <p>Short- or long-duration activities including maintenance of ceilings up to 3m-5m</p>	<ul style="list-style-type: none"> · Only competent individuals/contractors do this work using appropriate equipment, using a separate risk assessment and ensuring the area is appropriately cordoned off. 	<ul style="list-style-type: none"> •Have you got any activity planned involving high-level work, for example accessing signage outside or over stairwells? Or short- or long-duration activities such as maintenance of ceilings up to 3m-5m? •Are the people involved competent to undertake the task? Is a separate risk assessment in place? 	High level work will be undertaken by contractors as appropriate and who will have their own risk assessments.	N/A

Falls from height/working at height - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Roof work	Any work on the roof is done by contractors with specialist equipment properly cordoned off, for example mobile platforms, gantries, cherry pickers, scissor lifts and scaffold towers. The contractor produces a risk assessment and method statement before undertaking the work.	<ul style="list-style-type: none"> •Have you got any activity planned on the roof? •Are the people involved competent contractors with specialist equipment properly cordoned off? •Is a separate risk assessment and method statement (RAMS) in place? 	N/A	N/A
<p>High-level work, for example accessing signage outside or over stairwells</p> <p>Short- or long-duration activities including maintenance of ceilings up to 3m–5m</p>	Only competent individuals/contractors do this work using appropriate equipment, using a separate risk assessment and ensuring the area is appropriately cordoned off.	<ul style="list-style-type: none"> •Have you got any activity planned involving high-level work, for example accessing signage outside or over stairwells? Or short- or long-duration activities such as maintenance of ceilings up to 3m–5m? •Are the people involved competent to undertake the task? Is a separate risk assessment in place? • 	High level work will be undertaken by contractors as appropriate and who will have their own risk assessments.	N/A

Fire – Fire risk management

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Fire risk assessment	There is a site-specific fire risk assessment in place for the premises.	Has the premises had a site-specific fire risk assessment undertaken containing specialist information on building construction and systems required if any?	Annual fire risk assessment undertaken by an independent assessor	Next due 22 July 2026
Safety of emergency services, particularly Fire Service personnel attending a fire	The design and construction of the premises and nature of the operations is such that there should be no surprises for local authority fire- fighters attending a fire at the premises. They shouldn't be confronted by fire situations their training hasn't prepared them for.	Check the validity of the statement to the left.	The construction of the buildings is standard in nature and should present no challenges outside of a fire fighters training.	N/A
Emergency evacuation, including fire evacuation and training	Emergency evacuation practices are organised annually. Details of the premises-specific emergency evacuation plans are reviewed annually and are on display in the premises.	<ul style="list-style-type: none"> Is your premises emergency evacuation plan up-to-date and on display? Have you held a premises evacuation practice in the past 12 months? Record details here of any planned and unplanned evacuations including date, time and any lessons learnt.	Hirers are instructed to perform an emergency evacuation practice soon after arrival and complete the fire booklet.	Ongoing

Fire – Fire risk management - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Evacuation of disabled people	<p>Where any equipment has been provided to raise the alarm for or help with the evacuation of disabled people, suitable training is given, and it is regularly tested and maintained.</p> <p>Equipment could include devices to alert people who are blind and/or deaf, and evac chairs or slides to help evacuate people with walking difficulties.</p>	<ul style="list-style-type: none"> • Based on your risk assessment, do you need any equipment to raise the alarm or help with evacuation? Has this been provided? • Has it been tested? • Has it been maintained? • Do you have enough trained people to help with its use? 	NA for site. Users should ensure that their own RA includes provision for any such requirements. Leaders should check the need for & complete PEEP for members of their group as required	N/A

Fire – ignition sources, materials and accelerants

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Arson, including issues around rubbish and waste storage and collection	<ul style="list-style-type: none"> •Unsecured areas around the premises are kept clear of combustible materials. •Waste skips and/or wheelie bins are stored in a designated area. 	<p>Look at waste storage and disposal arrangements on your site. Bins should preferably be stored at least 5m from the building, although this isn't always practical. If they're stored in a public place or area, they should be locked to stop unauthorised access.</p> <p>Look at the storage location and check that it doesn't interfere with, block or otherwise obstruct safe evacuation from the building to the evacuation points.</p> <p>Is waste regularly collected?</p>	<p>No unsecured areas on site.</p> <p>Hirers are required to remove waste when leaving the site and which is regularly checked.</p> <p>Volunteer maintenance shed does contain some combustible products, but this is kept locked. Fire extinguisher also located at side of shed.</p>	N/A
Smoking	Smoking isn't permitted on the premises. There is no requirement to provide a smoking area, but if there is one, it's in a suitable location away from the premises. If it's in an area under our control, a suitable bin is provided and regularly emptied.	<p>Have you chosen to provide a smoking area and are all premises' users aware where to go?</p> <p>If this is in an area under your control, have you provided a suitable bin and is this regularly emptied?</p>	No smoking is allowed on site.	N/A
Fire pit/wood storage	Fire pit and wood storage is away from the building with suitable fire extinguishing equipment readily accessible.	Review the location of any fire pit or wood storage – is it at least 10m away from the building. Is suitable fire extinguishing kit available? If it isn't 10m away what mitigating controls are in place?	Main campfire/cooking areas and wood storage is a minimum of 10mtrs away from the main building. Water buckets are provided by the circle and fire beaters located by the outside store.	

Fire – ignition sources, materials and accelerants - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Flammability of furnishings	Curtains and furnishings are of the appropriate standard.	Review curtains and furnishings – are they all of the appropriate standard?	Soft furnishings in GO purchased to relevant standard. Curtains in LA have been sprayed with fire retardant spray.	Ongoing

Fire – detection and warning systems

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Fire alarm and detection system	<ul style="list-style-type: none"> •The premises is reviewed and if necessary a fire alarm is installed incorporating manual call points, automatic detectors and sounders. •All wiring to the fire alarm system is fire-resistant. Performance cabling complies with standards at the time of installation. •The premises are set up so that if the alarm is raised it's fully audible throughout the premises, either because people can easily be heard shouting or there's an audible bell/siren/klaxon. •In the event of a fire the premises is evacuated and the person in charge phones the emergency services to confirm a fire. 	Is everyone using the premises aware of the process for raising a fire alarm?	<p>Six monthly fire alarm check by professional contractors to meet requirements of British Standards.</p> <p>Interim checks of alarms and emergency lighting by volunteers recorded.</p> <p>Fire alarm system compliant with standards at the time of installation.</p> <p>Alarm is fully audible throughout the buildings.</p> <p>Users are aware of how to call emergency services.</p>	<p>Next Due June 2026</p> <p>Ongoing</p>
	If an alarm system is fitted, it's serviced and maintained by specialist contractors every 6 months.	Has the fire alarm system been serviced in the last 6 months?	Fire alarm systems maintained and checked under annual maintenance contract, twice per year.	Next Due June 2026

Fire – detection and warning systems - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Unavailability of fire alarm during maintenance	Contractors are asked to inform premises managers if the system is unavailable during maintenance work and/or if the system fails, at which point contingency arrangements are put in place.	Is any work planned that might impact the system?	Any work which may impact the fire alarm system would only be undertaken in collaboration with the fire alarm contractor.	Ongoing
Manual call points (if applicable)	<ul style="list-style-type: none"> • There are manual break-glass call points at all fire exits linked to the alarm system. • These are kept clear, and checks are undertaken to ensure they're available for use. • They're tested periodically with all checks and tests recorded. Premises users operate these in an emergency. • The alarm can be heard in all areas of the premises. 	<ul style="list-style-type: none"> • Where manual call points are provided, are they kept clear and available for use? • If you don't have a fire alarm fitted, are you satisfied that if an alarm was raised it could be heard throughout the premises? • Where applicable, have you tested a different call point each week, using the test key in the base of the call point, to check the alarm sounds and can be heard? • If a Dorgard or similar automatic device is fitted to fire doors, does it release when the alarm is raised? 	<p>Manual call points are kept clear and are signed in accordance with fire risk assessments.</p> <p>The call point tested is rotated and the results documented. The test key is used to activate the alarm.</p> <p>No automatic Dorguards are present in the building.</p>	Ongoing

Fire – means of escape and building design in relation to fire spread

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<p>Compartmentation</p> <ul style="list-style-type: none"> •A building is divided up into fire compartments to stop a fire spreading unchecked throughout the building. •The compartment boundaries consist of walls, doors, floors and ceilings that enclose an area. They not only stop but should also resist the spread of fire for a set time. Typically, this can be for 1, 2 or 4 hours. 	<p>Compartmentation is in place as appropriate.</p>	<p>Check appropriate compartmentation is in place.</p>	<p>The buildings met the relevant fire safety standards when they were built.</p> <p>Where necessary fire doors are present and appropriately signed.</p> <p>Annually reviewed through independent fire risk assessment.</p>	<p>Ongoing</p> <p>Next Due July 2026</p>
<p>Number of fire exits and identification of evacuation routes</p>	<ul style="list-style-type: none"> •Travel distances to final exits would have been calculated when the premises were built. They are reviewed when the site-specific fire risk assessment is undertaken based on the layout at that time. They are recalculated if/when there are material alterations. •Directional signage is located throughout the premises indicating preferred escape routes leading to final exit points. •All signs comply with approved standards. 	<p>Are all emergency exit routes under your control, including stairwells:</p> <ul style="list-style-type: none"> •Clearly marked, with unobstructed and easy-to-follow signage? •Unobstructed and free from combustibles? 	<p>All emergency exit routes are appropriately signed and reviewed during the annual fire risk assessment.</p> <p>Exit routes are kept obstruction free.</p>	<p>Next Due July 2026</p> <p>Ongoing</p>

Fire – means of escape and building design in relation to fire spread – continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Movement through the premises	Walkways and escape routes are kept clear for ease of access.	Are you doing an opening check each time the building is used to ensure all walkways and escape routes are clear?	The user will check walkways and escape routes upon arrival and during their stay. Volunteers also check when on site.	Ongoing
Suitability of fire doors	A door needs to be a fire door when it's on a 'protected route', such as on a stairwell or corridors that lead to a final exit fire door. All rooms, such as offices leading onto the protected route must be fitted with a fire door.	Have you risk assessed which internal doors need to be fire doors and which doors are need to be final exit doors?	Fire doors and requirements are annually reviewed through independent fire risk assessment.	Next Due July 2026
	<ul style="list-style-type: none"> •All internal fire doors are fitted with a self-closing device and door seals (expansion strips) which are either designed to hold back cold smoke or hot smoke. •They must not be propped open. •All fire doors are closed when the building is unoccupied. •All fire doors can be opened from the inside without a key, even when locked. •The availability of fire exit doors is checked daily, and they're fully opened monthly when their condition is reviewed, and any defects addressed immediately. 	<ul style="list-style-type: none"> •Are all internal fire doors fitted with door seals that are in good condition? •Do they have a working self-closer? •Are all internal fire doors kept shut and not left propped open, or fitted with a suitable hold-open device like a Dorgard or device linked to the fire alarm? •Have you opened the final exit doors:* are they all secure, free from obstructions and openable from the inside without a key? 	<p>Fire doors and intumescent strips are annually reviewed through independent fire risk assessment.</p> <p>Fire door signage indicates that doors should be kept shut.</p> <p>All external fire doors are openable from inside without the use of a key.</p> <p>Periodic checks made on final exit doors by volunteers.</p>	<p>Next Due July 2026</p> <p>Ongoing</p>

Fire – means of escape and building design in relation to fire spread – continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
	All internal fire doors are marked 'Fire door – keep shut'. Final exit doors have an illuminated sign above them with 'Keep clear' signage on the back of the door.	Are all fire doors marked appropriately with: <ul style="list-style-type: none"> • 'Fire door – keep shut' signage? • A clear, 'Fire exit' sign above the final exit, illuminated with an emergency light if there's insufficient light to illuminate in an emergency? • 'Fire door – keep clear' signage on the back of final exit doors? • Any signage necessary to instruct the user? For example, 'push bar to open' 	Signage in place and updated as required according to annual fire risk assessment.	Next Due July 2026
Access to and from inner Rooms	<ul style="list-style-type: none"> • Inner rooms are those accessed only via another room (the access room). This doesn't include rooms directly off fire escape corridors. • Inner rooms used as accommodation space generally have a vision panel of wired glass fitted in the wall or door to help assess any fire within the room. Alternatively, there can be automatic fire detection within the room. A cupboard wouldn't normally have a vision panel. • Furniture and items in access rooms are arranged to allow for safe passage. 	Are all fire-rated glass panels in fire doors left uncovered so you can see into the room?	Vision panels present in all relevant doors.	Ongoing

Fire – firefighting equipment

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Fire-fighting provision, including fire extinguishers to help with escape	Water (class A), carbon dioxide (CO ₂) (class B) and dry powder (class C) fire extinguishers or P50 fire extinguishers and/or fire hoses are provided, with their location determined by risk assessment.	Have you risk assessed the location of fire extinguishers?	Location of fire extinguishers in line with recommendation from fire extinguisher contractor and fire risk assessment.	Ongoing
	Water (class A), carbon dioxide (CO ₂) (class B) and dry powder (class C) fire extinguishers and/or fire hoses are maintained annually and repaired or replaced if they become defective. P50 fire extinguishers are refilled after 10 years and replaced after 20, or repaired or replaced if they become defective.	Have you got a suitable maintenance contract in place?	Annual review visit scheduled with fire extinguisher contractor.	Next Due 13 November 2026
	All fire extinguishers and/or fire hoses provided are checked monthly.	Are you checking the fire extinguishers and fire hoses for damage and ensuring they're in the correct location and fully accessible?	Monthly checks implemented and recorded on check sheet.	Ongoing

Hazardous chemicals (control of substances hazardous to health [COSHH])

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Incorrect storage and handling of chemicals, including first aid response needed	COSHH assessments are undertaken of chemicals used by employees and volunteers helping manage the building.	Have you assessed any chemicals (any item labelled with a hazardous warning sign) used? For example, glues, aerosols or cleaning chemicals?	<p>Standard household cleaning materials only and stored in locked cupboard.</p> <p>Users manage any cleaning materials they bring on site.</p> <p>Maintenance shed contains petrol, oils, and paints, but is locked and only volunteers have the code to access the shed.</p> <p>Formal COSHH Documentation to be prepared.</p>	<p>N/A</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Legionella

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Site-specific risk assessment	Some larger, non-domestic systems have a risk assessment undertaken by an external company of legionella specialists. For smaller, less complex premises this document should be sufficient.	<ul style="list-style-type: none"> •If you have a large, complex building or don't feel you're competent to undertake the risk assessment yourself have you had a legionella risk assessment done for the premises? •Have any actions identified been completed? 	A simple water system on site. Legionella risk assessment and water testing undertaken when any significant change to the supply or concerns raised. Last formally assessed and microbiological testing undertaken in 2024.	Ongoing 28 September 2024
Details of named responsible person(s), their competency and training	The property management group identifies the named responsible person(s).	In the local controls section, provide details of the named competent person(s) and their responsibilities.	A legionella policy and supporting documentation is available which includes the named responsible person. Members of the committee have undertaken on-line training.	Ongoing
Stagnant water/production of aerosols	Unused equipment capable of producing an aerosol, such as taps and shower heads, are flushed through monthly.	Has any unused equipment capable of producing aerosols (taps or shower heads) been identified and have they been flushed through this month? Include details of equipment identified and flushed through.	Volunteer led legionella water testing, flushing and shower head descaling, and which is recorded in the site legionella file.	Ongoing

Legionella - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
<p>Design and construction of system, including dead legs (pipework that doesn't go anywhere)</p> <p>Stagnant water</p>	<ul style="list-style-type: none"> • This is considered when the building is acquired and/or any work undertaken. • A review of the existing systems is undertaken on the introduction of this document 	<p>Review your water system:</p> <ul style="list-style-type: none"> • Include a description of the system. • Consider water storage and how often the system is used. • Is there a risk of stagnant water? • Are there any dead legs – these can occur where equipment or facilities have been removed? • Do you have equipment capable of producing aerosols like shower heads, garden sprinklers or hose heads? If so list and mark these on a site plan. 	<p>Water tanks and dead legs removed as recommended in previous legionella risk assessments. There is no known risk of stagnant water being present.</p> <p>Showers available on site in Great Oaks and Little Acorns.</p>	Ongoing
Cold water temperature	The temperature of cold water at inlet and stored in the system is maintained below 20°C.	Check the temperature of incoming and stored water and ensure it remains at a temperature of less than 20°C. If necessary, site storage tank in a cool place and provide insulation.	Monthly water temperature testing is undertaken by volunteers on site using a calibrated thermometer and recorded.	Ongoing
Hot water temperature	Hot water is stored above 60°C.	Check the temperature of any stored hot water is above 60°C.	Monthly water temperature testing is undertaken by volunteers on site using a calibrated thermometer and recorded.	Ongoing

Legionella - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Water temperature, nearest and furthest tap	The temperature of hot water at the nearest and furthest tap from the boiler/storage tank should be no less than 50°C after 1 minute. The temperature of cold water should be below 20°C after running for 2 minutes. You can test this by testing the water coming out of the taps. Or if a temperature-controlled mixer valve is fitted, you can check the temperature of the inlet pipes.	Check the temperature of the nearest and furthest tap from the boiler/storage tank using a calibrated thermometer.	Monthly water temperature testing is undertaken by volunteers on site using a calibrated thermometer and recorded.	Ongoing
Build-up of limescale/production of aerosols	In hard water areas, shower heads or spray heads fitted to sinks are descaled or replaced annually or more frequently if determined by risk assessment.	If you're in a hard water area, have shower heads or spray heads fitted to sinks been descaled or replaced within the last 12 months?	Volunteer led legionella water testing, flushing and shower head descaling, and which is recorded in the site legionella file.	Ongoing

Manual handling

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lifting and handling: <ul style="list-style-type: none"> •Dropping heavy items •Overloading •Trapping •Size and weight of items •Condition and texture •Repetitive movement •Twisting and turning •Frequency and timing 	There's guidance on manual handling in our health, safety and welfare procedure (drafted and in consultation). People ask for help if required and don't carry out repetitive tasks.	If you employ staff, ensure they know to follow the guidance when undertaking any manual handling tasks. Health, safety and welfare procedure (drafted and in consultation)	N/A	
Appropriate furniture suited to age and physical condition of users	Members and volunteers are able to handle furniture without injuring themselves.	<ul style="list-style-type: none"> •Check the furniture is suitable and consider storage arrangements for this equipment. •If items are over-stacked they can be difficult to access and become unstable. 	All portable equipment can be moved by users/volunteers. Signage provided to remind hirers as to safe stacking of chairs.	Ongoing

Mental health

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Verbal abuse, bullying, harassment and acts of violence or aggression	Girlguiding has anti-bullying and harassment and whistleblowing policies in place and provides guidance on managing challenging behaviour.	For information only. You only need to take action if issues are identified.	Volunteers and Girlguiding hirers follow the Girl Guiding code of conduct.	Ongoing
Mental health difficulties and stress	Resources are available to help volunteers identify signs of stress and mental health difficulties in themselves and others and offer appropriate help or make reasonable adjustments.	You should review Girlguiding's resources - do you need to take any action locally?	Volunteers and Girlguiding hirers are aware of the HQ resources available to them.	Ongoing

Security

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Physical security of building	The property has an appropriate level of security. This will vary from place to place, but could include boundary fencing, gates at access points, CCTV and security alarms.	Make sure that the building and/or rooms can be secured from the inside without compromising quick escape in case of emergency. Do you need to provide training to building users on turning the alarm on or off?	Site has a surrounding boundary fence which is checked regularly. A lockable gate is the entry point to the site on which the code is regularly changed. Building has locks on all doors and windows. No security alarm is available.	Ongoing
Opening and closing the premises	<ul style="list-style-type: none"> •Everyone who opens and closes the premises is aware of what to do. Checks are done to make sure nobody is left inside. •Individuals are vigilant of suspicious vehicles or people in the surrounding areas and know to contact the police if necessary. •When the unit meeting place is closed with no-one inside, all doors are secured. 	<ul style="list-style-type: none"> •Is everyone involved in opening and closing the premises aware of what to do? •Are they following these procedures? <p>Health, safety and welfare procedure (drafted and in consultation)</p>	<p>Volunteers who attend site are aware of how to access and egress the site leaving it secured.</p> <p>Hirers are provided with a checklist for them to follow when leaving the site.</p> <p>Checks following hires are made by volunteers and if necessary, the hirer is contacted regarding the condition in which the site has been left.</p>	Ongoing
Terrorism, including bomb threats	<ul style="list-style-type: none"> •The level of control is dependent on the location and capacity of the building. •Where appropriate, invacuation and evacuation plans are in place together with suspicious package procedures. •All staff and volunteers involved in managing the building have access to Run Hide Tell information. 	Is your premises a qualifying building with a capacity above 100? If so, you'll need to complete a separate review and determine the level of response needed.	Property A-Z under review in respect of terrorism and bomb threats, although the risk is felt to be low.	Ongoing review by the Guideacres committee.

CCTV	<ul style="list-style-type: none"> •Where there is CCTV this is serviced annually. •Data protection requirements are followed, and footage only provided on written request for legitimate purposes, including investigation of crime and/or health and safety matters. 	<ul style="list-style-type: none"> •Do you have CCTV? •Has it been serviced in the last 12 months? •Do you have a process in place for releasing footage? <p>Do you have appropriate signage in place?</p>	<p>CCTV is not in place.</p> <p>A wildlife camera is located in the woodland, and signage highlights this to hirers.</p>	N/A
------	---	---	--	-----

Slips, trips and falls

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Cabling	Cables are routed away from walkways and areas where they could present a trip hazard. With cable ties and conduits used to minimise the risk.	Is all the cabling for IT equipment and power, in good condition and routed away from walkways?	Yes.	Ongoing
Provision of mats near entrances	Mats are provided at entrances to capture water on entry and reduce the risk of slips.	Do you have sufficient mats in good condition at entrances to reduce slip hazards?	Yes. Hirers are informed to remove their shoes before entering the building to avoid the transfer of water/dirt into the building.	Ongoing
Staircases and steps	All staircases and steps are designed to comply with building regulations at the time of installation, with appropriate handrails where required. Adequate illumination is provided. Where appropriate, nosing strips of different colours and/or signage are provided. The condition of all steps and stairs is checked as part of the periodic inspections.	<ul style="list-style-type: none"> •Are there any issues with the stairs or steps in the premises, including loose or defective handrails? •Are changes in the floor adequately highlighted? Is illumination in place where required? On stairs and steps, are nosing strips in good condition, firmly attached to the edge and signage in place if considered appropriate? <p>Where stairs or steps are greater than 2m wide consider fitting a handrail.</p>	N/A	N/A

Slips, trips and falls - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Objects on the floor, wet slippery floors, untied shoelaces, breakages and spillages	<ul style="list-style-type: none"> •Employees and volunteers are encouraged to dynamically assess the property before activities start. •Temporary signs are used to alert people to any risks while they're being addressed. •Breakages and spills are dealt with as soon as they happen or are noticed. If necessary, the area is supervised or cordoned off. •Cleaning equipment to clear spillages is available. •As far as possible surfaces are left dry and free from debris. 	Is there sufficient and adequate cleaning equipment and signs available?	<p>Girlguiding requires all members and volunteers to constantly dynamically assess risk their surroundings and activities.</p> <p>Users are responsible for keeping floors dry and safe during their visit, and appropriate cleaning materials are provided, including vacuum cleaners. Wet floor signage is available.</p>	Ongoing
Routine cleaning method/treatments used on floor surface	<ul style="list-style-type: none"> •Cleaning schedules and specifications are in place and standards reviewed. 	<ul style="list-style-type: none"> •Is there a cleaning schedule and specification in place? <p>Is the standard of cleaning achieved acceptable?</p>	<p>Hirers are requested to clean the building before leaving, and this is checked post visit.</p> <p>Cleaning materials are provided including dedicated colour-coded mops for cleaning the toilets, general areas's etc</p> <p>Regular 'deep' cleans are undertaken by volunteers, to maintain the high standards of the site.</p>	Ongoing

Struck by a moving object

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Moving windows, doors, gates, shutters or barriers	<ul style="list-style-type: none"> •Where windows should and have been put into doors including fire doors is kept under review. •Fixtures and fittings are designed to comply with the current British standards on installation, and have all the appropriate guards, including brush guards where there are finger traps. •Windows, doors, gates, shutters or barriers that could swing in the wind are fixed with hooks or another means of restraint and the premises users and staff are instructed in their use. 	<ul style="list-style-type: none"> •Have there been any changes that might require additional controls like vision panels, hooks or other means of restraint? •If a hook or restraint is fitted, has everyone who needs to be instructed in its use been properly briefed? 	No changes requiring additional controls identified.	Ongoing
Unstable equipment, including filing cabinets	<ul style="list-style-type: none"> •Filing cabinets have restrictors on the drawers so only 1 can be opened at a time. •Stability can be improved by weighting equipment down and loading heavier items at the bottom. •Fixtures and fittings (shelves, mirrors) are secured to the wall to stop them falling. •Stacks of tables and chairs are stable. 	<ul style="list-style-type: none"> •Does only 1 drawer open at a time on your filing cabinets? •Are all fixtures and fittings secured back to the wall so they can't fall? •Are stacks of chairs and tables stable? Do you need to restrict the maximum number per stack? 	<p>No filing cabinets present on site.</p> <p>All fixtures and fittings are appropriately secured.</p> <p>Chairs are stacked with appropriate signage, regarding stacking.</p>	Ongoing
Finger traps	<ul style="list-style-type: none"> •Consideration is given to providing finger guards on doors where children may be left alone. 	<ul style="list-style-type: none"> •Are there any doors, for example on toilet cubicles, where finger guards are needed? 	Following review by committee no requirement for finger guards identified. However potential finger traps will be monitored.	Ongoing

Struck by a moving object - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Mechanised doors and shutters	Automatic doors and shutters are regularly serviced and maintained.	Do you have a service/maintenance contract in place for any mechanised doors and shutters?	N/A	N/A
Moving vehicles during drop-off and collection and when making deliveries	<ul style="list-style-type: none"> •Speed limits •One-way systems •Clearly defined car-parking spaces •Pedestrian walkways •Suitable signage Are all considered and provided as and when appropriate.	Review vehicle movements outside the building and/or in any car park - are these all appropriately controlled?	Entry to site is signposted with speed limit. Hirers to manage car parking as appropriate based on numbers. Bookings are advised of alternative car parking close by to prevent congestion to/from the site. Car park has switched lighting, for use during hours of darkness.	Ongoing

Welfare

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Provision of welfare facilities	<p>Facilities to get drinking water and make hot drinks are provided so employees and volunteers can warm themselves during cold weather.</p> <p>Toilets and washing facilities are available and readily accessible to meet the needs of the people using them at any 1 time. This includes provision of disabled facilities.</p> <p>The facilities are well maintained, there is:</p> <ul style="list-style-type: none"> •Adequate supply of toilet paper •Suitable and sufficient supply of soap •Hot and cold or warm water provided to the basins 	Are adequate facilities provided?	<p>Volunteers attending site have full access to site facilities including kitchen, hot water, toilets etc</p> <p>Toilet paper and hand soap provided.</p> <p>Hirers expected to bring suitable cleaning materials for their stay, although back up materials are provided in the main building storeroom.</p>	Ongoing

Risk assessment completed for: Guideacres		
Address: Cherrymead, Benfleet, Essex, SS7 1UA		
Name of person completing risk assessment: Mark Jackson		
Role: Chairman (on behalf of Southend East & West Divisions)	Membership number: 2544165	
Date review initially completed: March 2026	Signature*: <i>Mark Jackson</i>	
Approved: Southend East Division Commissioner	Signature: <i>Sally Basket</i>	Date: 02/04/2026

Approved: Southend West Division Commissioner

Signature: *Rosalyn Jones*

Date: 02/04/2026

Review history

Date	Signature	Summary of changes (if any)

* Both electronic and wet ink signatures are acceptable.