



Property risk assessment

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.

Items highlighted in Blue – Hirers/ user MUST read and follow.

Highlighted in Yellow – specific risks for the JH CS Management committee to review more urgently/ before end of the life of this RA.

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.		
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 	<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, loose light fittings or covers, drain covers, potholes, flooring, or damage to 	Visual checks carried out by Chair of JHCS MC (monthly)/ feedback from hirers/ users and Volunteer Caretaker	Monthly WEF 29/09/25

	appropriate controls introduced Continued overleaf.	play equipment. Continued overleaf		
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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"> • New equipment is assessed, and appropriate controls introduced. • Equipment is maintained in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Competent people do periodic checks and tests and examination reports are reviewed and acted upon. • 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/ tape is put in place pending repair or replacement, or remove faulty equipment. • Check any interlocks are fully functional.Property A-Z Building regulations Property A-Z British standards Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER) 		

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 playground equipment and specialist adventure equipment	Play equipment/ assault course is subject to a separate inspection. Specialist adventure equipment is inspected, tested and maintained in accordance with specific legislative requirements, manufacturers' instructions and best practice.	Play equipment/ assault course are checked 6-monthly by Sovereign inspector. Visual checks carried out by chair at fortnightly intervals, and users before us www.rosipa.com/play-safety/advice/inspection-maintenance	Reports from Sovereign are sent at 6 monthly intervals. Record of visual checks in main hall and under the shelter	August 2024 Ongoing.
Disability access audit	Our buildings are as far as possible accessible to disabled people and we endeavour to provide appropriate facilities.	Ensure ramp remains clear of obstructions. Monthly check of disabled toilet facilities (alarm) Property A-Z Disabled access	Visual checks	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.	Keep external areas in good condition (as much as possible as in a wooded area): , free of leaves, algae, rubbish, bird droppings and dust that can accumulate and present a slipping/tripping hazard.	Visual checks	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
Trees' location, age and condition	Trees are maintained with low branches pruned and obviously dead or decaying trees/branches removed.	<p>All the trees inspected, and those considered high risk due to location (ie close to building), age and or condition are removed or treated appropriately.</p> <p>Any obviously dead or decaying trees/branches are removed.</p> <p>(Be aware that some trees may have protection orders)</p> <p>Property A-Z Tree management</p>	<p>"Around the Crown" are booked at 12- 18 monthly intervals (and brought in if concerns).</p> <p>Visual checks by chair/ reports from users are actioned.</p> <p>SSE maintain trees under the electricity cables</p>	<p>August 2025</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>Ensure lights inside house, amenity block, camp store , outside toilet and outside house and camp store enable users/ volunteers to see safely even when it's dark outside?</p> <p>House emergency lights are checked and maintained appropriately, with any issues identified addressed.</p> <p><i>They should be tested monthly and maintained annually, including a discharge test. This would for 1 -3 hours. 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.</i></p> <p>Property A-Z Fire emergency lights</p>	<p>Visual checks by chair/ caretaker and users (including monthly discharge of emergency lights)</p> <p>Annual maintenance of emergency lights</p>	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
<p>Unauthorised access to or failure to adequately guard machinery, equipment and areas of the premises (where appropriate)</p> <p>Safety information/warning signage, for example for use of equipment or unprotected edges</p>	<ul style="list-style-type: none"> Rooms dedicated to mechanical and associated electrical equipment, electrical substations and switch rooms are Kept locked 	<ul style="list-style-type: none"> No mechanical equipment stored on-site. Floor cleaner in cupboard Ensure there's no general storage in rooms dedicated to mechanical and associated electrical equipment. 	<p>N/A at current time</p>	<p>September 2025</p>
<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 <p>Continued overleaf</p>	<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. <p>Continued overleaf</p>	<p>All volunteers involved in managing the property have an up-to-date disclosure check if required. If they don't, make sure they're supervised while doing any regulated activity.</p> <p>Continued overleaf</p>	<p>Chair/ volunteer caretaker carry out tasks they are able to carry out without further training.</p> <p>Specialist advice/ specialists brought in to carry out tasks.</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
<ul style="list-style-type: none"> • Out-of-date Girlguiding disclosure checks if required • Inadequate training and awareness 	<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>Recruitment and vetting policy</p> <p>Volunteer code of conduct</p>		
Fitness/ability of employees, volunteers and others involved in managing the property	<ul style="list-style-type: none"> • Individual risk assessments for pregnant individuals, and adjustment or wellbeing action plans for anyone with additional needs if necessary. • 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"> • Individual risk assessments, and adjustment and wellbeing action plans to be put in place for anyone who is pregnant or who has additional needs <p>Making reasonable adjustments</p> <p>Personal emergency evacuation plan</p> <p>Pregnancy risk assessment</p> <ul style="list-style-type: none"> • Consider allergies or other issues in relation to the planned activities and tasks. 		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
Reporting of incidents, accidents and near misses, and post-incident support	<p>Premises management report the following accidents or incidents and near misses to Girlguiding headquarters:</p> <ul style="list-style-type: none"> • Those caused by the venue • Damage to the venue • Potential insurance claims <p>Any incidents involving aggression from a Girlguiding member or volunteer are also reported to headquarters.</p>	<p>The following incidents are reported to Girlguiding headquarters</p> <ul style="list-style-type: none"> • Those caused by the venue • Damage to the venue • Potential insurance claims • Any incidents involving aggression from a Girlguiding member or volunteer <p>Reports should include details of the investigation and any action undertaken to stop it happening again.</p> <p>Emergency file Accident notification form</p>	Chair	Ongoing/ when needed
Provision of emergency first aid	First aid cover is considered when and where people are employed and or volunteers come under the control of premises management.	<ul style="list-style-type: none"> • First aid boxes contents are complete and in-date. <p>First aid training for guiding 1st response training Property A-Z First aid provision Property A-Z Waste</p>	Boxes in the house and amenity block are checked by chair.	Ongoing (from August 2025)

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
Communication and information on safety issues with premises users	<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. • There is regular contact between property management and premises users. 	<ul style="list-style-type: none"> • Correct notices/signs on display on the notice boards and around the premises (eg insurance/ contacts) • Do you have regular communication with the premises users? Is there anything you need to communicate? • Ensure all users know where the gas shut-off, electric mains switch and water stopcock are, and how to use them. <p>Property A-Z Signage and notices</p>	<p>Maintain folders in house kitchen and camp store with further useful information/ instructions.</p> <p>Add emergency shut off information to information.</p>	<p>Ongoing</p> <p>October 2025</p>
Provision and wearing of suitable clothing, footwear and personal protective equipment (PPE) (where a risk assessment identifies it's needed)	<p>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.</p>	<p>Gloves and masks are available in house kitchen.</p> <p>Large, thick gloves in the camp store for handling hot pans/ fire grids (iff necessary).</p> <p>PPE for specific activities or tasks would beed to be brought in.</p> <p>Property A-Z PPE</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
<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, volunteers should read the relevant section of Girlguiding's procedure.</p> <p>The lone worker/ volunteer must inform a family member or other volunteer when they arrive and leave the site.</p> <p>If lone working/volunteering when opening and closing the premises, check the area for any concerns or threats and if noted, drive to a place of safety and report.</p> <p>Health, safety and welfare procedure</p>	<p>Key codes on locks are turned to 0000 to avoid entry by others.</p> <p>If alone in house, lock the door. May also consider locking the gate.</p>	<p>Ongoing/ each time alone.</p>
<p>Construction and maintenance work</p>	<p>The requirements of the Construction Design and Management Regulations 2015 are followed at all times.</p>	<p>Review the Property A- Z Construction Design and Management Regulations 2015 (CDM) and ensure you're fully compliant with the requirements.</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. 	<p>Ensure all contractors been taken through the approved contractor process: inform them of any asbestos on site and share the folders with all the building and services information.</p> <p>Property A-Z Managing contractors</p>	<p>As a small site, no contractor sign-in book. Contractor visits are booked in and the booking secretary made aware of dates of work.</p> <p>Contractors liaise with the chair / caretaker regarding visits.</p>	Ongoing/ as needed
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.	All chemicals used by contractors to removed from the premises or stored in a locked cupboard (green tank)		Ongoing
Contingency planning	<p>Contingency plans are in place that can be enacted if there's flooding, or fire system, gas, electric, or water supply failure.</p> <p>Additional checks of areas that are not usually seen on a regular basis are done.</p>	<p>Contingency plans should be produced, reviewed, and enacted should the system or equipment fail.</p> <p>(Contingency plans needed for flooding, power failure,</p>	Users/ Hirers are given contact and further contact details are on the house door.	Ongoing November 2025

		heating failure, no water, trees falling) Property A-Z Contingency planning		
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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.	Girlguiding Oxfordshire organise insurance. Insurance	Insurance requires check of trees near the buildings.	August 2025 and ongoing,
Grounds maintenance	Suitably competent people do ground maintenance using appropriate equipment that is properly maintained.	Grounds maintenance carried out by who brings in own equipment. Property A-Z Ground maintenance		Ongoing
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.	Mobile signal is available. There is no landline on site.		Ongoing
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'.	WiFi system provided by BT: needs reviewing to ensure the appropriate monitoring and filtering options are switched on and it is functioning appropriately as it can be slow.. Property A-Z WiFi	ARC/ shop has wifi access – need to monitor.	Ongoing Nov 2025

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
The number of people in the building at any one time	Maximum occupancy levels are determined and not exceeded.	<p>Maximum number of people varies according to use/ ages:</p> <p>House, sleeping</p> <p>House meeting/ activity/ training</p> <p>Campsite</p> <p>Property A-Z Max occupancy capacity of a building</p>		Ongoing

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"> House, camp shelter and amenity block built after 2000. Camp store has asbestos roof; monitor for damage. Add signage When camp store is replaced, ensure it is safely removed by specialist team <p>Continued overleaf</p>		<p>Ongoing</p> <p>When store is replaced.</p>

Asbestos – 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
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. 	Property A-Z Asbestos Property A-Z Managing contractors Signing-in book		

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
Exposure to vermin droppings/excrement Bites or stings from animals including dogs, cats, birds, rats, mice and insects	<ul style="list-style-type: none"> Areas susceptible to infestation are made vermin-proof. Approved contractors manage any infestations identified. 	Check for evidence of pests, for example droppings or markings, and take appropriate action if identified. Property A-Z Pest control	Ants a recurring issue in Girls/ children's bathroom. Specialist teams involved.	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.		Ongoing
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"> Provide the buildings' users with general safety information including ventilation requirements, Users are to empty waste bins into large bin in car park or take away recycling waste. Anti-bacterial gel or soap is available for building users, Cleaning products available for contact surfaces; users advised to use. 	<p>All windows may be opened. Doors to patio and verandah may be opened for further ventilation.</p> <p>Check that large bin is emptied by contractor each week (except if cancelled due to no hires over a period of time), if not, contractor is contacted to organise a collection.</p>	<p>Ongoing</p> <p>Ongoing/ each hire/ visit</p>

Biohazards (including infectious diseases) - 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
Managing the spread of infectious diseases, including those spread by respiratory, faecal, oral and contact routes	Ventilation is reviewed and measures taken as appropriate.	All windows and doors able to be opened to generate ventilation. Property A-Z Ventilation		Ongoing
Sewage pump/septic tank	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. Confined spaces - HSE	Anaerobic tank is emptied and checked by contractors. Hire/ users are informed to not place products other than toilet paper in toilet. Hirers/ users are to use the cleaning products, soap that is provided to ensure smooth operation of the anaerobic tank.		Ongoing
Local environment issues including: <ul style="list-style-type: none"> • Blue-green algae • Weil's disease • Lyme disease • <i>E. coli</i> • Myxomatosis • Accesibility of farm animals, particularly 	Known environmental biohazards are brought to the attention of users and suitable controls are in place, for example fencing and handwashing facilities.	Review the biohazards: No water for blue-green algae / Weils' disease Users advised to store food carefully on campsite as animals can access tents.(ie dry goods such as bread, cereal, fruit) to be stored in lidded containers when not		Ongoing

where food is eaten		being prepared. Property A-Z Biohazards and local environment issues.		
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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: electric heaters in hall/ rooms and the surface of the water tank in the disabled toilet can become hot. Users/ hirers to ensure young/ vulnerable users are not touching/ sitting on these – place an obstacle in front of the heaters if necessary (but at a safe distance to avoid fire risk) Hot water in the system needs to be above 50°C to prevent legionella but water temperatures above 44°C can scald a child. Water temperature is taken and recorded. Mixer taps and thermostatically-controlled valves are in place to help to reduce risk . 	<p>Hirers/ users should note that the hot water in the kitchen is very hot.</p> <p>If giving hot water to young vulnerable users (eg for washing up stations) add cold first.</p>	Ongoing

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	Warning signage, and where appropriate,	Review all areas where there is low headroom and/or protrusions to ensure adequately		Ongoing

protrusions such as low headroom heights	protection, is provided for areas where there are low headroom/features, for example pipes.	protection. Hirers/ users should take particular care out doors with low hanging branches; they must carry out a review of areas being used, warn users, and if necessary put some areas out of bounds.		
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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 	General good housekeeping is maintained, and routine checks are carried out.	Check at regular intervals (weekly/ fortnightly or less if site not in use) to ensure routine checks are carried out (trip hazards, risk of falling items, protrusions)	Hirers and users should maintain good housekeeping during their event/ stay. Inform the booking secretary or chair of any poor house keeping noted upon arrival.	Ongoing
Structural glass – windows, glass panels and doors, in critical locations	All structural glass is reviewed periodically, and any defects are adequately protected pending repair or replacement.	Visually check all structural glass for damage, chips and sharp edges. If unsafe/ chipped carry put remedial action. Property A-Z Glazing		Ongoing
	<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 	Regularly review glass in doors. Property A-Z Glazing		Ongoing

	and or filmed. These should also be highlighted so they're visible (with posters or markings at eye level, for example).			
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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
Lack of eyesight screening and insufficient breaks for users of display screen equipment (computers, laptops and CCTV screens)	<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>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>No employees of the property, however volunteers are using computers and laptops (eg booking secretary and chair). Volunteers working on behalf of the property should ensure they have carried out a DSE assessment and work appropriately (ie taking breaks from screen, screen at appropriate height, use of wrist guards if needed).</p> <p>Hirers/ users using laptops during their period of hire/ meeting should ensure they are following good practice *eg appropriate height/ breaks from screen),</p>		Ongoing

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 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.	Signage indicates which extinguishers are for which purpose. Property A-Z Fire extinguishers including fire hoses		Ongoing

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
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 	<ul style="list-style-type: none"> Hirers are discouraged 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. <p>Annual portable appliance testing (PAT) takes place for portable items in house and camp store. (legally it only needs to be a documented visual check and doesn't have to be carried out</p>	Committee are aware laptops and phone chargers are likely to be brought in; hirers should ensure there are no bare wires, plug is in good condition and the equipment is not damaged.	Ongoing

	<p>condition of items to be used, looking for exposed wires and damage to plugs.</p> <ul style="list-style-type: none"> • 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. 	<p><i>by a contractor. If people are bringing items in from home then include them in this check.</i></p> <ul style="list-style-type: none"> • 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>Property A-Z Electrics</p>		
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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. 	<p>Hard-wired electrical system is checked every 5 years and any significant issues found are acted upon.</p> <p>(May be carried out earlier if there's a significant change to the building)</p> <p>Property A-Z Electrics</p>		Ongoing

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. 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>Noise levels from equipment are acceptable.</p> <p>Property A-Z Noise</p>		Ongoing
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>Property A-Z Noise</p>		By hirers/ users at each visit. Ongoing
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 style="text-align: right;">Continued overleaf</p>	<ul style="list-style-type: none"> • Heating is provided by wall mounted electrical heaters in the house; these can take time to heat up the house. Users and hirers are advised to turn them on as soon as arriving in cooler/ cold weather. • Some heaters have been known to fail; small electrical free-standing radiators are available to provide extra heat. 	<p>No heaters in camp store or amenity block (basic camp facilities).</p> <p>Audit carried out of heating/ energy use by S Wynn, and report</p>	<p>Ongoing</p> <p>August 2025</p>

		Users must ensure cables are not a trip hazard, that the heaters themselves are in a position where they are not a burn or fire risk, and they are unplugged overnight and when departing.	provided; committee to consider improvements.	
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Environmental - 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>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 the start and end of each heating season.</p> <p>Portable heaters are permitted at the discretion of the premises management.</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>	If electric fans are used, they must be safe with no danger of overloading sockets and/or tripping on trailing cables.		Ongoing
Disposal of waste	A legally licensed waste disposal	Waste is regularly collected by		Ongoing

	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>a licensed carrier. Performance is monitored.</p> <p>Property A-Z Waste</p> <ul style="list-style-type: none"> • Are current waste transfer certificates in place? <p>https://www.gov.uk/dispose-business-commercial-waste</p>		
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Environmental - 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
Flood defences	Where flooding is likely, suitable flood defences are put in place.	Minor flooding has occasionally occurred on small area of the campsite; campers are advised to watch for rising water levels and avoid area to right of the field and above the track. (when standing with back to house)		Ongoing (wet weather)
Inclement weather - snow and ice	Gritting of car parks and entrances is considered and an appropriate gritting plan is in place.	<p>Grit is provided; hirers and users would need to grit entrance, car park and walks ways</p> <p>Property A-Z Inclement weather</p>		Ongoing (icy conditions)

<p>Inclement weather – wind</p>	<p>Consideration is given to the building, external storage and any temporary structures in relation to potential wind damage.</p>	<ul style="list-style-type: none"> • Buildings are low level – there’s risk of tiles/ guttering being blown down. • After an event/ storm, the building’s external areas and trees are checked they’re still in a safe condition? 	<p>Campers during windy weather are advised to stay out of wooded areas/ trees and remain in central campsite or move to carpark/ shelter.</p>	<p>Ongoing (windy/ stormy conditions).</p>
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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.	<p>Check if we have any items with a pressure valve, and if so, have a written scheme in place</p> <ul style="list-style-type: none"> Have these items been inspected in accordance with the written scheme <p>Property A-Z Pressure vessel insurance examination and written scheme</p>		November 2025
Gas safety check	A registered gas safe engineer does a gas safety check annually wherever we are a domestic landlord or where the premises has people staying overnight. It's also best practice to do this wherever gas is used.	<ul style="list-style-type: none"> No mains gas to site. Campsite has gas bottles, stored in pioneering shed and camp store; stores are labelled. <p>https://www.hsforexampleov.uk/gas/landlords/safetycheckswho.htm</p>	<p>Gas bottles in camp store to be returned to hirers/ sellers as no gas equipment on site.</p> <p>Hirers/ users bringing gas stoves or similar and bottles must ensure safe usage, and store away from campers/ naked flames/ heat.</p>	

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
<p>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</p>	<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>Step ladders are in house; must be checked by any volunteer, hirer or user each time used: safe tread, fixings in place and secure.</p> <p>Upright ladder in green tank; must not be used by a lone- worker, check before use, and ensure if it is set up securely on a level surface,, with spotter and unable to slip.</p>		Ongoing

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
<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>	<p>Only competent individuals/contractors do this work using appropriate equipment, using a separate risk assessment and ensuring the area is appropriately cordoned off.</p>	<p>Single level buildings.</p> <p>Major high level work carried out by specialists or competent individuals.</p> <p>Property A-Z Working at height</p>		<p>Ongoing (when high-level work is required).</p>
<p>Roof work</p>	<p>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.</p>	<ul style="list-style-type: none"> No activity planned on the roof. <p>Property A-Z RAMS guidance</p>		<p>If work required.</p>

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
Falls from bunks - safety rails and ladders	Where bunks are present and in use the safety rails and ladders are inspected at least monthly as part of the routine monthly property check.	No bunks are in the building; however the beds in the leaders; room are higher than usual. A step may be needed to access/get down. These beds should only be used by adults.		Ongoing (users in leaders' bedroom),

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
Falls from windows, balconies and walkways at height	There are window restrictors provided on windows at height and barriers on high-level walkways and balconies, as appropriate. These are checked as part of the routine monthly property check.	Window restrictors are in place. Windows generally difficult to access from the floor.		Ongoing.

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.	Fire Risk Assessment carried out annually (Chilmans) , and advised or essential actions carried out. Property A-Z Fire risk assessment		Annually
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.		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
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"> Emergency evacuation plan (minimum requirements) to be visible. Hirers/ users can adapt to meet needs of their users. Muster point is by flagpole. Hirers/ users must carry out fire evacuation drill as soon as 		Ongoing. Each hirer/ visit.

		<p>possible after arrival of group.</p> <ul style="list-style-type: none"> • Users for meetings/ trainings should ensure all attendees are aware of the evacuation process. <p>Property A-Z Fire, Emergency evacuation</p>	<p>Need to display evacuation plan.</p>	<p>November 2025</p>
<p>Evacuation of disabled people</p>	<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>	<p>Hirers/ users must ensure they have PEEPs in place and have check the area for obstacles/ adjustments needed to ensure safe evacuation of disabled people.</p> <p>Property A-Z Fire, Evacuation of disabled people</p>		<p>Ongoing</p>

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>Large waste bin is stored at least 5m from the building,,; it must remain by the fence in front of the anerobic digester and not brought nearer to the house.</p> <p>Waste – collected weekly.</p>	Consider chain	Ongoing
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>No smoking in or around any of the buildings.</p> <p>If hirers/ users have smokers, they must ensure any smoking takes place away from young people and the buildings/ tents and that they have a suitable receptacle for safe disposal.</p> <p>Property A-Z Smoking</p>		Ongoing
Fire pit/wood storage	Fire pit and wood storage is away from the building with suitable fire extinguishing equipment readily accessible.	<p>Alter fire: main alter fire is away from building, tents must not be pitched nearby.</p> <p>Patrol fires/ back woods fires are to be built and used in the campfire circle area or the area adjacent to the camp fire circle only.</p> <p>Wood piles are to be away from fires and cleared away after camp/ event has ended.</p>		Ongoing/ each camp event.

		<p>Main wood pile by camp fire circle – users should remove wood carefully to ensure it remains tidy and return unused wood carefully.</p> <p>Wood from fallen/ cut down trees may be used on fires, but should be returned to wooded areas (not paths) after camp/ event has ended.</p> <p>Users/ hirers must ensure water buckets (metal) are placed by fires: camp fire bucket must remain by campfire at all times, further buckets are in the camp store.</p> <p>Ashes: ashes on alter fires must be left to cool, and then can be bagged and thrown in bin, or buried in area behind the shelter.</p> <p>Ashes on campfire circle – periodically will need clearing away. Bricks must remain in place around the campfire circle.</p>		
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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
Storage of liquid petroleum gas (LPG)	<ul style="list-style-type: none"> Bulk storage of LPG is designed at installation to comply with the current regulations and is regularly inspected and maintained by the supplier. The storage area is regularly 	<ul style="list-style-type: none"> LPG storage: bottles are in camp store and pioneering store. Labels are in place but the bottles need to be removed. Hirers/ users bringing LPG 		Ongoing

	<p>checked to ensure adequate ventilation is maintained.</p> <ul style="list-style-type: none"> Where small amounts of bottled gas and/or cartridges are held on site, suitable storage arrangements are provided and maintained. 	<p>containers must ensure if is stored safely, away from heat source/ naked flames.</p> <p>Property A-Z LPG</p>	<p>JH bottles are to be removed/ returned.</p>	<p>Nov 2025</p>
Lightning conductor checks	<p>Lightning conductors are inspected every 14 months. Lightning protection isn't a legal requirement in the UK unless your building is at a much higher risk of getting struck by lightning because of its location and/or height and the insurance company requires it.</p>	<p>Need to check if we have lightning conductor, and if so it will need to be checked.</p>		<p>December 2025</p>
Battery storage and charging	<p>Batteries are stored and charged appropriately.</p>	<p>Check all batteries, including any installed in equipment, are stored and charged appropriately.</p>		<p>Ongoing</p>

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	<p>Curtains and furnishings are of the appropriate standard.</p>	<p>Review curtains and furnishings – any not of the appropriate standard to be removed/ replaced.</p> <p>Property A- Z Flammability of furnishings</p>		<p>December 2025</p>

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. 	<p>Hirers/ users to ensure everyone on the premises is aware of the process for raising a fire alarm</p> <p>Property A-Z Detection systems and warning systems</p>		Ongoing
	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 last 6 months – but has been serviced and maintained at 12 monthly interval – review.		December 2025

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.	Consider impact of work that may put fire alarm out of action temporarily. Property A-Z Contingency planning		When work is carried out.
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"> • Manual call points in house and amenity block are kept clear. • A different call point is tested each week, using the test key in the base of the call point, to check the alarm sounds and can be heard. • Check Dorgard and kitchen hatch close when alarm is raised. • Property A-Z Devices to hold doors open including Dorgards 	Hirers/ users to be aware that when alarm is raised the Dorguard will unlock and the hatch will lower. Ensure children and adults are moved away from hatch / door and the hatch and door areas are kept clear at all times (eg no food/ crockery directly under the hatch line of fall).	

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>Bedroom/ meeting room/ kitchen doors should be closed except for access (kitchen door may be kept open temporarily with Dorguard).</p> <p>Property A-Z guidance Compartmentation</p>	<p>Fire doors to be checked.</p>	<p>Ongoing.</p> <p>December 2025</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 	<p>All emergency exit routes under our control are:</p> <ul style="list-style-type: none"> Clearly marked, with unobstructed and easy-to-follow signage Hirers/ users must ensure exits are unobstructed and free from combustibles at all times. <p>Property A-Z Travel distances, Signage and notices, Fire directional signage</p>		<p>Ongoing</p>

	approved standards.			
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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.	Hirers/ users should carry out an "opening check" each time the building is used to ensure all walkways and escape routes are clear. Committee carry out regular opening checks.		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.	Identification of internal doors that need to be fire doors (kitchen and bedroom) and which doors are needed to be final exit doors (patio and veranda doors). Property A-Z Fire doors		Annual check
	<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. 	<ul style="list-style-type: none"> All internal fire doors fitted with door seals that are in good condition. Fire doors to have a working self-closer 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. All the final exit doors:* are secure, 	Door seals to be checked.	December 2025 Ongoing

	<ul style="list-style-type: none"> 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. 	<p>free from obstructions and openable from the inside without a key.</p> <p>Property A-Z Fire doors</p>		
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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.	<p>All fire doors marked appropriately with:</p> <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' <p>Property A-Z Fire doors</p>	<p>Internal fire doors will need signs.</p> <p>Add signs to back of fire doors.</p>	December 2025
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 	<p>All fire-rated glass panels in fire doors are left uncovered so you can see into the room.</p> <p>Furniture is arranged to ensure safe</p>		Ongoing

	<p>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.</p> <ul style="list-style-type: none"> Furniture and items in access rooms are arranged to allow for safe passage. 	<p>and smooth exit.</p> <p>When hall being used for sleeping, beds/ mats must be arranged to ensure all the attendees can easily access an unobstructed fire exit.</p> <p>Property A-Z Fire - inner rooms</p>		
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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 (CO2) (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.	The location of fire extinguishers is risk assessed: kitchen, main front door and main rear door in house and by door of camp shelter and amenity block. Property A-Z Fire extinguishers		Ongoing

Fire – firefighting equipment - 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 (class A), carbon dioxide (CO2) (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.	Maintenance contract is in place and maintenance recorded. Weekly visual checks of the fire fighting equipment is carried out. Property A-Z Fire extinguishers		Annual Weekly Ongoing
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Food safety

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
Storage and cooking of food products for consumption	Where people are permitted to store, prepare and cook food on the premises, suitable facilities are provided and checks undertaken to ensure any fridges, freezers and cookers are working at the appropriate temperatures.	If you allow people to store, prepare and cook food on the premises you need to undertake regular checks to ensure: <ul style="list-style-type: none"> • The facilities are suitable for the preparation of food, and kept clean, in good condition and readily cleansable. • Freezers are running at -18°C and any fridges between 0 and 5°C. (Users/hirers should be aware that the kitchen freezer is turned off when house not in use, so will need time to reach appropriate temperature. At end of event, turn off and leave door open. • The ovens provided are reaching the temperature indicated on the equipment. 		Ongoing

Private water supply	Suitable treatments and/or testing regimes are in place, with signage indicating potability or otherwise of water and its fitness or otherwise for human consumption.	Cold water is from the mains and is regularly run (inside and on campsite) to ensure water is potable. Guide for private supply owners/users - Drinking Water Inspectorate (dwi.gov.uk) http://www.mygov.scot/test-private-water-supply	Drinking water tests investigated.	December 2025 Ongoing
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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.	<p>Cleaning chemicals to have COSHH assessment recorded.</p> <p>Hirers/ users to have COSHH assessments for glues, craft and cleaning products they may bring on site (although preferred cleaning products are provided).</p> <p>Property A-Z Hazardous chemicals (Control of substances hazardous to health (COSHH))</p>	COSHH record for all cleaning products	<p>December 2025</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	<p>Some larger, non-domestic systems have a risk assessment undertaken by an external company of legionella specialists.</p> <p>For smaller, less complex premises this document should be sufficient.</p>	<ul style="list-style-type: none"> Undertake a legionella risk assessment done for the premises? Ensure actions identified are completed <p>Property A-Z Legionella</p>	Check date of last legionella risk assessment and if necessary organise another.	December 2025

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
Details of named responsible person(s), their competency and training	The property management group identifies the named responsible person(s).	Named responsible persons: Carol Dunne/ John Elflett Property A-Z Legionella		Ongoing
Design and construction of system, including dead legs (pipework that doesn't go anywhere) Stagnant water	<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 	Review your water system: <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? Aerosols generated by showers: <ul style="list-style-type: none"> 2 showers in girls' bathroom 1 shower in disabled bathroom, 2 showers in amenity block. Property A-Z Legionella	No known dead legs: water system plans and drawings are in folders in cupboard in the meeting room,.	Ongoing
Stagnant water/production of aerosols	Unused equipment capable of producing an aerosol, such as taps and shower heads, are flushed through monthly.	Unused equipment capable of producing aerosols (taps or shower heads) are identified and have they been flushed through this month. Property A-Z Legionella Include details of equipment	Users/ hirers must flush through shows prior to use. Named volunteers periodically flush the showers.	

		identified and flushed through.		
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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
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. Property A-Z Legionella	Water temperatures are recorded. There is no storage tank.	Ongoing
Hot water temperature	Hot water is stored above 60°C.	Check the temperature of any stored hot water is above 60°C. Property A-Z Legionella	There is no large water storage tank in the house; there are smaller individual heaters. The amenity block has 2 large tanks; consider removal of one.	Ongoing December 2025
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	Check the temperature of the nearest and furthest tap from the boiler/storage tank using a calibrated thermometer. Property A-Z Legionella		Ongoing

	temperature of the inlet pipes.			
Build-up of limescale/producti on 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.	Shower heads are descaled or replaced regularly (visual check each month, but as showers are rarely used, the descaling is less frequent). Property A-Z Legionella		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.	Hirers and users should be mindful of risks when moving heavy items (eg tables/ benches): <ul style="list-style-type: none"> - Avoid moving if possible - Move items with assistance (either manual or using for example, the chair trolley) - Only lift what you are capable of lifting - Avoid twisting, moving items frequently, or overloading trollies/ crates/ bags. 		Ongoing

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"> • Storage has been rearranged with padded chairs and tables in cupboard by the door. • Chairs are stacked to a suitable height (where there is no risk of falling). <p>Plastic chairs in the hall should be stacked with seats facing into the wall and no higher than 6- 8 chairs).</p> <ul style="list-style-type: none"> • If items are over-stacked they can be difficult to access and become unstable. • In the kitchen avoid storing items on top of shelves (other than flasks). 		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.	<p>For information only. You only need to take action if issues are identified.</p> <p>Anti-bullying and harassment policy</p> <p>Managing challenging behaviour</p> <p>Whistleblowing</p>		Ongoing
Mental health difficulties and	Resources are available to help volunteers identify signs of stress	Regularly review Girlguiding practice and policy and action if necessary.		Ongoing

stress	and mental health difficulties in themselves and others and offer appropriate help or make reasonable adjustments.	Mental health and inclusion Mental health and Girlguiding		
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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.	Rear door – key hanging in red box to left of the door.	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"> • For all volunteers/ hirers and users opening and closing the building: <ul style="list-style-type: none"> - Gate padlock has a key code that is given to those requiring access but must not be shared with out authorisation or in a public setting. Code is changed at regular intervals or when there has been a security breach. - When unlocking, check the area is safe with no unexpected/ suspicious vehicles/ others in the area. If so, drive to a safe area and inform police/ booking secretary or chair. - Hirers and users should risk assess if they are to lock the gate during the day/ overnight whilst using the house or campsite (weigh up security against ease of emergency access and egress). - After unlocking/ locking all key 		Ongoing

		<p>codes should be rotated to 0000</p> <ul style="list-style-type: none"> - For hirers, entry to the house, camp store, ARC and amenity block is by the use of a key in a lock box by the appropriate door/ wall. Codes are given to hirers, and as for the gate these must not be shared and are regularly changed. <p>Health, safety and welfare procedure (drafted and in consultation)</p>		
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. 	<p>The house is not qualifying building with a capacity above 100.</p> <p>Property A-Z Violence and terrorism</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.	All the cabling for IT equipment and power, in good condition and routed away from walkways.		Ongoing
Provision of	Mats are provided at entrances to	Mats are at house entrance, and are		Ongoing

mats near entrances	capture water on entry and reduce the risk of slips.	monitored to ensure they remain in good condition to reduce slips. hazards		
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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
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"> Step up to veranda at front of house; periodically checked to ensure it is safe and any damage repaired as soon as possible. 		Ongoing
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. 	<p>Hirers and users to ensure floors are free of spilled liquids/ moisture from outside.</p> <p>Spills and moisture to be mopped; there are mops and buckets in the kitchen , bathrooms, cleaning cupboard and the amenity block.</p> <p>Brooms are in kitchen, cleaning cupboard and amenity block, dust pan and brush under kitchen sink, cleaning cupboard, bathroom and amenity block.</p>		Ongoing

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
Routine cleaning method/treatments used on floor surface	Cleaning schedules and specifications are in place and standards reviewed.	<ul style="list-style-type: none"> • Hirers and users to clean all areas they have used; including surfaces, sinks, basins, toilets, floor. • 	Deep clean or regular cleans necessary?	December 2025 Ongoing
Ongoing issues with slippery floors that can't be resolved	Where there are issues identified in a particular location that cannot be resolved locally then consideration is given to slip testing and specialist advice being sought.	Review – no known slippery surfaces. Slips index		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"> Restraints on windows to prevent them being thrust out too far or falling back quickly to trap fingers. Gate on left side as entering no longer has a bar and is kept in place with large stone/ brick. Gate on right is kept in place with bar lowered into hole. Front and rear double doors of house can be held back with mat (no wall suitable for a hook). Front door has a closure so should not be held open for any length of time. <p>Property A-Z Moving windows, doors, gates, shutters or barriers</p>	Replace bar/ hole	December 2025
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 	<ul style="list-style-type: none"> Filing cabinets stored in cupboard in meeting room. Stacks of chairs and tables stable must be stable. . Chairs in hall to be stacked no more than 6- 8 high and the seat facing into the wall. Mirror are secured to bathroom walls. Bookcases in hall are low and heavy – would be difficult to pull over. 	Check if shelves in meeting room are fixed to wall.	October 2025

	stable.			
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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
Finger traps	Consideration is given to providing finger guards on doors where children may be left alone.	Review doors (esp bathroom cubicles) to assess if finger guards are needed.		December 2025
Mechanised doors and shutters	Automatic doors and shutters are regularly serviced and maintained.	-Kitchen shutter installed in 2025; is checked as part of fire assessment but a mechanical service will be required periodically.		
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.	<p>Hirers and users must ensure safe use of car park:</p> <p>-may need to limit number of vehicles on site and possibly seek alternative parking arrangements or staggered arrival and departure times</p> <p>- if a large number of vehicles are expected will need car parking supervision at gate and possibly in car park. May need to ask vehicles to move past gate and return later. Supervisors need to be aware of speed of vehicles on the road and therefore the need to avoid vehicles blocking the road.</p> <p>Those supervising parking should wear high vis clothing,</p> <p>-ensure young people are moved away from parking/ moving vehicles as soon</p>		Ongoing

		as possible.		
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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 	<p>There are adequate facilities for drinking water and for making of hot drinks (need to provide milk or items for special dietary needs).</p> <p>Toilets are available including disabled / accessible toilet in house and in amenity block.</p> <p>JH team ensure there's an adequate supply of toilet paper, soap and hot and warm water</p>		Ongoing

Name risk assessment completed for: Girlguiding Oxfordshire	
Address of meeting place covered by the risk assessment: Jubilee House and Camp Site, Horton Rd, Stanton St John, Oxford, OX33 1AG	
Name of person completing risk assessment: Carol Dunne	
Role: Chair of Management Committee	Membership number: 416850
Date review initially completed: 30 th September 2025	Signature*: C M Dunne

Review history		
Date	Signature	Summary of changes (if any)

* Both electronic and wet ink signatures are acceptable.