The Willow Tree Centre

Girlguiding Middlesex West county

BUILDINGS RISK ASSESSMENT - WILLOW TREE HOUSE & PINE LODGE

Description: The Willow Tree is located on the outskirts of Harefield village. It is a multi-purpose outdoor centre set in 15 acres of private grounds in an attractive rural setting, bordered by woodland. The varied facilities also feature access for those with physical disabilities. It offers indoor accommodation, a campsite, and campfire circle. It is suitable for meetings, training, sleepovers, camps, and campfires. It can also be used for Duke of Edinburgh expeditions.

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

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

Persons at risk: – all users, volunteers & contractors

Hazards What could cause harm or damage?	**What are you already doing?** How have you reduced the risk already?	**Likelihood of Risk Occurring** (L / M / H)	**Severity of Risk** (L / M / H)	**Are further controls necessary?** What else needs to happen to reduce the risk to an acceptable level?	**Action by:** name & date
Unauthorised access/Security	The main gate is secured with a combination padlock Site covered by CCTV Security alarm installed Buildings are lockable from inside and outside Keys are only issued to group hiring the building to secure as they feel appropriate	L	M	Regular change of padlock code Security alarm regularly maintained by a professional contractor	Committee Leaders
Slips, trips and falls	Walkways and social areas clear of obstacles			Spills and trip hazards to be cleared away promptly	Leaders

Falls from bunkbeds	Non-slip flooring in bathrooms No standing on chairs No standing on top bunks Working at height only permitted in accordance with appropriate insurance Participants to be advised how to ascend and descend from top bunks.	L M	L H	Avoid trailing leads Wet floor sign to be used when appropriate Uneven paving to be reported as soon as possible to management committee Unit specific risk assessment to be carried out.	Leaders
Fire	Separate fire risk assessment Fire alarm system installed with call points & sensors Emergency lighting installed Fire extinguishers installed No smoking in all buildings All fire doors to be kept closed Shutters over fire exits to be raised and exits kept clear when buildings in use Fire exits to be kept clear at all times – evacuation procedures on display Litter bins are emptied on a regular basis	L	H	Weekly internal test of fire alarm in WT House Annual test of fire alarms, emergency lighting and extinguishers by external specialists All users given fire safety sheet	Committee Leaders
Legionella	Separate legionella risk assessment All plumbing, taps and services appropriate for use and conform to relevant guidelines No cold water storage	L	M	Periodical internal checks of water temperature Periodical bacterial check of water quality by external contractor	Committee
Electrical	All electrical equipment PAT tested every 4 years Visual checks ongoing Hard wire electrical testing carried out 5 yearly with appropriate remedial work as required	L	M	Any suspect equipment to be retired and inspected immediately Advise users to only bring equipment that has been PAT tested with them.	Committee Leaders

Gas leak Carbon monoxide poising	All gas work carried out and certified by LP gas safe registered tradesmen All gas supplies isolatable at appropriate and accessible points Carbon monoxide alarm near boiler cupboards Emergency number on display if users smells gas	L	M	Any concerns to be reported and acted on immediately by committee/site manager and appropriate external contractors or emergency services	Leaders
Radiators: Risk of burns	Advise users that radiators may be hot in the information pack. Space to be left between beds and radiators.	M	M		Leaders
Cuts, burns and kitchen related injury	No children to be in the kitchen unsupervised Kitchen users to take reasonable common- sense precautions First aid provisions in place	L	L	First Aid kits on hand and regularly checked and replenished	Leaders
Access to cleaning products (Chemical burns/ reactions/inhalation)	Cleaning products to be locked away. COSHH and/or data sheets to be provided for all products. Key to the cleaning cupboard to be kept out of reach of children No bleach to be used	L	M	Leaders to control access to the cleaning cupboard. Awareness of emergency procedures if irritated by products or if they have been ingested. First Aid kits on hand Only use cleaning products provided	Leaders
Internal and external doors Trapped fingers	Take care when opening and closing doors. External doors have hooks to keep them open. Fire doors should be kept closed and free from obstruction.	L	L		Leaders

Emergency situation	Hospital information, What to if list & committee contact numbers in folder in rack in entrance lobby in WT House & on noticeboard in corridor in Pine Lodge Defibrillator on wall in covered way between WT House & the shower block	L	L	If emergency services called, an adult should be on the gate to direct on arrival	Leaders
Tables Injury during assembly/disassembly Stack falling	Instructions supplied and to be followed. Tables to be stored in allocated area.	L	L	Children to be supervised if moving/assembling tables Damage to be reported and table to be replaced as required.	Leaders
Chairs Injury on folding/unfolding	Care to be taken when folding/unfolding chairs. Supervision by a leader when storing on the rack. Annual checks to assess for wear and tear.	L	L	Damage to be reported and chairs to be replaced as required.	Leaders
Exceeding building/room capacity	Maximum capacity of each room is clearly displayed and should be adhered to at all times	L	M	Capacity explained to all users before use	Leaders
Kitchen – hygiene Infection control/food poisoning	Colour coded chopping boards available with appropriate signage. Refrigerators and freezers monitored for appropriate temperature	L	L	Leaders to store food appropriately. Unit specific signage required. Children to be supervised while preparing and storing food. Refer to module 5 of GAW handbook/catering module if required.	Leaders