

Name of activity, event, and location	Copps Cottage Cudham Shaws Outdoor Centre Lower Site	Date of risk assessment	August 2022	Name of person doing this risk assessment	J Baxter
		Date of next review	January 2023		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults?	Review & revise. What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
Fire	All in Building	Building protected by a fire alarm system. Fire alarm tested every time the building is used. Accessible fire doors throughout building. Regular checks/maintenance on alarm systems.	
Electrical	All in Building	Electrical surveys complete to current safety regulations. Visitors encouraged to report faults immediately Regular visual inspections by site staff. Regular PA testing carried out.	
Gas	All in Building	Appliances checked and serviced yearly. Visitors encouraged to report faults immediately.	
Water	All in Building	Mains drinking water supplied throughout site. Risk of life-threatening flood minimal –no river, chalk drainage. Water taps run prior to camps & Holidays Shower & toilet areas cleaned regularly Taps flushed through regularly. Shower head descaled regularly.	
Bunk Beds	All in Sleeping	Conform to standard regulations. Fire retardant PVC coated mattress supplied. Rails and ladders supplied for top bunks. Beds inspected and cleaned following each occupation.	
Slips, trips and falls.	All in Building	Wet floor signs supplied. Non slip mats provided on entry and exit points. Mops and buckets kept within the building. Visitors to report any trip hazards that become apparent during their stay.	

Cuts	All in Kitchen	Knives and sharps kept inside closed draws/cupboards unless being used.	
Intruder	All in Building	Building secure when inside via locking door. All doors and windows are lockable. Any incidents must be reported to the site staff. All site gates are closed when not in use.	
Building Maintenance	All in Building	Building checked regularly and before every use by staff members. Visitors are requested to advise site members of any items that they believe require attention as soon as reasonably practicable after they become apparent.	
First Aid	All leaders	Staff are First aid trained and a small first aid kit is kept within the building. Visitors are reminded that they are responsible for the first aid for their own group and the necessary equipment should be brought with them.	
Cleaning Materials	All in Building	Cleaning materials are kept in a secure and locked location away from Copps Cottage. Some cleaning materials are available in a cupboard within the building.	
External Toilet	All in Building	There is an external toilet unit attached to Copps Cottage. It is kept locked when the cottage is unoccupied and is cleaned prior to occupation. Care should be taken when using this facility with regards to entry and egress and the turning off of services when not in use.	
External Store	All In Building	Access to the external store is via a paved pathway which is uneven. Care should be taken when using this path.	