Ellesborough Guide Centre



Risk assessment July 2025

For the purpose of Residential Events and Meetings

Produced by Ellesborough Management Committee

To be reviewed Annually

General Safety

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| Risk factor | Control measures  What is, should or could be put in place to control the risk? | Action needed | Confirm controls in place, or actions being taken and who is taking them  If not applicable, insert N/A | Date  completed & by whom |
| Effective Leadership of Event  Security of Premises  Unauthorised intruders | Who’s leading the residential or particular activity is established and communicated to everyone involved before the event starts.  House and field may be hired separately for use by independent groups at the same time.  Groups may contain either sex (or both) and of various ages.  All keys must be kept safely and securely by leaders. | Leader to share Risk assessment with all involved and to delegate any particular sections to others for completion  End column completed for your event before event starts  Liaise to ensure that neither group’s activities will interfere with the others.  Consult centre map on website and rear wall of toilet block to clarify group areas  External doors to be kept shut whenever practicable: if open, keep watch.  Keep car park gate closed.  Report any suspicious activity or unknown cars to a Committee member.  House phone to be available to field users if necessary | Booking Secretary will inform second bookers of existing bookings |  |
| Car Park – risk of damage from gates or vehicle collisions | Supervising adults to secure carpark gates open after their arrival | Appoint a Car Park Marshal for arrival / departure of participants. Keep gates clear. Avoid pedestrian loitering |  |  |
| Opening and closing of Guide centre | Everyone who opens and closes the Guide Centre is aware of what to do. | Checks are done to make sure nobody is left inside. All doors are secured and locked when leaving |  |  |
| Fire Safety – ensure Fire exits are available and known | House Doors are locked between hirings | On initial entry to house, users should familiarize themselves with the fire exits  Practice Emergency procedures asap after participant arrival |  |  |
| Fire Safety emergency exit from upstairs room | Evacuation via Stairs – participants to be made aware of routes and exits | Practice Emergency procedures asap after participant arrival |  |  |
| Fire Safety – House | Reducing risk of fire | No naked flames eg candles  Check location of extinguishers and blankets asap after arrival |  |  |

Guide centre - Inside the House

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| Risk factor | Control measures | Action needed | Confirm controls/actions | Date |
| Spiral Staircases | Avoid hitting with head or falling from staircase | Avoid activity in the immediate vicinity  Do not allow running up or down the stairs |  |  |
| Stacked chairs and tables in Activity / Dining Room | Prevent injuries from falling tables or chairs | Chairs stacked on frames provided - keep stacks away from activity areas.  Stack folding tables in designated frames – keep away from activity areas |  |  |
| Mats in Porch, Shower room and toilets | Risk of trips / slipping | Check mats lie flat at all times. Mop wet floors to prevent slipping. |  |  |
| Risk of Electric shock | Use of electrical appliances and extension leads | Use items as close to plug sockets as possible to avoid trailing cables |  |  |

Guide centre - Inside the Bedrooms

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| Risk factor | Control measures | Action needed | Confirm controls/actions | Date |
| Risk of falling from top bunks | Obtain parental consent for small children sleeping on top bunk | Bunk beds only used for sleeping, not playing.  No jumping on or off the beds |  |  |
| Need for Emergency evacuation | Pathways to door need to be kept clear | Need to maintain clear route from bunks to emergency exits – keep ladders clear of duvets, clothes etc |  |  |

Guide centre - Inside the Kitchen

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| Risk factor | Control measures | Action needed | Confirm controls/actions | Date |
| Risk of burns/ scalds / cuts | Restrict entry to kitchen to authorized individuals.  Control admission from stable door or door to dining area. | Young people to be supervised by adults.  Remind young people re Hot water signage.  Kettles to be kept away from work surface edges. |  |  |
| Need for adequate ventilation | Stable door / windows to be opened as appropriate | Extraction fan to be used as needed |  |  |
| Risk of cuts from use of sharp knives | Sharp Knives kept out of reach if not being used | Adult Supervision of young people if using sharp knives | Have blue plasters in First Aid Kit |  |

General

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| Risk factor | Control measures | Action needed | Confirm controls/actions | Date |
| Special events,  visits or adventurous activities  as defined in our [adventurous activities policy](https://www.girlguiding.org.uk/making-guiding-happen/policies/adventurous-activities-policy/) | Subject to a separate risk assessment. | Complete an appropriate risk assessment for any planned special events, visits or adventurous activities?  [Guidance on activities](https://www.girlguiding.org.uk/making-guiding-happen/programme-and-activities/guidance-on-activities/)  Does everyone using vehicles for transporting young members have the appropriate driving licences and insurance cover? |  |  |
| Insurance | See Girlguiding HQ guidance on insurance requirements. | Do you have all the appropriate insurance cover in place?  [Insurance](https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/finance-insurance-and-property/insurance/) |  |  |

General - Camp site / outside Safety

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| Risk factor | Control measures | Action needed | Confirm controls /actions | Date |
| Lack of access for Emergency Services | Key for lowering the bollards is available if required | Camp leader to be aware or procedure – notices in House and Toilet 1 |  |  |
| Lack of access to toilets | Code for Toilet 1 provided on payment of hire fee | Code to be passed to all leaders on trip – First to arrive unlocks as required |  |  |
| Uneven surface of grass – Risk of slips, trips and falls  Tripping over tent pegs/ropes | Grass is cut regularly  Participants to wear shoes / boots at all times | No running in vicinity of tents |  |  |
| Slips or trips due to wet ground | Monitor area around sinks and external tap | Water containers to be filled over the sinks / trough to avoid spillage |  |  |
| Risk of fire spread, burns | Use of site provided Altar fires | Fire buckets available in Camp Store and in Swanhaven – to be kept near any lit fire  Adult supervision of young people near the hot metal frames  Camp fires safely and completely extinguished before being left |  |  |
| Riske of fire or leakage from gas cylinders | When not being used in camp cylinders to be stored securely | Cylinders in use to be switched off when appliance not actually lit |  |  |
| Risk of stings from our resident Bees | Notice in windows to advise they are Bees not wasps, they are known to be resident and usually harmless if left alone | Leaders to be aware should any participant be allergic to stings and then take appropriate precautionary measures.  If signs of bees becoming very active / swarming leader to contact P or J Hall (contact #s in window) who will arrange collection of any swarm |  |  |
| Risk of being hit by falling branches | Trees are maintained annually and dangerous branches removed | Avoid pitching tents below trees where branches may fall |  |  |
| Risk of falling logs from wood piles | Woodstores to be kept tidy and a manageable size | Adults to supervise young people |  |  |
| Risk of injury from carrying heavy camp equipment | Use trolleys available in Camp store / Swanhaven | Trolleys only to be used for equipment not people or play |  |  |
| Risk of collision from field gate onto road | Blind access from field gate onto road | Avoid use unless absolutely necessary  If used, appoint a car park marshal to direct incoming and outgoing traffic.  Use road signage from Camp store |  |  |

Biohazards including infectious disease

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| Risk factor | Control measures | Action needed | Confirm controls/actions | Date |
| Managing the spread of infectious disease | Anyone who's unwell is asked not to attend event. Soiled items are disposed of appropriately.  Everyone washes their hands regularly and thoroughly.  Ventilation in the building is maximised by opening windows where possible. | Adults to be aware of and abide by any Government action re infection or viral pandemic  Consider regular hand washing during planned activities. |  |  |

In addition to the above, All Hirers should carry out their own additional Risk Assessment for their planned event, taking into account age of participants, experience of participants, activities planned and any additional factors.