



Risk Assessment Form

Risk Assessment

Seagull House					
Risk Assessment carried out by South Lindsey Division Date: September 2021				To be reviewed September 2023	
Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	Control Measures	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Person/s responsible
Injury from moving vehicles	Anyone on the lane or site	All vehicles on White Row Lane/in car park to keep to 10mph speed limit. No vehicles allowed on site. Children should walk in single file along the lane. Care should be taken in the car parking area.	L	M	Drivers Leaders
Trips and falls	Anyone -cuts, bruises, broken bones	All children told when and where they can run, not in the buildings, in the dark or on wet grass. Appropriate footwear to be worn. Grass to be kept to a reasonable length. Indoor rooms and site kept free of trip hazards where possible, particularly in areas where running is allowed. Children know who to go to/where to go in case of trip/fall.	L	M	Site team Leaders
Trees, nettles, brambles & hedging	Anyone -stings, scratches, falls from trees	Trees regularly checked for dead wood and not to be climbed. Nettles, brambles, etc regularly kept cut back. Children to be briefed about them and the dangers of eating berries on bushes & trees. Children to know who to go to/where to go in case of injury.	L	M	Site team Leaders
Harm caused by members of the public/intruders or dog attacks	Anyone on site	Gates kept closed to discourage people and dogs from wandering onto site. Dogs are not allowed on site, unless assistance dog. Leaders to be able to see any part of the site where children are. All children to be settled before leaders go to bed. Police to be called in the case of any incident.			Site team Leaders
Injury to foot from glass/tent pegs/other hard materials	Anyone -cuts, scratches	Nobody should leave the building without wearing solid footwear. Site should be checked regularly for litter or tent pegs left in the ground.	L	M	Site team Leaders

Seagull House- Electrics	Anyone - fires, electric shock	All electrical equipment to be PAT tested and maintained, no overloading of sockets.	L	H	Site team Leaders
Kitchen	Anyone - burns, scalds, cuts, electric shocks	Use of oven/hob/microwave/kettles to be overseen by an adult. Sharp knives to be kept safely away from young people and use overseen by an adult. First aid kit to be kept up to date and in the kitchen. Accidents to be logged in accident book.	L	H	Site team Leaders
Washrooms	Anyone - slips, trips, scalding water, illness, poisoning	Water flushed through showers and system regularly. Leader to check all facilities in good working order. Children briefed about care on wet floors, hot water. No running. Any faults with appliances or building to be reported. All hazardous cleaning materials to be kept away from children. To be checked and cleaned regularly.	L	M	Site team Leaders especially First Aider
Dormitory	Girls-Injury from knocking into beds/falling from beds	Girls briefed not to run/ump in bedroom or climb on beds, except up proper ladders. They should use ladders correctly, facing forwards when climbing. Girls encouraged to stay out of bedroom during the daytime. Check fire exit doors are closed at night and when leaving the building.	L	M	Leaders
Fire	Everyone	Access to fire exits and doorways kept clear. All fire extinguishers & fire blanket in kitchen to be checked annually and positions noted. Gateway to enable access for emergency vehicles to be kept clear. Evacuation area (field) & fire drill to be clearly communicated to all participants.			Site team Leaders
Rubbish	Anyone - Insect stings, cuts	All rubbish to be sorted. Tins, jars & bottles to be washed; all glass to be <u>put</u> not thrown into the black bin labelled 'Glass', recycled items in the blue bins. General rubbish must be bagged and tied before putting in the outside bin.	L	M	Everyone

Wooden bridge between campsites	Anyone - risk of tripping, slipping, twisted ankles, stings	Nettles and other plants at the edges to be kept cut back. No running across as bridge can get slippery. No acrobatics on handrails. Leaders to brief children on dangers. Do not cross bridge if another group are camping in the other site.	L	M	Site team Leaders
Archery	Anyone on site - Injury from arrows being shot by another party	Archery leader to brief other group that shooting will be occurring and tell them which areas are off limits. Leaders of this group to brief their children. (Separate Archery risk assessment for participants)	L	H	Archery Leader Leaders
The Boulder	Anyone on site	Those not participating in session told to keep well away from the wall whilst a session is in progress. See Boulder Risk Assessment.	L	M	Leaders
Covid-19	Anyone on site	We are following all Government Guidelines. We are conducting regular supplementary antibacterial cleaning of our facilities alongside normal cleaning programme. All relevant checks on the property and deep clean has taken place before reopening. All groups are required to clean washrooms & kitchen thoroughly before they leave, including wiping of door handles, light switches, tables, chairs and window catches. They need to bring their own cleaning materials, sanitiser and PPE equipment alongside their first aid kit.	L	M	Site team Leaders

