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This Risk Assessment can be used by users of the centre who must note the Further Controls required by them when using the centre. You are responsible for ensuring any other risk assessment requirements for your activities at the centre are completed.

For all users including Girlguiding members - It is your responsibility to ensure that any risk assessment, including incorporating this one, meets the requirements set out by the policy for any organisation you belong to.

Generic Risk Assessment	Shirdley Hill Activity Centre						
Prepared by: House Committee		Date:					
Hazard	Who is affected	What Controls are in place	Risk level	severity	What further controls	Action by who	Action When
Fire	Any volunteer or visitor to the centre	Fire alarm system installed and maintained in accordance with manufacturer's instructions. Fire doors and Fire exits are installed and maintained. Fire controls are in accordance with regulations advised by the Fire Service	Low	High	At check in hirers and visitors in charge are advised of the Fire system and advised to do a trial evacuation if staying overnight. Evacuation trial must be carried out within in 2.5 hours of arrival of users.	Nominated person to check in. Lead hirer/leader	In accordance with regulations
Electrical Equipment provided for use at the centre.	All users of electrical equipment	All electrical equipment is kept in good working order Hirers are requested to inform nominated person if there is a problem with any equipment Equipment is PAC tested on a regular basis- approx. every 2 years	L	H	Any Children using electrical equipment should be supervised at all times. Equipment should be used only for its intended purpose at all times and used responsibly. Problems with equipment should be reported to the nominated person.	Lead hirer/Leader Adult user User	

Slips, trips and falls all around the premises and grounds.	Any volunteer or visitor to the centre	House Committee ensure the premises and grounds are well maintained and in accordance with any required regulations and Girlguiding policy.	M	M	Hirers must ensure any spills are cleaned up immediately and adequately	Users	Immediately
					Users should report any issues with the premises as it occurs when they are hiring the Centre.	Users	As it occurs
					Any issue with the premises that remains unresolved will have adequate signage to alert other users.	House Committee	As soon as practicably possible.
Lone working in the building when an incident or accident may occur.	Anyone in the building or grounds alone at any time Cleaner, volunteer, person hiring the building	Person should ensure someone is aware that they are at the premises alone. Keep a mobile phone on your person at all times. Ensure your exit route from any part of the premises is fully functional as you enter that area.	L	L	Ensure your mobile is adequately charged and you have emergency contacts in your phone.	Any lone worker or visitor on the premises	When visiting site alone
Security of the building to prevent intruders and maintain the premises.	All users	All external doors and windows have working locks. Security lighting is provided and maintained on the premises.	L	M	Ensure you lock doors and gates when at an event on premises.		
Sewage system is maintained to ensure adequate sanitary arrangements.	All users	System is maintained Pump alarm installed to identify if there is a problem.	L	L	Sanitary boxes are provided and disposed of by the House Committee at appropriate times. Please ensure people do not use them as bins.		
Bunk bed use, especially access to top bunks by users.	Children and adults using the centre for residential activities	Beds are attached to the walls and maintained in good functional order. A child gate is provided at the centre for top of stairs for use of children who sleepwalk or have other individual needs.	L	M	Users should ensure people have adequate mobility to climb on to top bunk. Children under 6 yrs old cannot sleep on top bunks. Children who sleep walk should not use the top bunk.	Users	

Size, weight and moving of chairs and tables in Main Hall	Children and adults using the centre for residential activities	Tables and Chairs are maintained. Notice to advise chairs should not be stacked more than 6 high. Tables should be stored in store rack provided	M	L	Children moving chairs and tables must be supervised at all times. No one should sit on chairs that are stacked.		
Play Equipment in the Garden is safe for children to use.	Children All users	Equipment was installed and is maintained by a reputable supplier. Regular checks of the equipment are carried out.	M	M	Children are supervised when using the play equipment. Any issues with the play area should be reported to person who checks you out.	Users	When equipment being used
Kitchen and use of its facilities meet hygiene and safety requirements.	Users of the kitchen at the centre.	Kitchen and its facilities are maintained by the committee in accordance with regulations. A regular arrangement to clean and maintain the equipment is in place. Kitchen area is always checked by nominated person to check out. Deep cleans are carried out twice a year.	L	L	Users should ensure they follow the user guide and kitchen instructions displayed in the kitchen area of the centre. Nominated check out person should ensure kitchen area is clean and ready for the next user.		
Bathroom	Children All Users	Nominated person on check in to run water through system and check the temperature of water is correct. Shower mats provided to avoid slips	L	M	Adult members of the centre to ensure shower temperature acceptable before children have showers and or use hot water tap in sinks. Ensure non slip shower mats are used when taking showers		

THE LEADER IN CHARGE OR MAIN BOOKING PERSON IS RESPONSIBLE TO ADD A RISK ASSESSMENT FOR ACTIVITIES YOU ARE PLANNING FOR YOUR EVENT AND FOR ANY PARTICIPANTS THAT HAVE INDIVIDUAL NEEDS. THIS MUST BE CARRIED OUT PRIOR TO ARRIVAL.