Girlguiding
Fairfield Division
The Radcliffe Centre

Risk assessment

(found in an A-Z format)

People potentially at risk: all employees, volunteers, young members, visitors, members of the public and anyone else who may be impacted by any activities on the property.

Accidents and Incidents

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Reporting of incidents, accidents and near misses, and post-incident support	Premises management report the following accidents or incidents and near misses to Girlguiding headquarters: • Those caused by the venue • Damage to the venue • Potential insurance claims Any incidents involving aggression from a Girlguiding member or volunteer are also reported to headquarters.	Have the following incidents been reported to Girlguiding headquarters? • Those caused by the venue • Damage to the venue • Potential insurance claims • Any incidents involving aggression from a Girlguiding member or volunteer Reports should include details of the investigation and any action undertaken to stop it happening again. Emergency file Accident notification form	• Records to be kept of any incidents falling under this category and HQ informed appropriately	KN 14/8/25
Provision of emergency first aid	First aid cover is considered when and where people are employed and or volunteers come under the control of	Have you reviewed the requirements for first aid provision? If provided, have you checked your	• First Aid provision checked termly. • All hirers advised to	KN 14/8/25

	premises management.	first aid box contents are complete and in-date? Using a sticker with the next expiry date on the seal of the box means you'll only need to check the contents if the seal is broken. [First aid training for guiding] [1st response training] [Property A-Z First aid provision] [Property A–Z Waste]	bring their own First Aid provision • For events led by Management group, a suitably qualified First Aider is identified	
Provision of AED	Batteries need to be checked to ensure enough charge for activation		• Battery life checked monthly	KN 14/8/25
Lone working/ voluntee ring (This doesn't mean being totally alone. It's rather any situation where someone is doing a volunteering activity where visual or verbal contact with other volunteers or members is likely to be infrequent AND where	When lone working/volunteering, Girlguiding members follow section 10 of our health, safety and welfare procedure. This document also offers a guide for non-Girlguiding members to follow. Lone working/volunteering is not permitted when working at height or in a roof void - loft or attic.	If lone working/volunteering is likely to happen, have you read the relevant section of Girlguiding's procedure? Do you have suitable arrangements in place? Think about whether you'll be lone working/volunteering when opening and closing the premises. [Health, safety and welfare procedure]	• If members of management group are lone working, then no machinery or ladders should be used. • Members should ensure family member or another member of management group are aware they are on site. • Emergency Contact list compiled	KN 14/8/25

accidents or incidents may prevent them from being able to raise an alarm.)				
Provision and wearing of suitable clothing, footwear and personal protective equipment (PPE) (where a risk assessment identifies it's needed)	PPE, if required by a risk assessment, is provided for anyone involved in the activity to use. For example, protective gloves for use when cleaning.	Is any protective equipment needed for activities on the premises? Is there PPE available for use? Are those carrying out the activity wearing PPE when needed? Is the PPE in good condition and fit for purpose? Property A-Z PPE	• Protective equipment kept in machinery garage for use with machinery • Vinyl gloves and goggles in First Aid provision when dealing with bodily fluids	KN 14/8/25

Asbestos

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Type, location and condition of asbestos	Any property built before 2000 should have an appropriate asbestos survey in place. The property is identified as either 'Green - No asbestos present', 'Amber - Possibility that due to age, asbestos may be present, but none detected by survey' and 'Red - Asbestos is present'.	If the property was built before 2000, has an appropriate asbestos survey been done and any actions identified completed? If asbestos is present, is it in good condition, appropriately labelled and undamaged? If not, what remedial action (sealing, encapsulating or removing) have you taken? In the short term is there a need to secure the area by fencing it off to make it safe?	•Building plans checked and no asbestos used during build	KN 14/8/25
Type, location and condition of asbestos	The contractors signing-in book highlights the status of the property to contractors and, if asbestos is known to be present, includes details of where it is. Any suspected asbestos material discovered is investigated further. Known asbestos is appropriately labelled, and its condition reviewed periodically. Any works involving major structural alterations, where there is a possibility of asbestos being present, are preceded by an HSG 264 Refurbishment and Demolition survey by a competent surveyor.	Property A-Z Asbestos Property A-Z Managing contractors Signing-in book	N/A	

Biohazards (including infectious diseases)

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Exposure to vermin droppings/excrement Bites or stings from animals including dogs, cats, birds, rats, mice and insects	· Areas susceptible to infestation are made vermin-proof. · Approved contractors manage any infestations identified.	Check for evidence of pests, for example droppings or markings, and take appropriate action if identified. Property A-Z Pest control	• Weekly walk around building to check for any activity	KN 14/8/25
Blocked, defective and overflowing drains	Defective drains and sewers are repaired as a priority and the areas affected are deep cleaned.	Take appropriate action if this issue arises.		KN 14/8/25
Managing the spread of infectious diseases	Individuals who are unwell are asked not to use the building. Soiled items like tissues are disposed of appropriately. Hands are washed regularly and thoroughly. These requirements, as well as any local ventilation requirements, are covered in general safety information provided to property users. Anti-bacterial hand gel or soap is made available. Particular attention is paid to contact surfaces during routine	Have all the buildings' users been provided with general safety information including ventilation requirements, for example details of windows that need to be opened? Are waste bins regularly emptied? Is anti-bacterial gel or soap available for building users? Are contact surfaces covered in the cleaning schedules?	• Bins emptied at end of each hire and responsibility of hirer • Soap available in all bathrooms • Ensure pipes are clear of stagnant water following periods of unoccupancy	KN 14/8/25

	cleaning.			
Managing the spread of infectious diseases, including those spread by respiratory, faecal, oral and contact routes	Ventilation is reviewed and measures taken as appropriate.	Has a local review of ventilation been done, and the findings been implemented? Property A-Z Ventilation	• Windows and doors opened wherever possible	KN 14/8/25
Sewage pump/septic tank	Regular inspection and maintenance regimes are in place and septic tanks are cleaned out occasionally (usually by contractors). This is classed as a confined space and requires a permit to work (safe system), so that it's done safely. Confined spaces - HSE	What controls are in place?	N/A	
Local environment issues including: Blue-green algae Weil's disease Lyme disease E. coli Myxomatosis Accesibility of farm animals, particularly where food is eaten	Known environmental biohazards are brought to the attention of users and suitable controls are in place, for example fencing and handwashing facilities.	Review the Property A-Z Biohazards and local environment issues. Is any action needed?	• We have wild animals on site and hirers are made aware of this. • Tic removing tool available	KN 14/8/25

Building

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Failure to complete actions from a previous check	Previous actions on last risk assessment and checklist are reviewed and brought forward if not completed.	Review last risk assessment and checklist and ensure all actions recorded have been completed. If not, list actions still required against the relevant section.	• During August each year the risk assessment to be reviewed and actions noted on the Actions Log	KN 14/8/25
Design and condition of the building, fixtures, fittings and equipment	Material alterations to the building are undertaken in accordance with building regulations. The condition of the building structure is monitored, and repairs are undertaken as needed. New equipment is assessed, and appropriate controls introduced	Inspect the property for any damage to equipment or the structure that might impact safety. Examples could be damaged or missing ceiling tiles, drain covers, potholes, flooring, bunk beds	• Weekly walk around the external aspect of building checking for damage specifically after high winds • Faults book checked and repairs actioned • Weekly, monthly and termly checks in place	KN 14/8/25
Design and condition of the building, fixtures, fittings and equipment	New equipment is assessed, and appropriate controls introduced. Staff and volunteers involved in managing the property visually check for defects before using any equipment. Defective fixtures, fittings and equipment are reported and removed from use until repaired or discarded.	Ensure suitable safety signage is put in place pending repair or replacement. Are staff and volunteers involved in managing the property aware of the need to visually check equipment for defects before use? And that if they find defects, equipment must not be used, and faults fixed?	• Weekly, monthly, termly and yearly check lists in place. • Any faults found added to the Action Log	KN 14/8/25
Disability access audit	Our buildings are as far as possible accessible to disabled people and we endeavour to provide	Have you done a disabled access survey and reviewed the accessibility of the building as far as	• Disabled access clearly signposted from the car park and from inside the	KN 14/8/25

	appropriate facilities.	possible, addressing issues identified? Property A–Z Disabled access	building	
Provision and maintenance of lighting, particularly in health and safety-sensitive areas like staircases, slopes, corridors and at workstations	Lighting, including emergency lighting, is provided, tested and maintained throughout the premises as necessary, particularly in high-risk areas like staircases. Regular checks, including an annual discharge test, are undertaken to ensure the lights are working. Any faults found are addressed. Emergency lights are provided on escape routes where there is no daylight or lights (at night-time) available through windows to illuminate the route.	Is there enough light generally inside and outside to safely see what you're doing even when it's dark outside? Is everything in working order? Are all items stored at least 50cm away from lighting? If the building requires emergency lights are these provided and maintained appropriately, with any issues identified addressed? They should be tested monthly and maintained annually, including a discharge test. Property A-Z Fire emergency lights	• Emergency lighting in place throughout building and yearly tests undertaken and record kept • External lights in place around building that activate on a sensor in poor light • All light bulbs checked routinely as part of maintenance checks	KN 14/8/25
The number of people in the building at any one time	Maximum occupancy levels are determined and not exceeded.	Determine the limit on the number of people using the property and make sure this is not exceeded particularly when more than 1 group is using the building at the same time. Property A-Z Max occupancy capacity of a building	• The maximum capacity is 80 but recommended 60 • For sleeping, 24 bunk beds, 6 leader beds and 10 additional fold up beds • Camping outdoors permitted	KN 14/8/25
Doors			• All external doors to be checked monthly to ensure quick release mechanism is working. • User information includes checking the doors work and there are	KN 14/8/25

			no obstructions • All exit doors have reflective signs.	
Bunk beds	Bunk beds in line with current best practice. Standard size and weight restrictions adopted as guidance for bunk beds. ROSPA recommend that children under six do not sleep in the top bunk and only one child on a bunk at any one time. All mattresses have a waterproof cover 10 additional fold up beds are available in store room		Included in hirers pack • Ensure young people are aware how to use the bunk beds Please follow the ROSPA recommendation • The bunk beds should be treated with respect and not jumped on and off • Ensure floors are kept clear, so there are no hazards when getting in or off the top bunk • Do not move the bunks around the bunk room • Please ensure mattresses are cleaned and dried in the event of soiling	KN 14/8/25
Chairs and Tables	To prevent injury by falling chairs and tables	Chairs are stacked 3 high and facing wall Tables should be carefully stacked in the trolley provided	Information in hirers pack	KN 14/8/25

Burns and scalds

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Hot water and hot surfaces	Hot water and hot surfaces are reviewed and where appropriate action is taken to reduce the risk.	Review the temperature of hot water and any hot surfaces using a calibrated thermometer. Are they at an appropriate temperature? And/or adequately guarded? Record where and when the test was done. Radiators should be no more than 43ºC at the surface to avoid burns. Hot water in the system needs to be above 50ºC to prevent legionella but water temperatures above 44ºC can scald a child. Radiator covers, mixer taps and thermostatically-controlled valves can help to reduce risk as can notices highlighting any issues.	• New water tank 2025 and temperatures on both thermostats checked. • Water tank to be serviced yearly • Overnight storage heaters are preset and within safe limits • Hot water signs place above each tap	KN 14/8/25
Ovens and hobs	Kitchen limited to access by adults only		• Visitors to be made aware that oven doors are hot when in use and also hobs	KN 14/8/25

Camping

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Damage to grounds Safety of participants Fire Risk	No long term standing camps to be allowed No attaching or supporting of tents to trees	Hirers to ensure when pitching that sufficient room is given for safe access to building and toilet facilities Hirers to consider positioning of tents in relation to campfire and outside cooking areas.	• Tents to be removed after hire to allow grass to recover • Hirers to ensure all pegs removed to avoid damage to machinery	KN 14/8/25

Collision with a stationary object

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lack of highlighting of and/or protection protrusions such as low headroom heights	Warning signage, and where appropriate, protection, is provided for areas where there are low headroom/features, for example pipes.	Are all areas where there is low headroom and/or protrusions adequately protected?	• Consider reflective tape on lower bunks	

Contractors

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Management of contractors and visitors to the premises	Only authorised, competent contractors are permitted to work in the premises. The approval process includes a review of their processes for managing risk assessments, training and sub- contracting. They're required to complete a contractor competency assessment. Visitors and contractors are required to sign in declaring they're fit to work. Those unfamiliar with the premises are given relevant site-specific information on fire evacuation and shown round before being left on their own.	Have all contractors been taken through the approved contractor process? Property A-Z Managing contractors Is the signing-in book and permit to work system being used? Check the last contractor you know visited the site. Signing-in book Note a self-employed caretaker, for example, would be a contractor.	• Any contractors on site are arranged when there are no hirings • Initial visits are led by member of Management Committee • A record of visits is kept	KN 14/8/25
Contractors bringing hazardous chemicals to site	Any chemicals contractors bring in are removed from site by the contractor after use or kept in a locked room/cupboard.	Have all chemicals used by contractors been removed from the premises or stored in a locked cupboard?	• To be checked after works completed	KN 14/8/25
Contingency planning	Contingency plans are in place that can be enacted if there's flooding, or fire system, gas, electric, water supply or lift failure. Additional checks of areas that are not usually seen on a regular basis	Contingency plans should be produced, reviewed, and enacted should the system or equipment fail. Property A-Z Contingency planning	• General weekly walk through and monthly checks in place	KN 14/8/25

	are done.			

Communication

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A*	*Date completed*
Mobile phone signal or landline availability in case of emergency	A mobile phone signal or landline is available on-site or no more than a 3-5 minute walk away.	If it's not available what contingency arrangements are in place to raise the alarm if there's an emergency?	• Emergency landline in place	KN 14/8/25
Wi Fi	Wi Fi systems have appropriate monitoring and filtering in place in accordance with Department for Education guidance 'where a building is let to youth organisations'.	Review your WiFi system and ensure the appropriate monitoring and filtering options are switched on. Property A-Z WiFi		KN 14/8/25

Cuts and lacerations

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Poor housekeeping or storage Unstable items that could fall Protruding items that people could walk into Sharp objects on the floor that people could step on or trip over	General good housekeeping is maintained, and routine checks are carried out.	Is general housekeeping of a good standard with no obvious hazards?	• Weekly walk through to check for any loose or protruding items that could cause damage or injury	KN 14/8/25
Structural glass – windows, glass panels and doors, in critical locations	All structural glass is reviewed periodically, and any defects are adequately protected pending repair or replacement.	Check all structural glass for damage, chips and sharp edges. Are you happy that it's safe and in good condition? Property A-Z Glazing	• All windows meet current standards and checked	KN 14/8/25
	New and replacement structural glass is to the appropriate British standard. Any large areas of glass that are close to exits, on exit doors and/or extend to floor level, are either laminated and or filmed. These should also be highlighted so they're visible (with posters or markings at eye level, for example).	Have you reviewed any structural glass in critical locations? Is it to the appropriate British standard, filmed or laminated and suitably highlighted? Property A-Z Glazing	• All reach current standard	KN 14/8/25

Electric shock

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Use of fire extinguishers, including use of water extinguishers near to electrical equipment	Staff and volunteers involved in managing the property are given instructions on which extinguishers are appropriate for which fires.	Have any new staff or volunteers involved in managing the property been provided with a safety briefing covering which extinguishers are appropriate for which fires? [Property A-Z Fire extinguishers including fire hoses]()	• Selection of Fire extinguishers suitable for all materials around building and by campfire area	KN 14/8/25
Use of electrical appliances and extension leads	The use of battery-powered electrical items is preferable. Where there's not a battery-powered alternative, electrical items are used close to the socket to avoid trailing leads. Pre-use checks of the area are carried out to make sure there are no issues with using electrical equipment, for example the area is wet. Checks are made on the condition of items to be used, looking for exposed wires and damage to plugs. Any defective equipment is removed from use. Only fully unwound, fused extension leads with clearly visible on and off lights are recommended. Extension leads are never plugged one into another.	Consider only allowing people to use equipment provided and discourage them from bringing items in from home. Before using any portable device, visually check: – There are no bare wires. – The plug is in good condition with no splits or cracks. – No parts of the plug are loose. – The lead isn't cut or frayed. – The appliance isn't damaged. If you have any concerns about the condition of equipment, take the item out of use until it can be repaired or replaced. Check and record the condition of electrical equipment at least annually. This could be a portable appliance test (PAT), but legally it only needs to be a documented visual check and doesn't have to be carried out by a contractor. If people are bringing items in from	• All permanent fittings are checked yearly and certificate received • Hirers information asks for all portable equipment bought on site to be checked. • No extension leads available to hirers	KN 14/8/25

		home then include them in this check. Are extension leads fully unwound and fused with a clearly visible on/off light? Single-block multi-plug adaptors are not unsafe, but the weight of the plugs and leads can pull the adaptor out of the wall socket, leading to resistance heating and increasing the risk of a fire. Extension leads should NEVER be plugged into one another. Property A-Z Electrics		
Defective fixed electrical installation and equipment	All electrical wiring and fittings conform to IEEE standards. 5-year electrical inspections for commercial buildings aren't required by law. However, it's a good way of ensuring your property is safe.	Have you done a check of the electrical system in the last 5 years and acted upon any significant issues found? Sometimes you may decide, or an electrical report may advise, a retest sooner than 5 years. If this is the case please detail here and follow this requirement. Property A-Z Electrics	• 5 year electrical survey completed August 2025	KN 14/8/25
Residual current device (RCD) testing	Electrical socket outlets incorporating an RCD or plug-in RCD adaptors are provided where the system isn't adequately protected against earth leakage.	Do you have or need an electrical socket outlet incorporating an RCD, or a plug? If you do, have these been tested this month? Property A-Z Electrics	N/A	

Environmental

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Excessive noise levels	The premises are reviewed for noise issues. Equipment is subject to maintenance and servicing, as required. It's unlikely there would be permanent excessive noise. However, there may be areas (such as generator rooms) that should be designated 'noise control areas' where hearing protection should be provided and worn when entering in case the equipment starts up.	Are the noise levels from equipment acceptable or are repairs or additional controls needed? For example, should ear defenders be available outside any generator room? Check the manufacturer guidance for details of noise levels and if you have any concerns take appropriate action. Property A-Z Noise	N/A	KN 14/8/25
Noise nuisance	Consideration is given to the impact of activities in relation to noise nuisance on others. Where necessary, noise limiters are fitted and appropriate steps are taken to prevent noise nuisance to local residents.	Consider the impact of your activities in relation to noise nuisance on others. Where necessary take appropriate steps to reduce any noise nuisance. Property A-Z Noise	• Hirers info sets out times of hire for evening events • Hirers also aware that we have neighbours	KN 14/8/25
Inadequate heating	Heating is provided, as far as reasonably practical, to achieve a temperature at or above 16°C after the first hour. There is no legal maximum temperature. Provision is made for suitable protective clothing, rest breaks and warm drinks for employees and	When the premises are in use is the temperature adequate? Is the heating/air conditioning system subject to planned preventative maintenance and inspection?	• Heating can be over ridden to give 24 hour heating. Temperature is controlled	KN 14/8/25

	volunteers to warm themselves when working outside.			
	Heating systems are subject to planned preventative maintenance and inspection. It's best practice to service and reset any heating and/or air conditioning systems at the start and end of each heating season. Portable heaters are permitted at the discretion of the premises management.		• Heating thermostat is turned down during summer months	KN 14/8/25
Inadequate ventilation	Suitable and sufficient ventilation is provided to all parts of the premises - see biohazard controls. Note: portable fans don't provide ventilation or even cool air, they just move air around providing a cooling effect.	If electric fans are provided are they safe with no danger of overloading sockets and/or tripping on trailing cables?	• Cooker hood with fans above ovens • Bathroom fans extract to outside • Garage has air vent in external door • Users encouraged to open door and windows	
Disposal of waste	A legally licensed waste disposal service is used with waste transfer certification in place for each classification of waste disposed of, for example waste contaminated with bodily fluids is classed as hazardous.	Is waste regularly collected by a licensed carrier? Property A-Z Waste Are current waste transfer certificates in place? https://www.gov.uk/dispose-business-commercial-waste	• All rubbish is removed at end of hire period by the hirer.	KN 14/8/25
Inclement weather - snow and ice	Gritting of car parks and entrances is considered and an appropriate gritting plan is in place.	Have you got a gritting plan in place? Is this being followed? Property A-Z Inclement weather	• No gritting plan in place. Hirers make decision about attending • Gritting to be considered to allow	KN 14/8/25

			committee access	
Inclement weather – wind	Consideration is given to the building, external storage and any temporary structures in relation to potential wind damage.	Have you reviewed the building in relation to high winds? • Do any areas need securing if these are forecast? • After an event have you reviewed the building's external areas and trees to check they're still in a safe condition?	N/A	

Explosion

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Pressure vessel insurance examination and written scheme. This relates to larger non-domestic boilers but also things like pressurised coffee machines and pneumatic rams on some	Where these are present there is a written scheme in place with 6-26 monthly inspection requirements depending on equipment and scheme.	• If you have any items with a pressure valve do you have a written scheme in place? • Have these items been inspected in accordance with the written scheme? Property A-Z Pressure vessel insurance examination and written scheme	N/A	

smoke vents.				
Tram incident	The tram system runs under the property. Any accident in the tunnel system may result in fire or explosion which will weaken the surrounding tunnel support	• Contact details to be held for the tram system. • To follow local news and be aware of any incidents in the vicinity	• To contact tram safety and emergency services in event of an incident in the locality • TFL 0343 222 1234	KN 14/8/25

Falls from height

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Working at height below 3m, doing short-duration activities such as window cleaning, retrieving items from storage in a loft, or putting items on a wall	· We review all our activities and try to reduce working at height wherever possible. · Items difficult for 1 person to handle because of their size or weight are located so that it's easy for 2 people to access together, and steps aren't needed. · Items above 7kg aren't stored where accessing them requires stretching above head height. An item of up to 15kg can be waist height in relation to the individual when 1 person is accessing it from steps as long as it's not too awkward or bulky to handle. · During work at height the surrounding area should be kept	Review activities and consider whether working at height can be eliminated. If required, is there appropriate equipment in good condition available and are the controls being adhered to?	• Ladders checked regularly as part of maintenance plan • Ladders to be used with second person at base • For high work- towers or cherry pickers to be hired and external contractors used if felt necessary	KN 14/8/25

	clear and as far as possible tools secured to stop them falling onto people below.			
Roof work	Any work on the roof is done by contractors with specialist equipment properly cordoned off, for example mobile platforms, gantries, cherry pickers, scissor lifts and scaffold towers. The contractor produces a risk assessment and method statement before undertaking the work.	• Have you got any activity planned on the roof? • Are the people involved competent contractors with specialist equipment properly cordoned off? • Is a separate risk assessment and method statement (RAMS) in place? Property A–Z RAMS guidance	• All roof work completed by external contractor • Gutter hedgehogs cleaned by members of management committee	KN 14/8/25
Falls from bunks - safety rails and ladders	Where bunks are present and in use the safety rails and ladders are inspected at least monthly as part of the routine monthly property check.	• If present, are safety rails and ladders in good condition? Bunk beds should have guard rails on both sides and a gap of 11.8 inches (30cm) to allow access to the bed. There should be no gaps of more than 2.95 inches (7.5cm) around the sleeping surface. There should be no gaps of less than 2.6 inches (6cm) or more than 2.95 inches (7.5cm) in the bed's structure.	• All bunk beds are within standards • All are regularly checked for loos fitting and broken slats	KN 14/8/25
Falls from windows, balconies and walkways at height	There are window restrictors provided on windows at height and barriers on high-level walkways and balconies, as appropriate. These are checked as part of the routine monthly property check.	Where required, are window restrictors and barriers on walkways and balconies in place and in good condition?	• Windows can only be opened a certain distance. • Hirers responsible for ensuring members do not climb in our out	KN 14/8/25

Finance and Insurance

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Insurance	See Girlguiding headquarters guidance on insurance requirements.	Do you have all the appropriate insurance cover in place? Insurance	• Yearly policy in place. • The cover of policy is reviewed annually	KN 14/8/25
Finance		Two accounts in place – current account and high interest Minimum of three signatures on each account Yearly return to Charities Commission completed and information updated as required Spending is agreed and prioritised dependent on monies available All payments due on departure or within 24 hours of visit. Deposits are non refundable	• Division Commissioner will ensure accounts are reviewed in accordance with Girlguiding Policy	KN 14/8/25

Fire – Fire risk management

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Fire risk assessment	There is a site-specific fire risk assessment in place for the premises.	Has the premises had a site-specific fire risk assessment undertaken containing specialist information on building construction and systems required if any? Property A-Z Fire risk assessment	• Fire Risk Assessment completed 2020 and all works actioned • Regular review undertaken	KN 14/8/25
Safety of emergency services, particularly Fire Service personnel attending a fire	The design and construction of the premises and nature of the operations is such that there should be no surprises for local authority fire-fighters attending a fire at the premises. They shouldn't be confronted by fire situations their training hasn't prepared them for.	Check the validity of the statement to the left.	• Agree with statement	KN 14/8/25
Emergency evacuation, including fire evacuation and training	Emergency evacuation practices are organised annually. Details of the premises-specific emergency evacuation plans are reviewed annually and are on display in the premises.	• Is your premises emergency evacuation plan up-to-date and on display? • Have you held a premises evacuation practice in the past 12 months? Record details here of any planned and unplanned evacuations including date, time and any lessons learnt. Property A-Z Fire, Emergency evacuation	• Following Fire Risk Assessment, an initial muster point is now in place half way down field. Once all members are accounted for then group to move to camp fire area	KN 14/8/25
Evacuation of disabled people	Where any equipment has been provided to raise the alarm for or help with the evacuation of disabled people,	• Based on your risk assessment, do you need any equipment to raise the alarm or help with	• No Additional equipment required. • The drop from double	KN 14/8/25

	suitable training is given, and it is regularly tested and maintained. Equipment could include devices to alert people who are blind and/or deaf, and evac chairs or slides to help evacuate people with walking difficulties.	evacuation? Has this been provided? • Has it been tested? • Has it been maintained? • Do you have enough trained people to help with its use? [Property A-Z Fire, Evacuation of disabled people]()	opening doors would be manageable if disabled access is not reachable	

Fire – ignition sources, materials and accelerants

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Arson, including issues around rubbish and waste storage and collection	• Unsecured areas around the premises are kept clear of combustible materials. • Waste skips and/or wheelie bins are stored in a designated area.	Look at waste storage and disposal arrangements on your site. Bins should preferably be stored at least 5m from the building, although this isn't always practical. If they're stored in a public place or area, they should be locked to stop unauthorised access. Look at the storage location and check that it doesn't interfere with, block or otherwise obstruct safe evacuation from the building to the evacuation points. Is waste regularly collected?	• No External bins	KN 14/8/25
Smoking	Smoking isn't permitted on the premises. There is no requirement to provide a smoking area, but if there is one, it's in a suitable location away from the premises. If it's in an area under our control, a	Have you chosen to provide a smoking area and are all premises' users aware where to go? If this is in an area under your control, have you provided a suitable bin and	• All smoking/ vaping must be off site	KN 14/8/25

	suitable bin is provided and regularly emptied.	is this regularly emptied? Property A-Z Smoking		
Fire pit/wood storage	Fire pit and wood storage is away from the building with suitable fire extinguishing equipment readily accessible.	Review the location of any fire pit or wood storage – is it at least 10m away from the building. Is suitable fire extinguishing kit available? If it isn't 10m away what mitigating controls are in place?	• Wood stored in purpose built shed away from main building • Ash to be disposed of in metal dustbin • Water fire extinguisher by wood store	KN 14/8/25
Camp Fires and Cooking Fires		Concrete blocks in place for small fire building Metal crates and sheets available for patrol cooking Buckets available for water	• Hirers to be advised to consider watering surrounding ground during periods of hot weather • All ashes to be cold before adding to dustbin • Camp fire area to be cleared after use • All unused wood to be returned to wood store	KN 14/8/25
Storage of liquid petroleum gas (LPG)	Bulk storage of LPG is designed at installation to comply with the current regulations and is regularly inspected and maintained by the supplier. The storage area is regularly checked to ensure adequate ventilation is maintained. Where small amounts of bottled gas and/or cartridges are held on site, suitable storage arrangements are provided and	Review the location of any LPG storage against the appropriate guidance and ensure appropriate controls are in place. Are all the details covered in your local fire risk assessment? Property A-Z LPG	• No LPG gas on site • Hirers using LPG gas need to ensure it is in use away from main building and that hoses and regulators have been replaced within last 3 years	KN 14/8/25

	maintained. Details of the arrangements are included in the local fire risk assessment.			
Lightning conductor checks	Lightning conductors are inspected every 14 months. Lightning protection isn't a legal requirement in the UK unless your building is at a much higher risk of getting struck by lightning because of its location and/or height and the insurance company requires it.	Do you have a lightning conductor on the building? Has it been inspected in the last 14 months?	N/A	
Battery storage and charging	Batteries are stored and charged appropriately.	Check all batteries, including any installed in equipment, are stored and charged appropriately.	• All batteries are in external machinery cupboard. Batteries are not left for long periods on charge	
Lithium Batteries	As found in e scooters, e bikes and wheelchairs		• Hirers to be advised these must not be charged on site due to fire risk	KN 14/8/25
Flammability of furnishings	Curtains and furnishings are of the appropriate standard.	Review curtains and furnishings – are they all of the appropriate standard? [Property A- Z Flammability of furnishings]()	• All curtains, soft furnishings and mattresses reach the appropriate standard	KN 14/8/25
Fireworks	Risk to building and surrounding woodland		• Not permitted accept for sparklers	KN 14/8/25

Fire – detection and warning systems

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Fire alarm and detection system	• The premises is reviewed and if necessary a fire alarm is installed incorporating manual call points, automatic detectors and sounders. • All wiring to the fire alarm system is fire-resistant. Performance cabling complies with standards at the time of installation. • The premises are set up so that if the alarm is raised it's fully audible throughout the premises, either because people can easily be heard shouting or there's an audible bell/siren/klaxon. • In the event of a fire the premises is evacuated and the person in charge phones the emergency services	Is everyone using the premises aware of the process for raising a fire alarm? Property A-Z Detection systems and warning systems	• Alarm system serviced annually • Monthly checks undertaken and recorded	KN14/8/25

	to confirm a fire.			
	If an alarm system is fitted, it's serviced and maintained by specialist contractors every 6 months.	Has the fire alarm system been serviced in the last 6 months?		
Unavailability of fire alarm during maintenance	Contractors are asked to inform premises managers if the system is unavailable during maintenance work and/or if the system fails, at which point contingency arrangements are put in place.	Is any work planned that might impact the system? Property A-Z Contingency planning	N/A	
Manual call points (if applicable)	• There are manual break-glass call points at all fire exits linked to the alarm system. • These are kept clear, and checks are undertaken to ensure they're available for use. • They're tested periodically with all checks and tests recorded. Premises users operate these in an emergency. • The alarm can be heard in all areas of the premises.	• Where manual call points are provided, are they kept clear and available for use? • If you don't have a fire alarm fitted, are you satisfied that if an alarm was raised it could be heard throughout the premises? • Where applicable, have you tested a different call point each week, using the test key in the base of the call point, to check the alarm sounds and can be heard? • If a Dorgard or similar automatic device is fitted to fire doors, does it release when the alarm is raised? Property A-Z Devices to hold doors open including Doorguards	• Each manual break glass call point checked monthly • Automatic Dorgards are in place on hall , kitchen and dormitory doors – batteries replaced when running low	KN 14/8/25

Fire – means of escape and building design in relation to fire spread

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Compartmentation • A building is divided up into fire compartments to stop a fire spreading unchecked throughout the building. • The compartment boundaries consist of walls, doors, floors and ceilings that enclose an area. They not only stop but should also resist the spread of fire for a set time. Typically, this can be for 1, 2 or 4 hours.	Compartmentation is in place as appropriate.	Check appropriate compartmentation is in place. Property A-Z guidance Compartmentation	• Automatic dorgards restrict spread of fire	KN 14/8/25
Number of fire exits and identification of evacuation routes	• Travel distances to final exits would have been calculated when the premises were built. They are reviewed when the	Are all emergency exit routes under your control, including stairwells: • Clearly marked, with unobstructed and easy-to-follow signage?	• Signage in place • Walk around building weekly to ensure no blockages internally and externally	KN 14/8/25

	site-specific fire risk assessment is undertaken based on the layout at that time. They are recalculated if/when there are material alterations. • Directional signage is located throughout the premises indicating preferred escape routes leading to final exit points. • All signs comply with approved standards.	• Unobstructed and free from combustibles? Property A-Z Travel distances, Signage and notices, Fire directional signage		
Movement through the premises	Walkways and escape routes are kept clear for ease of access.	Are you doing an opening check each time the building is used to ensure all walkways and escape routes are clear?	• On hirers welcome pack	
Suitability of fire doors	A door needs to be a fire door when it's on a 'protected route', such as on a stairwell or corridors that lead to a final exit fire door. All rooms, such as offices leading onto the protected route must be fitted with a fire door.	Have you risk assessed which internal doors need to be fire doors and which doors are need to be final exit doors? Property A-Z Fire doors	N/A	
	• All internal fire doors are fitted with a self-closing device and door seals (expansion strips) which are either designed to hold back cold smoke or hot smoke. • They must not be propped open.	• Are all internal fire doors fitted with door seals that are in good condition? • Do they have a working self-closer? • Are all internal fire doors kept shut and not left propped open, or fitted with a suitable hold-open device like a Dorgard or	• Yes	KN 14/8/25

	• All fire doors are closed when the building is unoccupied. • All fire doors can be opened from the inside without a key, even when locked. • The availability of fire exit doors is checked daily, and they're fully opened monthly when their condition is reviewed, and any defects addressed immediately.	device linked to the fire alarm? • Have you opened the final exit doors:* are they all secure, free from obstructions and openable from the inside without a key? Property A-Z Fire doors		
	All internal fire doors are marked 'Fire door - keep shut'. Final exit doors have an illuminated sign above them with 'Keep clear' signage on the back of the door.	Are all fire doors marked appropriately with: • 'Fire door - keep shut' signage? • A clear, 'Fire exit' sign above the final exit, illuminated with an emergency light if there's insufficient light to illuminate in an emergency? • 'Fire door - keep clear' signage on the back of final exit doors? • Any signage necessary to instruct the user? For example, 'push bar to open' Property A–Z Fire doors	• All in place – signage both internally and externally	KN 14/8/25
Access to and from inner Rooms	• Inner rooms are those accessed only via another room (the	Are all fire-rated glass panels in fire doors left uncovered so you can see	• All in clear view	KN 14/8/25

	access room). This doesn't include rooms directly off fire escape corridors. • Inner rooms used as accommodation space generally have a vision panel of wired glass fitted in the wall or door to help assess any fire within the room. Alternatively, there can be automatic fire detection within the room. A cupboard wouldn't normally have a vision panel. • Furniture and items in access rooms are arranged to allow for safe passage.	into the room? Property A-Z Fire - inner rooms		
Smoke extraction system	Details of any smoke extraction system are included in the fire risk assessment. The system is regularly serviced and the intakes kept clear at all times.	If you have a smoke extraction system are the details included in your fire risk assessment? Are the air intakes kept clear? Is there a service contract in place? Property A-Z Smoke extraction system	N/A	
Smoke vents	Details of any smoke vents are included in the fire risk assessment. Any automatic vents operating using a pneumatic ram are tested annually in accordance with the pressure vessel insurance examination and written scheme.	If you have any smoke vents are the details included in your fire risk assessment? Property A-Z Guidance - smoke vents	N/A	

Fire – firefighting equipment

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Fire-fighting provision, including fire extinguishers to help with escape	Water (class A), carbon dioxide (CO_2) (class B) and dry powder (class C) fire extinguishers or P50 fire extinguishers and/or fire hoses are provided, with their location determined by risk assessment.	Have you risk assessed the location of fire extinguishers? Property A-Z Fire extinguishers	• Fire Extinguishers in main rooms as per advice of external contractor	KN 14/8/25
	Water (class A), carbon dioxide (CO_2) (class B) and dry powder (class C) fire extinguishers and/or fire hoses are maintained annually and repaired or replaced if they become defective. P50 fire extinguishers are refilled after 10 years and replaced after 20, or repaired or replaced if they become defective.	Have you got a suitable maintenance contract in place? Property A-Z Fire extinguishers	• Yearly contract	KN 14/8/25
	All fire extinguishers and/or fire hoses provided are checked monthly.	Are you checking the fire extinguishers and fire hoses for damage and ensuring they're in the correct location and fully accessible?	• Checked monthly for damage	KN 14/8/25

Food safety

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Storage and cooking of food products for consumption	Where people are permitted to store, prepare and cook food on the premises, suitable facilities are provided and checks undertaken to ensure any fridges, freezers and cookers are working at the appropriate temperatures.	If you allow people to store, prepare and cook food on the premises you need to undertake regular checks to ensure: • The facilities are suitable for the preparation of food, and kept clean, in good condition and readily cleansable. • Any freezers are running at -18°C and any fridges between 0 and 5°C. • Any ovens provided are reaching the temperature indicated on the equipment.	• Fridge and freezer thermometer in place • Ovens checked termly • Any condiments left by previous owners are checked for BBE dates	KN 14/8/25
Private water supply	Suitable treatments and/or testing regimes are in place, with signage indicating potability or otherwise of water and its fitness or otherwise for human consumption.	What controls are in place to ensure water is potable and/or not consumed? Guide for private supply owners/users - Drinking Water Inspectorate (dwi.gov.uk) http://www.mygov.scot/test-private-water-supply	• Mains water only for cold water. Hot water tank for hot water	KN 14/8/25

Grounds

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
External areas	Areas where leaves, algae, rubbish, bird droppings or dust can accumulate and present a slipping/tripping hazard are regularly reviewed and appropriate remedial action is taken.	Are all external areas in good condition, and free of leaves, algae, rubbish, bird droppings and dust that can accumulate and present a slipping/tripping hazard? If not, what action are you taking? If there's local building activity, are you paying particular attention to dust control?	• As part of maintenance, leaves are cleared weekly, drains are checked after heavy rainfall • Paths and carpark area are jet washed yearly	KN 14/8/25
Trees' location, age and condition	Trees are maintained with low branches pruned and obviously dead or decaying trees/branches removed.	Review all the trees on your property and consider specialist inspections for those considered high risk due to location, age and or condition. Ensure any obviously dead or decaying trees/branches are removed. Be aware that some trees may have protection orders and you may need to seek permission to remove them and/or undertake work on them. Property A-Z Tree management	• Survey carried out by tree surgeons biannually and recommended work carried out. • Grounds walk through usually weekly and any fallen trees or overhanging branches are dealt with.	KN 14/8/25
Grounds maintenance	Suitably competent people do ground maintenance using appropriate equipment that is properly maintained.	Review Property A-Z Ground maintenance	• Where applicable training on machinery given • No solo working using machinery permitted	KN 14/8/25

Hazardous chemicals (control of substances hazardous to health [COSHH])

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Incorrect storage and handling of chemicals, including first aid response needed	COSHH assessments are undertaken of chemicals used by employees and volunteers helping manage the building.	Have you assessed any chemicals (any item labelled with a hazardous warning sign) used? For example, glues, aerosols or cleaning chemicals? Property A-Z Hazardous chemicals (Control of substances hazardous to health (COSHH))	• Small quantities of paint, fuel and chemicals kept in external garage with good ventilation	KN 14/8/25

Legionella

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Site-specific risk assessment	Some larger, non-domestic systems have a risk assessment undertaken by an external company of legionella specialists. For smaller, less complex premises this document should be sufficient.	• If you have a large, complex building or don't feel you're competent to undertake the risk assessment yourself have you had a legionella risk assessment done for the premises? • Have any actions identified been completed? Property A-Z Legionella	• Water is run through all taps and showers on a termly basis even if building has been hired during this time • In the event of a closure of the building for a long period a Legionella test will be organised •	KN 14/8/25

Details of named responsible person(s), their competency and training	The property management group identifies the named responsible person(s).	In the local controls section, provide details of the named competent person(s) and their responsibilities. Property A-Z Legionella		
Design and construction of system, including dead legs (pipework that doesn't go anywhere) Stagnant water	• This is considered when the building is acquired and/or any work undertaken. • A review of the existing systems is undertaken on the introduction of this document	Review your water system: • Include a description of the system. • Consider water storage and how often the system is used. • Is there a risk of stagnant water? • Are there any dead legs - these can occur where equipment or facilities have been removed? • Do you have equipment capable of producing aerosols like shower heads, garden sprinklers or hose heads? If so list and mark these on a site plan. Property A-Z Legionella	N/A	KN 14/8/25
Stagnant water/production of aerosols	Unused equipment capable of producing an aerosol, such as taps and shower heads, are flushed through monthly.	Has any unused equipment capable of producing aerosols (taps or shower heads) been identified and have they been flushed through this month? Property A-Z Legionella Include details of equipment identified and flushed through.	• Termly flush through	KN 14/8/25

Cold water temperature	The temperature of cold water at inlet and stored in the system is maintained below 20°C.	Check the temperature of incoming and stored water and ensure it remains at a temperature of less than 20°C. If necessary, site storage tank in a cool place and provide insulation. Property A-Z Legionella	N/A	KN 14/8/25
Hot water temperature	Hot water is stored above 60°C.	Check the temperature of any stored hot water is above 60°C. Property A-Z Legionella	• Temperature set	KN 14/8/25
Water temperature, nearest and furthest tap	The temperature of hot water at the nearest and furthest tap from the boiler/storage tank should be no less than 50°C after 1 minute. The temperature of cold water should be below 20°C after running for 2 minutes. You can test this by testing the water coming out of the taps. Or if a temperature-controlled mixer valve is fitted, you can check the temperature of the inlet pipes.	Check the temperature of the nearest and furthest tap from the boiler/storage tank using a calibrated thermometer. Property A-Z Legionella	• Temperature checked on termly basis	KN 14/8/25
Build-up of limescale/producti on of aerosols	In hard water areas, shower heads or spray heads fitted to sinks are descaled or replaced annually or more frequently if determined by risk assessment.	If you're in a hard water area, have shower heads or spray heads fitted to sinks been descaled or replaced within the last 12 months? Property A-Z Legionella	• Showerheads to be descaled as part of routine maintenance	KN 14/8/25

Machinery

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Unauthorised access to or failure to adequately guard machinery, equipment and areas of the premises (where appropriate) Safety information/ warning signage, for example for use of equipment or unprotected edges	Rooms dedicated to mechanical and associated electrical equipment, electrical substations and switch rooms are: - Kept locked - Not used for general storage Where appropriate, interlocked, fixed guards or padlocks are provided. Contractors review the guarding on mechanical and associated electrical equipment during service visits and bring defects to the attention of premises management. Premises management review the guarding on equipment employees use directly. As far as practical, manufacturers' warning labels are left in-situ.	Are doors to all rooms dedicated to mechanical and associated electrical equipment kept locked? Are the doors also kept locked to areas where there is access to dangerous machinery or chemicals, plus rooms with any electrical panel fitted to a wall? If needed, are guards on equipment employees use directly in place and in good condition? Ensure there's no general storage in rooms dedicated to mechanical and associated electrical equipment.	• Machinery kept in locked garage and keys only available to members of management committee • Suitable ventilation in place to prevent build up of fumes • Limited amount of fuel kept on site and replaced as required • Signage in place advising of chemicals • All electrical equipment checked each year • Service of tractor biannually • Training of equipment provided if required. • PPE equipment available • No mechanical equipment or ladders to be used if solo working	KN 14/8/25

Management Committee

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Suitability and competence of staff and volunteers involved in managing the property, including: Incomplete recruitment and vetting process, if required	Volunteers involved in managing the property undergo a recruitment and vetting process relating to the activities they perform. If they're involved directly with Girlguiding, this includes Girlguiding disclosure checks and an expectation that they will follow the volunteer code of conduct and do a safe space training.	Have all volunteers involved in managing the property got an up-to-date disclosure check if required? If they don't, make sure they're supervised while doing any regulated activity. Have they completed the right training for any planned activities?	• All members of the Management Committee who deal with finance and personal information hold GG disclosure checks and Safer Guiding • Members of the management committee without these checks are not on site during hirings unless accompanied	KN 14/8/25
Out-of-date Girlguiding disclosure checks if required Inadequate training and awareness	Training requirements for those involved with Girlguiding are checked via GO. If staff or volunteers aren't Girlguiding members, the management committee considers what checks and training are needed.	Has any of their training expired? If they don't have the right training, make sure they're supervised. Prompt volunteers to sign up for any training they need. Recruitment and vetting policy Volunteer code of conduct	• All members of the management Committee agree to abide by the GG code of Conduct.	KN 14/8/25
Fitness/ability of employees, volunteers and others involved in managing the property	Individual risk assessments are done for staff and encouraged for others. These include assessments for pregnant individuals, and adjustment or wellbeing action plans for anyone with additional needs.	Are individual risk assessments, and adjustment and wellbeing action plans in place and current for anyone who is pregnant or who has additional needs? Making reasonable adjustments	• As part of welcome pack for hirers reference given to PEEP • Emergency contact details held for all members of the	KN 14/8/25

	A personal emergency evacuation plan (PEEP) is part of the adjustment or wellbeing action plan and should be activated when needed. People are asked to report any condition that might impact on their ability to do an activity safely. This includes allergies to food, animals, insect bites, latex, pollen and other allergens.	Personal emergency evacuation plan Pregnancy risk assessment Have you considered allergies or other issues in relation to the activities you have planned?	Management Committee	

Manual handling

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Lifting and handling: • Dropping heavy items • Overloading • Trapping • Size and weight of items • Condition and texture • Repetitive movement • Twisting and turning • Frequency and timing	There's guidance on manual handling in our health, safety and welfare procedure (drafted and in consultation). People ask for help if required and don't carry out repetitive tasks.	If you employ staff, ensure they know to follow the guidance when undertaking any manual handling tasks. Health, safety and welfare procedure (drafted and in consultation)	N/A	
Appropriate furniture suited to age and physical condition of users	Members and volunteers are able to handle furniture without injuring themselves.	• Check the furniture is suitable and consider storage arrangements for this equipment. • If items are over-stacked they can be difficult to access and become unstable.	Chairs are checked termly to ensure all fittings are tight	KN 14/8/25

Security

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Physical security of building	The property has an appropriate level of security. This will vary from place to place, but could include boundary fencing, gates at access points, CCTV and security alarms.	Make sure that the building and/or rooms can be secured from the inside without compromising quick escape in case of emergency. Do you need to provide training to building users on turning the alarm on or off?		KN 14/8/25
Provision of security alarm	If an alarm is provided it's regularly serviced.	If you have a security alarm, has it been serviced in the last 12 months?	N/A	
Opening and closing the premises	• Everyone who opens and closes the premises is aware of what to do. Checks are done to make sure nobody is left inside. • Individuals are vigilant of suspicious vehicles or people in the surrounding areas and know to contact the police if necessary. • When the unit meeting place is closed with no-one inside, all doors are secured.	• Is everyone involved in opening and closing the premises aware of what to do? • Are they following these procedures? Health, safety and welfare procedure (drafted and in consultation)	• Hirers given instructions re key safe codes • Hirers advised to close external gates when all visitors on site • Key safe codes to be changed 1st January. April, September	KN 14/8/25
Terrorism, including bomb threats	• The level of control is dependent on the location and capacity	Is your premises a qualifying building with a capacity above 100? If so, you'll need to complete a separate review and determine the level of response	N/A	

		of the building. • Where appropriate, invacuation and evacuation plans are in place together with suspicious package procedures. • All staff and volunteers involved in managing the building have access to Run Hide Tell information.	needed. Property A-Z Violence and terrorism		

Slips, trips and falls

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Cabling	Cables are routed away from walkways and areas where they could present a trip hazard. With cable ties and conduits used to minimise the risk.	Is all the cabling for IT equipment and power, in good condition and routed away from walkways?	N/A	
Provision of mats near entrances	Mats are provided at entrances to capture water on entry and reduce the risk of slips.	Do you have sufficient mats in good condition at entrances to reduce slip hazards?	• None slip mats in position at each door	KN 14/8/25
Objects on the floor, wet slippery floors, untied shoelaces, breakages and spillages	• Employees and volunteers are encouraged to dynamically assess the property before activities start. • Temporary signs are used to alert people to any risks while they're being addressed. • Breakages and spills are dealt with as soon as they happen or are noticed. If necessary, the area is supervised or cordoned off. • Cleaning equipment to clear spillages is available. • As far as possible surfaces are left dry and	Is there sufficient and adequate cleaning equipment and signs available?	• Cleaning materials available although hirers advised to bring their own • Hirers advised to bring their own shower mats • Wet floor sign available	KN 14/8/25

	free from debris.			
Routine cleaning method/treatments used on floor surface	Cleaning schedules and specifications are in place and standards reviewed.	• Is there a cleaning schedule and specification in place? • Is the standard of cleaning achieved acceptable?	• Industrial cleaning provision being currently explored	KN 14/8/25
Ongoing issues with slippery floors that can't be resolved	Where there are issues identified in a particular location that cannot be resolved locally then consideration is given to slip testing and specialist advice being sought.	Review Slips index	N/A	
Uneven ground			• Hirers are aware that external grounds are uneven	KN 14/8/25

Struck by a moving object

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Moving windows, doors, gates, shutters or barriers	• Where windows should and have been put into doors including fire doors is kept under review. • Fixtures and fittings are designed to comply with the current British standards on installation, and have all the appropriate guards, including brush guards where there are finger traps. • Windows, doors, gates, shutters or barriers that could swing in the wind are fixed with hooks or another means of restraint and the premises users and staff are instructed in their use.	• Have there been any changes that might require additional controls like vision panels, hooks or other means of restraint? • If a hook or restraint is fitted, has everyone who needs to be instructed in its use been properly briefed? Property A-Z Moving windows, doors, gates, shutters or barriers	N/A	
Unstable equipment, including filing cabinets	• Filing cabinets have restrictors on the drawers so only 1 can be opened at a time. • Stability can be improved by weighting equipment down and loading heavier items	• Does only 1 drawer open at a time on your filing cabinets? • Are all fixtures and fittings secured back to the wall so they can't fall? • Are stacks of chairs and tables stable? Do you need	• Chairs stacked in groups of 3 facing wall to avoid topple incidents	KN 14/8/25

	at the bottom. • Fixtures and fittings (shelves, mirrors) are secured to the wall to stop them falling. • Stacks of tables and chairs are stable.	to restrict the maximum number per stack?		
Finger traps	Consideration is given to providing finger guards on doors where children may be left alone.	Are there any doors, for example on toilet cubicles, where finger guards are needed?	N/A	KN 14/8/25
Mechanised doors and shutters	Automatic doors and shutters are regularly serviced and maintained.	Do you have a service/maintenance contract in place for any mechanised doors and shutters?	N/A	KN 14/8/25
Moving vehicles during drop-off and collection and when making deliveries	• Speed limits • One-way systems • Clearly defined car-parking spaces • Pedestrian walkways • Suitable signage Are all considered and provided as and when appropriate.	Review vehicle movements outside the building and/or in any car park - are these all appropriately controlled?	• Car park has max of 10 -12 vehicles • Hirers to put out sign to prevent vehicular access and close gates • Delivery vehicles or contractors to be supervised when moving to prevent accidents	KN 14/8/25

User Information

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Communication and information on safety issues with premises users	Girlguiding headquarters consults with volunteers who are members of Girlguiding when developing policies. Guidance and changes to processes and requirements are regularly communicated. Property management provides safety notices and signage where appropriate. There is regular contact between property management and premises users.	Are the correct notices/signs on display on the notice boards and around the premises? Do you have regular communication with the premises users? Is there anything you need to communicate? Have you let all users know where the gas shut-off, electric mains switch and water stopcock are, and how to use them? Property A-Z Signage and notices	• Hirers sent welcome pack in advance • All activities available on site on website • All inventories available on website • User manuals in a folder • A-Z of helpful information in folder for hirers and on website • Risk Assessment on website	KN 14/8/25

Welfare

Factors contributing to risk	*Control measures* *What is, should or could be put in place to control the risk?*	*Local action needed*	*Confirm controls in place, or actions being taken and who is taking them* *If not applicable, insert N/A*	*Date completed*
Provision of welfare facilities	Facilities to get drinking water and make hot drinks are provided so employees and volunteers can warm themselves during cold weather. Toilets and washing facilities are available and readily accessible to meet the needs of the people using them at any 1 time. This includes provision of disabled facilities. The facilities are well maintained, there is: • Adequate supply of toilet paper • Suitable and sufficient supply of soap • Hot and cold or warm water provided to the basins	Are adequate facilities provided?	• Spare cleaning materials , toilet paper etc on site for meetings, management committee, contractors etc	KN 14/8/25

Name of unit risk assessment completed for: The Radcliffe Centre,	
Address of meeting place covered by the risk assessment: Harding Close, Croydon CR0 5QZ	
Name of person completing risk assessment: Kim Nicolls	
Role: Chair of Management Committee	Membership number: 101741
Date review initially completed: 14/8/2025	Signature*: Kim Nicolls

Review history		
Date	Signature	Summary of changes (if any)
8/8/2025	Kim Nicolls	Action Plan • Emergency Contact details for all members of management committee • Code of conduct for all members of management committee • Update hirers information • Complete A-Z for hirers • Complete instruction documents folder • Thermometers added to fridges

* Both electronic and wet ink signatures are acceptable.