

Castle Mound risk assessment

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date You must complete this for every action	Guidance notes Be as specific as you can with the detail that you give in this document. What will you do to reduce the risk of a hazardous event happening?
Fire (See also Kitchen)	All at risk of burns, smoke inhalation and possible death.	Serviced fire alarm. Fire doors Smoke curtain on hatch Serviced fire extinguisher and blanket in kitchen Serviced emergency lighting indoors and out. Fire exits to be kept clear Fire assembly point at far end of car park on left (straight out from front facing doors)	Low	Low	No naked flames indoors (gas stoves, candles etc and no fires outdoors near the cabin or anywhere in the car park. Mobile phones not to be left charging unattended at night. Fire exits to be kept clear A fire warden to be appointed for residentials, to oversee evacuation and reset the fire alarm if set off accidentally	Serviced equipment checked 6 monthly under contract. Fire warden and all leaders to ensure fire exits kept clear during their stay.	Ref: Fire service instructions.

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Smoking	All Health and role model issues.	No smoking anywhere on the site, including electronic cigarettes	Low	Low	No	All adults to monitor throughout each event	
Kitchen	All users Smoke and fire as above.	Smoke curtain to be lowered when people are sleeping in the main room	Low	Low		Fire warden appointed by leader in charge, to ensure rule is followed each time.	Ref: Fire service instruction
Oven	All Users Danger of sparks being created.	No tinfoil to be put on shelves of oven Sign on wall near oven.	Medium	Medium		Sign checked at every 6 months. Part of introduction for new users.	Ref: oven manufacturer's instructions.

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Boiler room	Leaders Danger from electricity	Digi lock on boiler room. Wiring up to date.	Low	Low	Do not store inflammables in boiler room.	Committee to check at least 6 monthly. Leaders booking the cabin not to use the boiler room for storage.	
E coli + Legionnaires	All. Risk of disease	Showers flushed 6 monthly yearly and checked for build up of limescale in the rose. Water taps and hot water boiler to be flushed at the start of each booking.	Low	Low	In coming leaders to ensure flushing taps and water at the start of each booking	Committee of twice yearly maintenance sessions. Leaders at each booking.	
Chemicals	Leaders	Cleaning materials to be kept in designated cupboard in the kitchen	Low	Low	Responsibility of leaders	Leader I/C of each booking	

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<p>OUTDOORS</p> <p>Fire</p>	<p>All</p> <p>Risk of burns, smoke inhalation and possible death.</p> <p>Risk of back injury when lifting altar fires.</p>	<p>Rules in place:</p> <p>No fires near cabin or anywhere in car park.</p> <p>Fire buckets provided with outdoor tap.</p> <p>Altar fires provided. Need 2 adults to lift.</p>	<p>Low</p>	<p>Low</p>	<p>Leaders to ensure:</p> <p>No fires near cabin/in car park.</p> <p>All fires (except campsite to be in designated area) to be altar fires.</p> <p>Fires to be away from trees and overhanging branches</p> <p>Tripping hazards kept away from fire area,</p> <p>Fire bucket near each fire where it cannot cause tripping.</p>	<p>Leader in charge at each event to ensure safety rules followed.</p>	
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<p>OUTDOORS</p> <p>Gas stoves and solid & liquid fuel burners</p>	<p>All</p> <p>Danger of burns and explosion (if used in confined space)</p>	<p>No stoves (gas or solid & liquid fuels) are provided by the campsite.</p> <p>They must not be used in the cabin.</p>	<p>Low</p>	<p>Low</p>	<p>Gas cookers and stoves: gas pipes to be within 3 year date and properly maintained. Fire blanket to be available.</p> <p>Gas bottles to be stored outside tents.</p> <p>Liquid fuels stoves to be on level surface, should not be overfilled and fuel kept in correct safety containers (not in the cabin).</p>	<p>Leader in charge at each event to ensure safety rules followed.</p>	
<p>Streams and ditch</p>	<p>All</p> <p>Possible injury from falling into water courses.</p> <p>Chance of drowning if face submerged.</p>	<p>Three bridges provided for crossing streams.</p>	<p>Low</p>	<p>Low</p>	<p>Leader in charge to raise awareness at the start of each event and bridges to used when crossing streams.</p> <p>Supervision suitable for age of children</p>	<p>Leader in charge is responsible.</p>	

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<p>Mud particularly near bridges.</p> <p>Uneven ground near woodpile and picnic tables.</p> <p>Low roof on bunker</p>	<p>All</p> <p>Risk of slipping</p> <p>Risk of tripping near picnic benches</p> <p>Risk of banging head on low roof of bunker</p>	<p>Warning notices are in place.</p> <p>Matting has been placed under the benches to reduce the risk.</p>	<p>Low</p>	<p>Low</p>	<p>Supervision needed. Encourage people to walk on the grass, not the well walked muddy areas.</p> <p>Warn of ripping and need to duck head if going into bunker.</p>	<p>Leader in charge to ensure safety</p>	
<p>Pioneering:</p> <p>Poles and storage rack</p>	<p>All</p> <p>Risk of bangs to head.</p>	<p>Cushioning and reflective tape on ends of rack at head height.</p>	<p>Low</p>	<p>Low</p>	<p>Poles to be checked for safety (they should ring when dropped on hard surface)</p> <p>Two people to carry poles (to control the ends).</p> <p>Adults to supervise activities to ensure safety,</p> <p>Structures to be tested by adults before use. Check all ropes and lashings are secure before allowing use, and check periodically during use.</p>	<p>Leader in charge to ensure safety each time.</p>	