

What are the hazards	Who might be harmed and how	Existing risk controls	Assessment of risk 1-low 5-high			Further risk controls required	Residual risk			Action by whom	Action by when	Done
			L	C	RR		L	C	RR			
Tables – manual handling	Adults	The folding tables are stored on trolleys in the store room. The trolleys have castors to make moving easier but still require care when moving because they are heavy when loaded with tables. A minimum of 2 people are required to lift tables in and out of the trolleys. The trolley castors are lockable to prevent movement and this must be done before lifting tables in or out.	2	3	6	Tables and chairs are available for all users and are stored in the cupboard and around the room. Users are free to move the tables and chairs, but should be aware that the tables are heavy to move and should not undertake this single-handed. Trolley castors must be locked before lifting tables in or out. Tables must be carried or moved on the trolleys across the hall to avoid damaging the hall flooring. Users will be advised on precautions to take if moving tables.	1	3	3			
Chairs – manual handling	Children, adults	Chairs should not be stacked more than 5 high, and should only be carried singly. There is a chair trolley that allows stacks of 5 chairs to be moved but care must be taken to ensure that chair legs do not drag across the floor.	2	3	6	Users are free to use the stacking chairs, but should carry them carefully, one at a time. Care should be taken to avoid damaging the floor when moving the chairs. Signs to be placed in storage room instructing that chairs must not be stacked more than 5 high.	1	3	3			
Kitchen - generally	Children, adults	Signs displayed stating “Children must not enter the kitchen”.	2	3	6	Users are not to allow children into the kitchen. Users are to report any defects.	1	3	3			

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Kitchen – hot water boiler/tea urn	Children, adults	A hot water boiler or tea urn may be provided for users to make hot drinks. This will usually be in the kitchen but on occasion will be in the hall. Care must be taken when the boiler/urn is emptied of hot water at the end of use.	2	3	6	If the boiler/urn is used in the hall and children are in the hall it must be supervised by an adult at all times. Sign saying "Caution - hot" to be provided. Users will be advised that if they empty the hot water urn this should be carried outside by an adult.	1	3	3			
Fridge - hygiene	Children, adults	The fridge will be cleaned regularly. The contents of the fridge will be checked regularly. Any unidentified or out of date food and drink found in the fridge will be disposed of.	1	2	2	Users should not turn off the power supply and are not to leave items in the fridge at the end of their booking. If users use the fridge they must ensure the door is fully closed afterwards.	1	1	1			
Chemicals / cleaning materials – risk of poisoning	Children, adults	Chemicals are to be stored in the locked cupboard in the back porch. The combination on the lock is known only to approved staff. The person opening the building for use will check that the cupboard is locked before users arrive.	1	3	3	Washing up liquid is provided for users' use. Should they find any other cleaning fluids, users are to report this and avoid touching them.	1	3	3			

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Doors opening into corridor – risk of injury	Children, adults	The kitchen door has a window in it to allow users to check corridor before opening door. A sign on the inside of the kitchen door reminds users to look before opening door. The toilet doors open directly onto the corridor and there is no means of checking corridor before opening.	3	3	9	Users are to take care when opening the doors into corridor. Particular care must be taken when leaving the kitchen, especially when carrying hot drinks. Users will be reminded to look through window in kitchen door before opening.	2	3	6			
Toilets	Children, adults	Young children are not to be allowed to play in the toilets.	1	1	1		1	1	1			
Toilets – light switches in corridor	Children, adults	The switches for the toilet lights are in the corridor, where they could be switched off whilst someone is in the toilet. There are low level safety lights in the toilets which should provide sufficient light for users to be able to see to leave.	3	1	3	Users are to be aware that toilet lights can be switched off from outside the toilet. Sign to be placed beside switch reminding users to check toilets for occupancy before switching off the lights.	3	1	3			

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Wet floors – risk of slipping	Children, adults	The floor can be slippery if wet. Take care if the floor becomes wet.	2	2	4	Users are to take particular care not to allow the floor to become wet. Users to be advised where to find equipment for dealing with spillages. Wet floor sign to be put out. Two larger door mats to be put out at the entrances in wet/snowy weather.	1	2	2			
Step ladders	Adults	These can topple over if not used properly. Not to be used without permission from building manager.	2	3	6	Step ladder is not to be used by users of the lodge.	1	3	3			
Roof Void	Adults	Access to the roof void is via a hatch in the Warden’s Office. There is no built-in ladder. If access is required, then at least one other person must remain in the building whilst someone is in the void. A hard hat should be worn due to the sloping roof. No flammable, bulky or heavy items should be stored in the roof void.	2	3	6	Users must not access the roof void.	1	3	3			

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Access to building at night when dark	Children, adults	The access paths to the building can be very dark at night, especially during autumn, winter and spring. If the building is used during the evening, users will be advised to bring torches.	2	2	4							
Front doors – risk of injury	Children, adults	Access to the building at the front is through a single door. Adjacent to the door are four large glass panes running from the floor to the roof. These can be folded back to enlarge the access space to the building. These glass panes are not always obvious and people can walk into them if not paying attention.	2	2	4	Users will be advised to be aware of the glass panes. If the panes are not folded back and it is appropriate tables can be placed in front of the panes to reduce the risk of collision.	1	2	2			
Raised front decking and steps at back door - risk of slipping	Children, adults	The front raised decking and the steps to the back door are constructed from wood. Algae and moss can build up if area not cleaned regularly.	2	2	4	Decking and steps to be pressure washed at least every 12 months. These areas are to be visually checked each time the building is used for early detection of the build-up of algae and moss.	1	2	2			

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Raised front decking – risk of fall	Children, adults	The front decking is approximately 20cm above the ground level. The area to the north of the decking has been built up and includes a hoggin path to access the decking. A hoggin path runs adjacent to the west side (front) of the decking. To the south is an area which is covered by bark chips at present.	2	2	4	The area to the south of the decking will be built up with a gentle slope away from the decking. Grass will be allowed to grow in this area which will keep the soil in place. Slopes will be regularly checked to see if they need building up or repair. Users will be made aware of the drop from the front of the decking to the hoggin path.	2	2	4			
Raised front decking - risk of fall in icy conditions	Children, adults	Part of the front decking, immediately in front of the door, has a non-slip surface. The rest of the decking can get very slippery in icy conditions. This area will be gritted if the Lodge is in use and it is icy.	1	2	2	Users will be warned that the decking may be slippery when cold weather is forecast.	1	2	2			

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Warden's Yard – risk of injury	Children, adults	The back door leads directly into the Warden's Yard. This area does not have a level surface (due to tree roots) and is used for storing machinery and other equipment. At times the Warden is working in the yard with machinery and equipment. Unless access has been agreed in advance (e.g. to watch a charcoal making demonstration) no-one other than the Warden and the person unlocking/locking the building is to enter the Yard, other than in the case of an emergency.	2	2	4	Users are to use the front door for access to the building. If prior arrangements have been made with the Warden to use the Yard, then the area where machinery is stored will be temporarily taped off with netting. Users will be made aware that the Yard does not have a flat surface due to tree roots.	1	2	2			
Access to Warden's Yard	Children, adults	Access to the Warden's Yard from the building is via steps. There is an external landing directly outside the door, so that users are not immediately going down steps. The steps have a gentle pitch line; non-slip treads and handrails either side.	2	2	4	If prior arrangements have been made with the Warden to use the Yard, then users will be made aware of the step access. Should users not be able to use the stairs access will be made available via the side gate.	1	2	2			

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Main gates	Adults	The main gates are very heavy. Hirers of the Lodge are requested to close the gates at the end of their booking unless otherwise instructed.	2	2	4	If prior arrangements are made for users to open or close the main gates they will nominate an adult who is strong and careful enough not to trap their fingers.	1	2	2			
Main gates - access by emergency services	Children, adults	The main gates are usually kept closed for security reasons. They may also be secured with a chain and padlock. When the building is in use by anyone the main gates are not chained.	1	3	3		1	3	3			
Main track - risk of injury from moving cars if users park in Park	Children, adults	On occasion users are permitted to park inside the Park near the Lodge. Access is on the main track (wide enough for a single vehicle). This track is also used by pedestrians.	2	3	6	If users are parking in the Park they are made aware that the track is also used by pedestrians and instructed to drive slowly with care. Signs to be placed warning drivers of pedestrians and 5 mph speed limit.	1	3	3			
Car park – risk of injury from moving cars	Children, adults	An authorised person directing traffic in car parking areas will be issued with a high visibility jacket to wear.	2	2	4	Users must be aware of moving cars and keep children under supervision.	1	2	2			

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Pond next to Hayman Lodge	Children, adults	Pond is fenced with a padlocked gate. Access to be supervised by adults. Pond risk assessment to be used with pond activities	2	3	6	An adult is to be present at all times if the pond is being used. Gate must be shut and padlocked when not in use.	2	2	4			

Date of next review: December 2018