



## Risk Assessment Form - The Den

This is a generic risk assessment for The Den. You will need to complete your own risk assessment for any activities you carry out therein. There are separate risk assessments for on site activities including orienteering, grass sledging, etc.

|                              |                   |                   |  |
|------------------------------|-------------------|-------------------|--|
| Venue: Seven Springs, Disley | Building: The Den | Sleeps: 15 People | Date: 30//2025 by Ann Shackleton<br>To be reviewed by: 29/3/2026 |
|------------------------------|-------------------|-------------------|--|

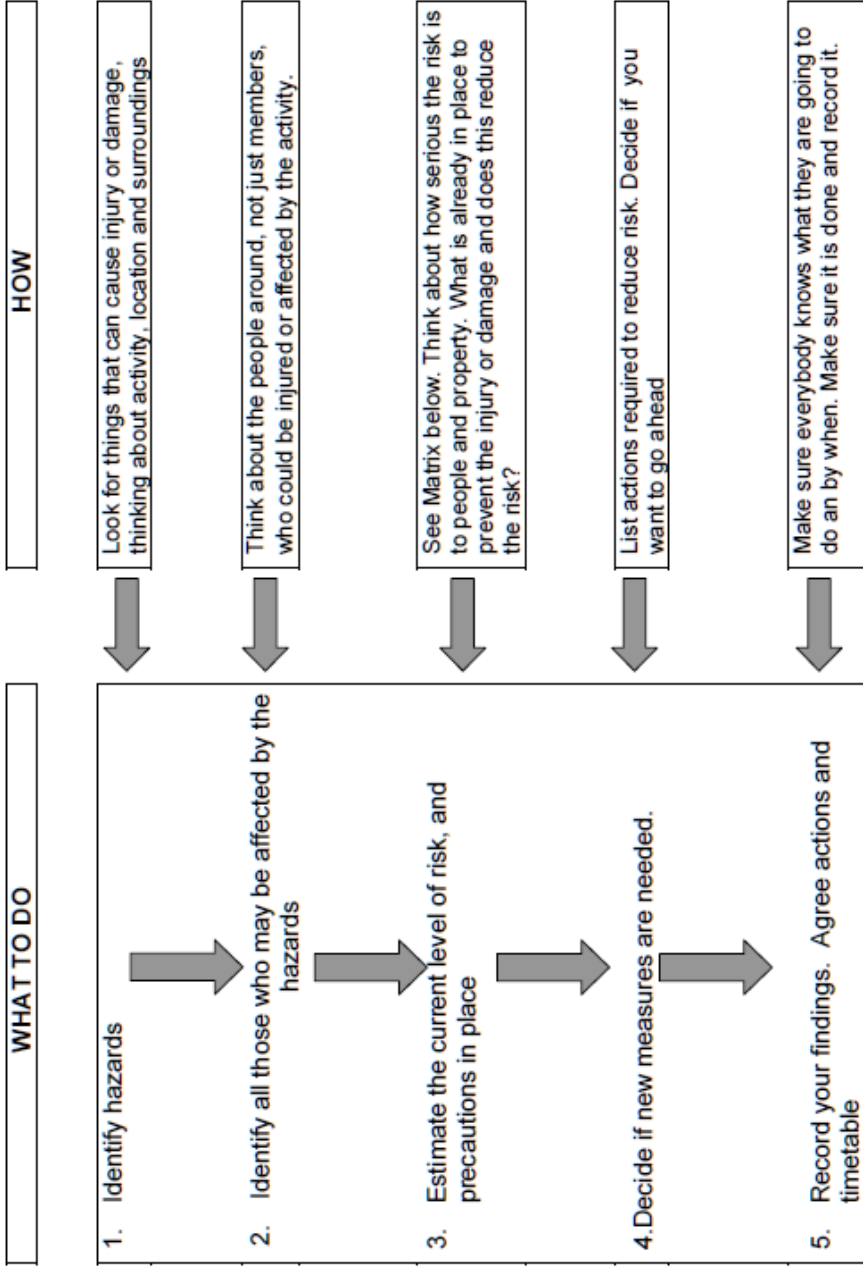
| Hazard                                 | Who is affected? | Risk                                    | How we keep you safe  | Initial Risk level | What you need to do   | Residual Risk Level |
|--|------------------|---|---|--------------------|---|---------------------|
| <b>General</b>                         |                  |   |   |                    |   |                     |
| Fire                                   | All              | Burns, smoke inhalation                 | Fire bell on cupboard by kitchen<br>Fire procedures on poster in lounge | Medium             | <ul style="list-style-type: none"> <li>Make sure everyone knows what to do in case of fire</li> <li>Do not leave hot items (in kitchen or heaters) unattended</li> <li>Extend extension leads fully before use</li> </ul> | Low                 |
| Fuse trips power                       | All              | No electricity                          | Fuse box is in dormitory on far wall. Key in kitchen                    | Medium             | <ul style="list-style-type: none"> <li>Call contacts listed on notice board if help needed.</li> </ul>  | Low                 |
| Water Leak                             | All              | Damage to building or possessions       | Stop tap is in corner cupboard in kitchen.                              | Low                | <ul style="list-style-type: none"> <li>Call contacts listed on notice board if help needed.</li> </ul>  | Low                 |
| Slippery Path/Steps and loose handrail | All              | Falling/Tripping and injury             | Handrail is taped to alert people to loose area                         | Medium             | <ul style="list-style-type: none"> <li>Do not allow running on steps or path</li> <li>Take extra care when going up or down steps</li> </ul>  | Low                 |
| <b>Kitchen</b>                         |                  |   |   |                    |   |                     |
| Oven and Hob                           | Adults           | Burn                                    | Ovens regularly safety checked  | Medium             | <ul style="list-style-type: none"> <li>Only Adults to use.</li> <li>Under 18s to be supervised at all times</li> </ul>  | Low                 |
| Kettles                                | Adults           | Scald, Burn                             | Kettle regularly safety checked   | Medium             | <ul style="list-style-type: none"> <li>Only Adults to use.</li> <li>Under 18s to be supervised at all times</li> </ul>  | Low                 |
| Sharp Knives, Peelers etc.             | All              | Cuts                                    |   | Medium             | <ul style="list-style-type: none"> <li>Supervise children using sharp tools</li> </ul>  | Low                 |
| Microwave                              | All              | Burn / scald or fire from incorrect use | Instructions provided   | Medium             | <ul style="list-style-type: none"> <li>Follow instructions</li> <li>Be careful when lifting food out of microwave in case it spills.</li> </ul>   | Low                 |

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| Cleaning Materials             | Adults                           | Irritant, Chemical Burn                          |  | Medium             | <ul style="list-style-type: none"> <li>Store all cleaning materials out of the reach children</li> <li>Follow instruction on bottles.</li> <li>Do not mix different cleaning products together.</li> </ul> | Low                 |
| Hot Pans/ Oven Trays           | People working in kitchen        | Burning hand/arm when handling hot items         |  | Medium             | <ul style="list-style-type: none"> <li>Use oven gloves provided</li> <li>Limit number of people in kitchen when oven is on</li> </ul>  | Low                 |
| <b>Activity Room / Bedroom</b> |                                  |  |  |                    |  |                     |
| Games equipment                | All                              | Trip and injury, damage to equipment             |  | Medium             | <ul style="list-style-type: none"> <li>Take care when using the games equipment</li> <li>If any equipment is damaged please report this</li> </ul>   | Low                 |
| Bunk beds                      | All but mainly children under 10 | Falling and Injury                               |  | Medium             | <ul style="list-style-type: none"> <li>Follow your organisation's policy on relevant permissions for sleeping in top bunk</li> <li>Do not allow children to play in bedroom</li> </ul>                     | Low                 |
| Radiators                      | All                              | Burn   | Instructions provided  | Medium             | <ul style="list-style-type: none"> <li>Do not cover heaters</li> </ul>   | Low                 |
| Personal Belongings on Floor   | All                              | Trip and Injury                                  |  | High               | <ul style="list-style-type: none"> <li>Make sure area around sleeping area is clear,</li> <li>Keep personal possessions and bags out of the way of where people will be walking.</li> </ul>                | Low                 |
| Sleep walkers                  | See Health Forms                 | Falling out of bed, exiting the building         |  | Medium             | <ul style="list-style-type: none"> <li>Make leaders aware.</li> </ul>  | Low                 |
| Asbestos                       | All                              | There is asbestos under the carpet in the lobby. | Regular inspections carried out. The asbestos is not accessible and poses no danger to visitors unless damaged | Low                | <ul style="list-style-type: none"> <li>Don't lift the carpet</li> <li>Report any damage to the floor immediately</li> </ul>  | Low                 |
| Dirty Floors                   | All                              | Hygiene and damage to possessions                |  | Medium             | <ul style="list-style-type: none"> <li>Remove shoes /boots in entrance and store in lobby</li> </ul>   | Low                 |

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| Stacked Chairs      | All              | Chairs falling over and injuring someone                                |                                  | Medium             | <ul style="list-style-type: none"> <li>Do not store items on top of chairs, do not allow people to sit on stacked chairs.</li> <li>Stack chairs 5 high with chair backs against the wall.</li> </ul>  | Low                 |
| Tables              | All              | Injury from tripping over tables or tables falling and injuring someone |                                  | Medium             | <ul style="list-style-type: none"> <li>Tables to be stored on table trolley when not in use</li> <li>Trolley not to be moved when full</li> </ul>   | Low                 |
| Putting Tables up   | Adults           | Injury/Trapping Fingers   |                                  | Medium             | <ul style="list-style-type: none"> <li>Take care lifting the table from folding to upright.</li> <li>Use tool provided to put tables up or carefully use hands to fold down legs.</li> </ul>  | Low                 |
| Trips/Falls         | All              | Injury  |                                  | Medium             | <ul style="list-style-type: none"> <li>Sweep/vacuum / mop floors and warn people if wet.</li> <li>Keep chairs tucked under tables.</li> <li>Make sure mess is kept to a minimum</li> <li>Tidy up activities once they are complete.</li> <li>Do not let wires / leads trail across the floor</li> </ul> | Low                 |
| <b>Bathroom</b>     |                  |   |                                  |                    |   |                     |
| Cleaning Materials  | All              | Chemical Burns/Irritant   |                                  | Medium             | <ul style="list-style-type: none"> <li>Do not store cleaning materials in cupboard in bathroom unless locked.</li> <li>Store out of children's reach</li> </ul>   | Low                 |
| Hot Water           | All              | Scald/Burn  | Sign to inform people how to use | Medium             | <ul style="list-style-type: none"> <li>Make sure thermostat is set to correct temperature</li> </ul>  | Low                 |
| Wet/Slippery Floor  | All              | Injury  |                                  | Medium             | <ul style="list-style-type: none"> <li>Supervise young children whilst cleaning teeth/washing etc.</li> <li>Mop toilets after morning/ evening use if necessary.</li> <li>Check regularly</li> </ul>  | Low                 |
| Cleaning            | All              | Cross contamination   |                                  | Low                | <ul style="list-style-type: none"> <li>Use separate cloths for cleaning toilets and/or sinks.</li> </ul>  | Low                 |
| Shower              | All              | Trips /Falls  |                                  | Low                | <ul style="list-style-type: none"> <li>Anyone using the shower should be advised to take extra care when getting in / out of the cubical</li> </ul>   | Low                 |
| <b>General Site</b> |                  |   |                                  |                    |   |                     |
| The Dark            | All              | Not being able to see and tripping over                                 | Outside lights provided          | Low                | <ul style="list-style-type: none"> <li>Bring a torch if you are arriving, leaving or plan to be walking around outside in the dark</li> </ul>   | Low                 |

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| Mobile phone reception poor | Mobile Phone Users | No reception                          |  | Low                | <ul style="list-style-type: none"> <li>Step outside building for better coverage.</li> </ul>  | Low                 |
| Car Park                    | Car users          | Injury to people/damage to vehicles   |  | Low                | <ul style="list-style-type: none"> <li>Park sensibly taking into account ground and weather conditions</li> </ul>   | Low                 |
| Ice and/or snow on lane     | Car users          | Not being able to get out of the site | Grit bit at the end of Corks Lane  | Medium             | <ul style="list-style-type: none"> <li>Clear lane with shovel (can be found in barn 4)</li> <li>Don't attempt to drive cars until completely clear.</li> </ul>                          | Low                 |
| Dogs                        | All                | Dog causing distress or injury        | None allowed on site other than assistance dogs and the volunteer warden | Medium             | <ul style="list-style-type: none"> <li>Any dogs must be on a lead</li> <li>Clean up any dog waste immediately.</li> </ul>   | Low                 |
| Security                    | All                | Intruders                             | The site is on private with clear signage                                | Low                | <ul style="list-style-type: none"> <li>Consider security in your own risk assessment</li> </ul>   | Low                 |
| Uneven pathways             | All                | Slips/Trips/Falls                     | Regular maintenance of the site  | Medium             | <ul style="list-style-type: none"> <li>Use torch at night</li> <li>Walk carefully wearing sensible footwear</li> <li>Take particular care using the steps leading to The Den</li> </ul> | Low                 |

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

|                                      | Slight Harm                                  | Harmful   | Extremely Harmful                              |
|--------------------------------------|--|---|--|
| Severity                             | superficial injuries, minor cuts and bruises | minor fractures, ill health leading to minor disability | multiple injuries, major fractures, fatalities |
| Likelihood                           | LOW  | LOW   | MEDIUM   |
| UNLIKELY<br>Rarely happens           | LOW  | MEDIUM  | HIGH   |
| LIKELY<br>Often happens              | MEDIUM                                       | HIGH  | HIGH   |
| VERY LIKELY<br>Nearly always happens |  |   |  |

Helpful websites [www.Girlguiding.org.uk](http://www.Girlguiding.org.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)