

## STANEMUIR BROWNIE HOUSE RISK ASSESSMENT



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<b>Hazards</b> What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (L/M/H)</b>	<b>Are further controls necessary?</b> What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b> name/date
Access gates	All affected as heavy to move	Gates should only be opened by adults	L	L	None	
Access gates lead to main road	Children at risk from traffic accident	Gates should be kept closed when children staying in the house	M	H	Group leaders to ensure gates are closed and children supervised when outdoors	
Moving cars in driveway  Parked cars in driveway	All at risk	Cars should be driven slowly.  Parking should be at one side only to allow emergency access	M	H	Group leaders & drivers to be aware.	
Cars getting stuck during wet periods	All leaders with cars	Please park on the designated parking areas The areas to the side of the road are boggy and it is not recommended that you park on any of these	L	M	Leader's cars will end up stuck if you park off the road or designated areas	
Adverse weather conditions	All	The weather can be particularly wild at Stanemuir. If snow is forecast have a provision in place to alert parents and leaders to hold off coming until day light and roads have been cleared	L	M	Your risk assessment should consider this. Ensure your children have suitable clothing and footwear to cope with adverse weather conditions.	

Ramps to Brownie House and pathways when wet	All at risk from slipping when wet	Moss treatment in use and regular cleaning carried out. Care to be taken when wet on all such surfaces	L	M	Use handrail to ensure safety. Adequate supervision of children – no running, especially when wet.	
Carrying provisions and equipment into house	All	Risk of injury through lifting heavy items. All heavy items should be lifted and carried by at least two people. Good practice in ensuring items are not too heavy should be in place.	L	M	Group leaders responsible for ensuring items are not too heavy and leaders have been briefed on appropriate manual lifting techniques.	
Patio height at rear of the house	Children at risk from falls	Metal railing fitted to prevent this	L	M	Children should be supervised when on patio and not allowed to walk along outside of railing	
Outside play equipment	Children – slips, trips, and falls	Equipment should be visually inspected by group leaders before use	L	L	Children should be supervised when using the equipment	
Steep slopes in grounds and uneven ground outside the house, provide danger of tripping, falling, or slipping.  Boggy areas to rear of house at boundary wall  Water hole at top of hill	All	Adult supervision if children playing outside.  Children should be wearing suitable footwear if outside.  Water hole is fenced off.	M	H	Children should be supervised when outdoors.	
Double door access from corridor to main hall	All at risk from door swinging towards them from other side	Doors marked with IN and OUT signs	M	L	Everyone to be made aware of this.	

Open fire in main hall	All at risk from burns or fire in building	<p>Only adults to light &amp; tend the fire. Logs, kindling, and fire lighters provided. No other material to be used on the fire.</p> <p>Fireguard should always be kept in place.</p> <p>Ensure fire is out before going to bed or leaving the building at the end of stay.</p> <p>Ashes should be emptied into the bin provided.</p>	M	H		
Electricity supply & appliances	All at risk	<p>In the event of a power failure spare torches and lanterns are located in the cupboard in the cloakroom in the hall</p> <p>Portable appliance testing is conducted on an annual basis. Devices are labelled with their last inspection date. Leaders bringing other electrical equipment is to be discouraged. Any devices used should have cables and plugs checked to ensure no sign of wear and tear and risk of injury or fire.</p> <p>Electrical devices should be turned off overnight with the exception of the fridge &amp; freezer.</p> <p>Electrical fixed wiring throughout the building is subject to inspection and testing by an approved</p>	L	H	<p>Light to be provided to main areas. Contact power company to establish how long it might be off. Try to avoid opening the freezer.</p> <p>Group/unit leader to ensure any electrical devices brought on site are checked for any signs of wear and tear of cables or plugs.</p> <p>All electrical devices to be turned off overnight</p>	<p>Annual check</p> <p>Electrical certificate dated April 2022</p>

		person every five years in accordance with current legislation.				
Portable Electrical Devices (users)	All at risk	Portable charging devices must not be left on overnight	M	H	Group leaders to check these are not in use overnight	None
Fire	All at risk	<p><u>Smoke Alarms</u> installed throughout the house. In the event of a fire the Fire Service must be called on 999</p> <p><u>Fire Drill and Evacuation</u> – It's the responsibility of group/unit leaders to have a list of all persons staying in the house to ensure all are safely evacuated in the event of the fire alarm sounding.</p> <p>Everyone must be made aware of the locations of fire exits</p> <p>A fire drill must be carried out with everyone shortly after arrival.</p> <p><u>Emergency lighting</u> is installed and serviced annually</p> <p><u>Muster Point</u> is located by a sign on the hill beyond the house</p>	L	H	<p>None</p> <p>Group/unit leaders carry out fire drill</p>	<p>Six monthly check Apr 22</p> <p>Fire alarm testing monthly and recorded in the sheet available for this.</p>

		<p><u>Extinguishers &amp; Fire Blankets</u> Extinguishers are in the main hall, kitchen, and corridor. Fire blankets are located in the kitchen area. An approved contractor checks the extinguishers on an annual basis.</p> <p><u>Emergency exits</u> These are clearly marked and must not be obstructed.</p> <p><u>Smoking</u> is prohibited in the house and grounds except for the designated smoking area outside in the patio area.</p>			<p>Users must familiarise themselves with locations of extinguishers and fire exits.</p> <p>Leaders to ensure smoking only undertaken at designated area.</p>	<p>Annually Nov 2021</p>
Water supply	All	<p>All cold water to the house is fed from mains water supply</p> <p>Waste food should not be allowed to fall down the sink.</p>	L	M	<p>None</p> <p>use of sink plug strainers (provided)</p>	<p>Legionella Risk assessment completed February 2022</p>
Food Preparation Area	All	<p>A separate hand wash area is provided in the kitchen and should be used.</p> <p>Colour coded chopping boards are provided to prevent food contamination during food preparation.</p>	L	M	<p>It's the responsibility of the group leader to ensure that a high standard of food hygiene practice is used in all food preparation.</p>	<p>Chopping boards are replaced annually – new in May 2022</p>

		All users are expected to leave the kitchen area and all equipment in a high standard of cleanliness at the end of their stay and to remove all unused foods.				
Food storage	All	Food storage should be in the fridge and cupboards. Do not leave any food out, that can attract vermin. Fridge and freezer should be cleaned out on departure, all food should be taken away	L	M	Fridge and freezer temperature should be checked and recorded on arrival, a record sheet is provided in the folder to enable this to be done. Ensure fridge and freezer are empty and all food storage cupboards are emptied.	
Waste & Rubbish	All	Commercial bins are provided beside the front gates for the removal of rubbish from the site.  The septic tank becoming blocked by the disposal of inappropriate items down the toilets or drains.  Recycling of all clean paper, cardboard, tins, glass and plastic are encouraged by all users. Recycling No bin bags or food waste should be stored outside the house to avoid the risk of fire and vermin. All rubbish should be taken to the main bins. Any medical waste should be taken off site by the group leader to be disposed of correctly.	L	L	It's the responsibility of the group leader to ensure all rubbish and recycling is disposed of in the appropriate manner.  Other than toilet paper, no sanitary products should be flushed down the toilets. These should be disposed of in the bins provided.  Vermin control undertaken at the property	None  Annual contract with Rentokil

Water spills and accidents	All	Where water is spilled anywhere in the building, this should be mopped up and care taken until the floor dries			Use mops and buckets available in cupboard beside the door to clear up any spillage and avoid area until dry.	
Cleaning materials	All	Only eco-friendly products should be used as we have a septic tank.  All cleaning materials should be stored in a safe place out of the reach of children	L	L	Group leaders are responsible for ensuring the cleaning materials are stored and used safely.	None
First Aid	All	There is a very basic first aid kit on site for anyone using the property. Groups are responsible for their own first aid and should have a designated first aider. First aid kits should be brought with each group and kept within the leaders' rooms. All medicines should be kept out of the reach of children	L	L	Girl guiding guidelines should be followed.	
Residential Event Notification	Leader in charge	All could be at risk if no risk assessment in place to cover attendees. REN or similar form to be lodged with Outdoors team if group is not from Edinburgh County.	L	L	Check for safeguarding being in place, and for sign off by other authorizing body.	
COVID	All	The risk of spreading covid within the group or passing it on to other groups. There is no bed linen, towels or dishtowels	L	L	PPE and hand sanitizer to be used to minimize risk of spread of covid.	



		provided. This is to minimize the risk of spread of Covid. There are pillows but own pillowcases are required. Groups should follow Girlguiding guidance at the time of visiting the property.				
Ventilation	All	To help prevent the risk of Covid – all windows should be kept open, and all rooms should be well ventilated	L	L		