



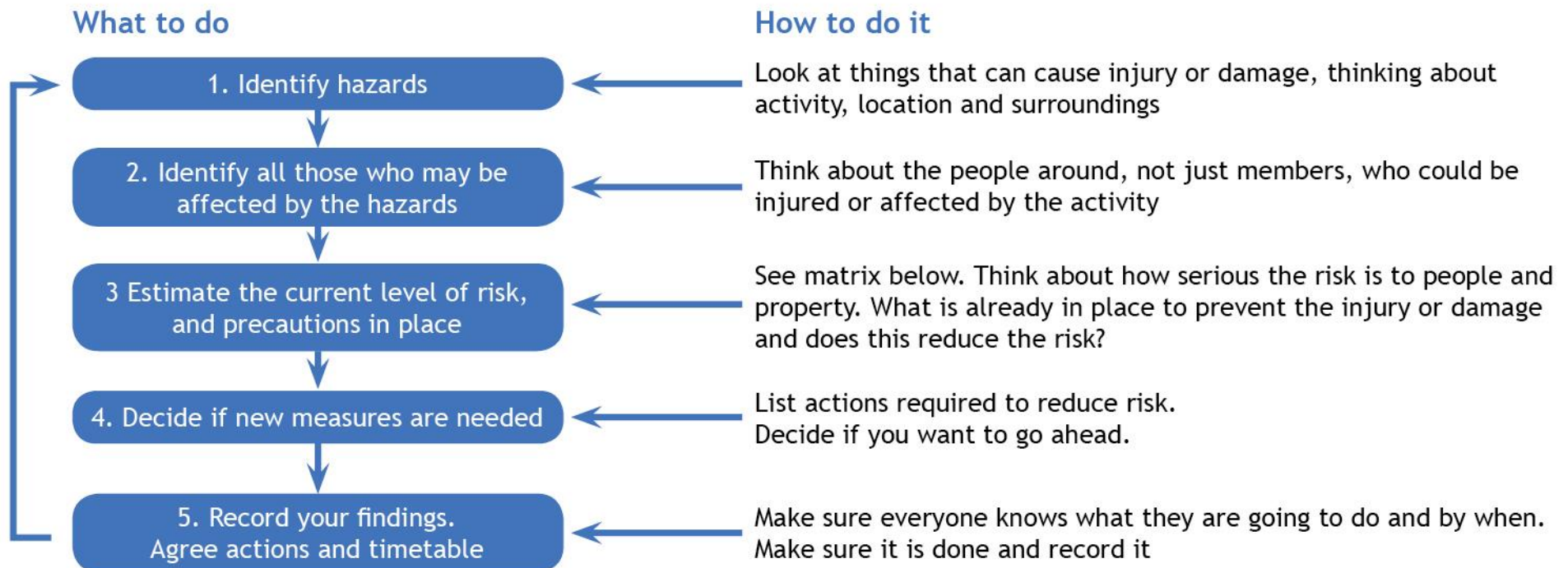
Risk Assessment: Event/Activity

Using this template, you should risk assess activities, trips and events in line with Girlguiding’s Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



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
Access gates	All affected as heavy to move	Gates should only be opened by adults	L	L	Gates to be regularly checked to ensure they remain in good order.	Stanemuir Committee
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	Group Leaders
Moving cars in driveway Parked cars in driveway	All at risk from being hit by moving vehicles.	Cars should be driven slowly. Parking should be at one side only to allow emergency access. Cars should only be parked in the designated parking areas.	M	H	Group leaders and parents should ensure all children are supervised during drop-off and collection	All drivers Group Leaders & Parents
Cars getting stuck during wet periods	All leaders with cars	The areas to the side of the road are boggy and parking is not recommended that you park on any of these.	L	M	Cars should only be parked in the designated parking areas.	All drivers
Adverse weather conditions	All	The weather can be particularly wild at Stanemuir.	L	M	Your risk assessment should consider this. 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 Ensure your children have suitable clothing and footwear to cope with adverse weather conditions.	Group Leaders Group Leaders

Ramps to Brownie House and pathways when wet	All at risk from slipping when wet	Moss treatment in use and regular cleaning carried out.	L	M	Use handrail to ensure safety. Adequate supervision of children – no running, especially when wet.	Group Leaders
Carrying provisions and equipment into house	All at risk of injury when carrying heavy loads.	Parking is available close to the house to allow loads to be carried over shorter distances. Paths are regularly checked and maintained to reduce trip hazards whilst loading/unloading.	L	L	Group leaders responsible for ensuring items are not too heavy and leaders have been briefed on appropriate manual lifting techniques. 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. Extra care should be taken in poor weather, when the ground may be slippery underfoot. Paths should be kept clear of obstructions and trip hazards at all times.	Group Leaders Group Leaders
Patio height at rear of the house	Children at risk from falls	Metal railings fitted along edge of patio.	L	M	Children should be supervised when on the patio. Leaders should ensure children do not walk along the outside of the railing or swing/play on the railings.	Group Leaders
Outside play equipment	Children – slips, trips, and falls	Equipment is regularly checked to ensure it remains safe and suitable for use.	L	L	Equipment should be visually inspected by group leaders before use. Any defects should be reported back to the Stanemuir committee, and the equipment not used until made safe. Leaders should ensure that children are adequately supervised during outdoor activities.	Group Leaders & Stanemuir Committee Group Leaders

<p>Steep slopes in grounds and uneven ground outside the house, provide danger of tripping, falling or slipping.</p> <p>Boggy areas to rear of house at boundary wall.</p> <p>Water hole at top of hill</p>	<p>All</p>	<p>Water hole is fenced off to prevent access</p>	<p>M</p>	<p>H</p>	<p>Leaders should ensure that children are adequately supervised during outdoor activities.</p> <p>Children should be wearing suitable footwear if outside.</p>	<p>Group Leaders</p> <p>Group Leaders</p>
<p>Double door access from corridor to main hall</p>	<p>All at risk from door swinging towards them from other side</p>	<p>Doors marked with IN and OUT signs,</p>	<p>M</p>	<p>L</p>	<p>Leaders should ensure that all members of their group are aware of this.</p>	<p>Group Leaders</p>
<p>Open fire in main hall</p>	<p>All at risk from burns or fire in building</p>	<p>A fire guard is provided to prevent sparks jumping from fire.</p> <p>A designated bin is provided for cold ashes.</p>	<p>M</p>	<p>H</p>	<p>Leaders must ensure that only adults light and tend the fire, and the fireguard is kept in place throughout.</p> <p>Leaders should ensure that children remain at a safe distance, and that the areas immediately adjacent to the fire are kept clear of rubbish or other flammable materials.</p> <p>Leaders should ensure that they are familiar with the location of the firefighting equipment within the building, and the location of the emergency exits.</p> <p>Leaders should ensure that the fire is fully out before bed each night and at the end of stay, and that ashes are cold before putting into the designated bin.</p>	<p>Group Leaders</p> <p>Group Leaders</p> <p>Group Leaders</p>
<p>Chimney damage and blockage</p>	<p>All at risk from smoke or fire in building</p>	<p>Logs, kindling and fire lighters provided. No other material to be used on the fire.</p>			<p>Leaders must ensure that that only the provided logs, material and fire fighters are used.</p>	<p>Group Leaders</p>

<p>Electricity outage / power failure.</p>	<p>All at risk from tripping due to lack of lighting.</p>	<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>Emergency lighting, which will come on in the event of a loss in mains power, is installed and serviced annually.</p>			<p>Leaders should familiarize themselves with the location of the spare torches.</p> <p>All leaders and children should avoid opening the freezer until power is restored to delay defrosting.</p>	<p>Group Leaders</p> <p>All</p>
<p>Electricity supply & appliances</p>	<p>All at risk from electric shock or fire due to faulty or damaged equipment.</p>	<p>Equipment is regularly checked as part of routine maintenance.</p> <p>Electrical fixed wiring throughout the building is subject to inspection and testing by an approved person every five years in accordance with current legislation.</p>	<p>L</p>	<p>H</p>	<p>Any known defects or concerns should be reported as soon as practical (or immediately if appropriate) to the Stanemuir Committee and put out of use until repaired or addressed.</p> <p>All electrical devices are to be turned off overnight with the exception of the fridge and freezer.</p> <p>Electrical Certificate to be renewed in 2027.</p>	<p>Group Leaders & Stanemuir Committee.</p> <p>Group Leaders</p> <p>Stanemuir Committee</p>
<p>Portable Electrical Devices (users)</p>	<p>All at risk from electric shock or fire due to faulty or damaged equipment.</p>	<p>Portable appliance testing is conducted on an annual basis. Devices are labelled with their last inspection date.</p>	<p>M</p>	<p>H</p>	<p>Group leaders to check appliances and devices (except the fridge and freezer) are all switched off before bed each night, and at the end of stay.</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. Leaders bringing other electrical equipment is to be discouraged.</p> <p>Portable Appliance Testing to be renewed annually.</p>	<p>Group Leaders</p> <p>Group Leaders</p> <p>Stanemuir Committee</p>

<p>Fire</p>	<p>All at risk from fire, smoke, or failure to evacuate the building.</p>	<p>Smoke alarms are installed throughout the house and are regularly serviced.</p> <p>Muster Point is located by a sign on the hill beyond the house.</p> <p>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>Emergency exits are clearly marked and must not be obstructed.</p> <p>Separate fire risk assessment (FRA) was completed in 2022 by an approved contractor.</p>	<p>L</p>	<p>H</p>	<p>In the event of a fire the Fire Service must be called on 999.</p> <p>It is 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 on arrival.</p> <p>A fire drill must be carried out with everyone shortly after arrival.</p> <p>Group Leaders must ensure that fire exits and corridors remain clear of obstructions and trip hazards. Any fire safety concerns identified by leaders during their stay should be reported as soon as practicable (or immediately if necessary) to the Stanemuir Committee</p> <p>Fire alarms are to be tested monthly by an approved person and recorded on a sheet.</p> <p>Fire alarms are to be serviced every six months by an approved contractor to ensure the system is fully functional.</p> <p>Fire extinguishers inspected and serviced annually by approved contractor.</p> <p>FRA to be regularly reviewed to ensure ongoing compliance.</p>	<p>Group Leaders</p> <p>Group Leaders</p> <p>Group Leaders</p> <p>Group Leaders</p> <p>Group Leaders</p> <p>Stanemuir Committee</p> <p>Stanemuir Committee</p> <p>Stanemuir Committee</p> <p>Stanemuir Committee</p>
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Smoking	All at risk from potential fire caused by cigarettes, and health issues from second-hand smoke.	<u>Smoking</u> and vaping are prohibited in the house and grounds.	M	M	Leaders to ensure smoking is only undertaken outside the gates. Cigarette butts should be disposed of carefully and responsibly so as to prevent fires from starting.	Group Leaders.
Water supply	All at risk from getting sick due to contaminated water.	All cold water to the house is fed from mains water supply. Separate legionella risk assessment completed by approved contractor in February 2022.	L	M	Group Leaders should report any issues or concerns regarding the water supply to the Stanemuir Committee Legionella RA to be regularly reviewed to ensure ongoing compliance.	Group Leaders Stanemuir Committee
Toilets, Drainage and Septic Tank	All at risk of sickness from blocked drains, septic tank, and unsanitary facilities.	Waste food should not be allowed to fall down the sink. Sink strainers are provided for the plug holes. Dedicated bins are provided in toilet areas for disposal of sanitary products. Clear signage is present to remind all users that sanitary products must not be flushed.	L	L	Leaders should ensure the provided sink plug strainers are used. Leaders should not bring their cleaning products containing bleach, due to the risk of damage to the septic tank. If specific products are required (due to chemical allergy/sensitivity to certain products), permission should be sought from the Stanemuir Committee prior to the visit.	Group Leaders Group Leaders & Stanemuir Committee

					Any issues with the toilets or drainage should be reported to the Stanemuir Committee.	Stanemuir Committee
Food Preparation Area	All at risk of food poisoning and illness.	A separate hand wash area is provided in the kitchen. Colour coded chopping boards are provided to prevent food contamination during food preparation.	L	M	It is the responsibility of the group leader to ensure that a high standard of food hygiene practice is used in all food preparation. All users are expected to leave the kitchen area and all equipment to a high standard of cleanliness at the end of their stay and to remove all unused food. Chopping boards are to be replaced annually.	Group Leaders Group Leaders Stanemuir Committee
Food storage	All at risk of food poisoning and illness and	Freezer is defrosted on a regular basis.	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 the fridge and freezer are empty, and all food storage cupboards are emptied. Food storage should be in the fridge and cupboards. Do not leave any food out, that can attract vermin. The fridge and freezer should be cleaned out on departure, all food should be taken away.	Group Leaders Group Leaders Group Leaders
Waste & Rubbish	All at risk from illnesses caused by the presence of vermin.	Commercial bins are provided beside the front gates for the removal of rubbish from the site.	L	L	It is the responsibility of the group leader to ensure all rubbish and recycling is disposed of in the appropriate manner.	Group Leaders

					<p>Recycling of all clean paper, cardboard, tins, glass and plastic is encouraged by all users. Recycling</p> <p>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.</p> <p>It is the responsibility of group leaders / first aiders to ensure that any medical sharps generated by users (e.g., needles from insulin) are disposed of safely and not directly into general waste.</p>	
Vermin / Pests	All at risk from illnesses caused by the presence of vermin.	<p>See control measures relating to waste disposal and food storage.</p> <p>Vermin control undertaken at the property by approved contractor.</p>	M	M	<p>Leaders should ensure that all measures relating to the safe storage of food and disposal of waste are followed throughout their stay.</p> <p>Any sightings of pests, or evidence of their presence in the house (e.g., mouse droppings) should be reported to the Stanemuir Committee as soon as practicable.</p> <p>Annual contract in place to ensure ongoing monitoring of vermin control measures</p>	<p>Group Leaders</p> <p>Group Leaders</p> <p>Stanemuir Committee</p>
Water spills and accidents	All at risk from slips, trips and falls.	<p>Mops and buckets are provided in the cleaning cupboard beside the door.</p> <p>Wet floor signs are provided for use.</p>			<p>Where water is spilled anywhere in the building, this should be mopped up and care taken until the floor dries.</p>	Group Leaders

<p>Cleaning materials</p>	<p>Children are at risk of accidental ingestion from inappropriately stored chemicals.</p> <p>Adults at risk from inhalation / skin irritation from use of chemicals.</p>	<p>Safe cleaning products are provided for use with the septic tank.</p> <p>All cleaning materials are stored in a safe place out of the reach of children.</p>	<p>L</p>	<p>L</p>	<p>Group leaders are responsible for ensuring the cleaning materials are stored and used safely in line with their instructions.</p> <p>Leaders should not bring their own cleaning products with them, due to the risk of damage to the septic tank. If specific products are required (due to chemical allergy/sensitivity to certain products), permission should be sought from the Stanemuir Committee prior to the visit.</p>	<p>Group Leaders</p> <p>Group Leaders & Stanemuir Committee</p>
<p>First Aid</p>	<p>All at risk from injury or illness worsening due to inadequate response or first aid measures.</p>	<p>A very basic first aid kit is provided in the kitchen cupboard for anyone using the property whilst unoccupied (e.g. contractors, visitors)</p> <p>No landline is provided; however, phone signal is good throughout the property.</p> <p>In the event of an ambulance being required, the full address can be found on the notices beside the door.</p> <p>First aid kit is regularly checked to ensure that supplies are sufficient and in date.</p>	<p>L</p>	<p>L</p>	<p>Groups are responsible for their own first aid arrangements and ensuring that they bring their own first aid kits suitable in line with their own risk assessment and Girlguiding policy (or own organisation's policy, for non-GG groups). All medicines should be kept out of the reach of children.</p> <p>Leaders are responsible for ensuring they have a suitable method to summon an ambulance in the event of accident, and sufficient adults to safely manage an incident.</p> <p>Any issues with the provided first aid kit should be reported to the Stanemuir Committee at the end of your visit.</p> <p>Ongoing first aid kit checks incorporated into wider building checks.</p>	<p>Group Leaders</p> <p>Group Leaders & Stanemuir Committee</p> <p>Stanemuir Committee</p> <p>Stanemuir Committee</p>

COVID / Communicable Diseases	All at risk of spreading covid within the group or passing it on to other groups.	There are no bed linen, towels or dishtowels provided. Pillows are provided but not pillowcases. Groups should follow Government and Girlguiding guidance at the time of visiting the property.	L	L	To help prevent the risk of Covid – all windows should be kept open, and all rooms should be well ventilated	Group Leaders
The State Hospital, Carstairs	All at risk in the event of an escaped patient, from the secure mental health hospital in Carstairs.	Although this is extremely low likelihood, the community warning alarms in Carnwarth can be heard at Stanemuir. These are tested on the third Thursday of every month, during which no action needs to be taken. Detailed information provided on steps to take can be found in the information folder.	L	H	Leaders should familiarize themselves with the guidance provided in the information folder on the steps to take should the audible alarms sound in the village of Carnwarth. These are primarily to ensure all the children are accounted for, lock all the doors and windows, and to not answer the doors to any person you do not recognize.	Group Leaders

Risk assessment completed by: Emma Golding, on behalf of the Stanemuir Committee
Date: 17 July 2023
Date of next review: July 2024