

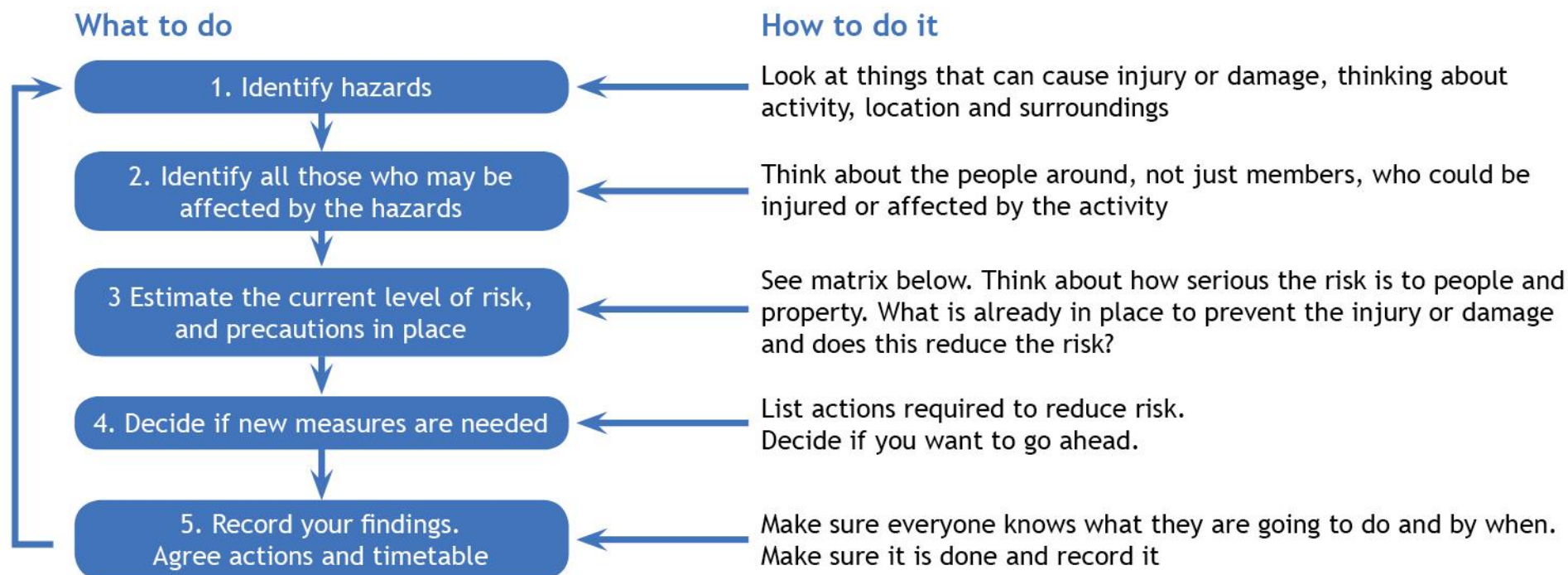
# Risk Assessment: Event/Activity

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.



<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 moved by adults	L	L	Gates to be checked regularly 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 vehicles in driveway	All at risk from being hit	Vehicles should be driven slowly	M	H	Group leaders and parents should ensure children are supervised during drop-off and pick-up times.	Group leaders and all drivers
Car Parking	All affected	Cars should use designated parking areas. If extra parking needed this should be on one side only to allow for emergency access	M	H	Group leaders to ensure driveway is clear for emergency vehicles.	Group leaders and all drivers
Cars getting stuck during wet periods	All drivers	Recommend that no cars park on the muddy grass verges	L	M	Cars should only park in designated areas.	All drivers
Adverse weather conditions	All	The remote proximity of the house is noted on website. Emergency numbers of committee available for groups	L	M	Group's risk assessments should cover this, especially during winter and ensure a back- up plan is in place.	Group leaders
Access ramps to house when wet	All at risk of slipping	Moss treatment in use and anti -slip decking strips in place	L	M	Use handrail for added safety and ensure children don't run when ramp is wet.	Group leaders

Patio height at rear of the house	Children at risks from falls	Metal railings fitted along edge of patio	L	M	Children should be supervised at all times on the patio area.	Group leaders
Outside play equipment	Slips, trips and falls	Equipment is regularly checked to ensure it remains safe and suitable for use	L	L	Group leaders should do visual check before use. Any defects should be reported to Committee and not used until made safe. Children should always be supervised during outdoor activities.	Group leaders And Stanemuir Committee
Steep slopes and uneven terrain in the grounds lead to boggy areas to the rear of the house near boundary wall. Water hole at top of hill near boundary fencing.	All at risk from slips, trips and falls.	Water hole is fenced off to prevent access	M	H	Leaders should ensure that children are supervised when outdoors. Suitable footwear should be worn for the conditions.	Group leaders
Double door access from corridor to main hall	All at risk from doors swinging towards them from the other side	Doors can be hooked back during the day when everyone is moving around the most.	M	L	Leaders should ensure that everyone is made aware of this.	Group leaders
Open fire in main hall	All at risk from burns or fire in the building	A large fireguard is in place and should always be hooked to the chimney breast.  A designated bin is provided for ashes	M	H	Only leaders should light and tend the fire and ensure the fireguard is always in place.  Leaders should ensure that children remain at a safe distance from fire and areas adjacent to the fire are kept clear of flammable materials.  The fire should be fully out before going to bed each night and at the end of the stay.	Group leaders
Chimney damage and blockage	All at risk from smoke or fire in building	Only the logs and kindling provided should be used on the open fire. Carbon monoxide detector on chimney wall	M	H	Chimney is swept on a yearly basis. Leaders to ensure only logs used on fire.	Stanemuir Committee  Group leaders

Fire	All at risk from fire, smoke if building is not evacuated	Smoke alarms are installed throughout the house and are regularly serviced.	L	H	In the event of a fire the Fire Service must be called on 999	Group leaders
		The Muster point is located at the sign on the hill beyond the house beside the car parking area.			It's the responsibility of the group leader to have a list of everyone staying in the house and ensure they are all safely evacuated in the event of a fire alarm sounding.	Group leaders
		Extinguishers are in the main hall, kitchen and corridor. A fire blanket is located on the kitchen wall. An approved contractor checks these on an annual basis.			Everyone must be made aware of the locations of the fire exits and a fire drill must be carried out with everyone shortly after arrival.	Group leaders
		Emergency exits are clearly marked and should always be kept clear.			Group leaders must ensure all fire exits and corridors remain clear of obstacles and trip hazards. Any fire safety concerns identified by leaders during their stay should be reported immediately if necessary or as soon as practicable to Stanemuir Committee.	Group leaders
		A separate Fire Risk Assessment (FRA) is completed by an approved person.			Fire alarms should be checked monthly by an approved person and recorded in the Fire Folder.	Stanemuir Committee
		Details of all checks on alarms/extinguishers are in the Fire Folder			Fire alarms should be serviced every 6 months by an approved contractor.	Stanemuir Committee
					Fire extinguishers should be inspected & serviced annually by approved contractor.	Stanemuir Committee
					FRA to be regularly reviewed to ensure ongoing compliance.	Stanemuir Committee

Electricity outage/power failure	All at risk from tripping due to lack of lighting.	Emergency lighting is installed and checked annually by an approved person. Spare lamp and batteries are kept on the shelf beside the open fire in main hall.	L	M	Leaders should familiarize themselves with the location of spare lamp and batteries.  Avoid opening the fridge and freezer as much as possible until power is restored.	Group leaders
Electricity supply and appliances	All at risk from electric shock or fire due to faulty or damaged equipment.	Equipment is regularly checked as part of routine maintenance.  Electrical fixed wiring throughout the building is subject to inspection and testing by an approved person every 5 years in accordance with current legislation.	L	H	Any defects or concerns should be reported as soon as practical (or immediately if appropriate) to the Stanemuir Committee and put out of use until repair is addressed.  All electrical devices should be turned off overnight and at end of stay (except for the fridge and freezer).  <b>The Electrical Certificate is due for renewal in 2027</b>	Group leaders and Stanemuir Committee  Group leaders  Stanemuir Committee
Portable electrical devices (users)	All at risk from electric shock or fire due to faulty or damaged equipment.	Portable appliance testing (PAT) is carried out on an annual basis and devices are labelled with their last inspection date.	M	H	PAT to be renewed annually  Group leaders to ensure that any electrical devices brought on site are checked for any signs of wear and tear to cables or plugs. Leaders bringing other electrical equipment is not encouraged.  Leaders should ensure devices (except fridge & freezer) are switched off overnight and at the end of their stay.	Stanemuir Committee  Group leaders

Smoking	All at risk from potential fire caused by cigarettes. Health issues from second-hand smoke.	Signs are displayed throughout the building to make everyone aware that smoking and vaping are prohibited in the house and grounds.	M	M	Leaders to ensure smoking or vaping is only undertaken outside the entrance to the grounds. Cigarette butts should be disposed of carefully and responsibly to prevent fires from starting.	All adults
Water supply	All at risk of illness 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 with the water supply to Stanemuir Committee.  Ensure checks are carried out as recommended on Legionella risk assessment and review this regularly 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 conditions.	Sink plug strainers are in place to prevent waste foods getting into the drainage system.  Dedicated bins are provided in toilet areas for disposal of sanitary products. Clear signage is in place to remind all users that sanitary products must not be flushed.  The Stanemuir web page asks leaders not to bring bleach products as a septic tank is in situ.	L	L	Leaders should ensure the sink plug strainers are used.  Leaders should not bring products containing bleach as these may damage 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 visit.  Any issues with the toilets or drainage should be reported to the Stanemuir Committee.  Septic tank due to be emptied 2026	Group leaders  Group leaders and Stanemuir Committee

Food preparation area	All at risk of food poisoning and illness	<p>A separate hand wash area is provided.</p> <p>Colour coded chopping boards are provided to help prevent food contamination during food preparation and a poster is displayed as a reminder of which one to use.</p>	L	M	<p>It's the responsibility of the Group Leader to ensure a high standard of food hygiene practice is used in all food preparation.</p> <p>All users are asked to leave the kitchen area and all equipment to a high standard of cleanliness at the end of their stay.</p> <p>Chopping boards are replaced annually – sooner if required.</p>	<p>Group leaders</p> <p>Group leaders</p> <p>Stanemuir Committee.</p>
Food storage	All at risk of food poisoning and illness.	Freezer is defrosted and cleaned on a regular basis.	L	M	<p>Fridge and freezer temperatures should be checked and recorded on the sheet provided on arrival.</p> <p>Ensure fridge, freezer and food storage cupboards are left clean and empty on departure.</p> <p>No unused food should be left at end of stay as this could attract vermin.</p>	<p>Group leaders</p> <p>Group leaders</p>
Waste and rubbish	All at risk from illnesses or injury caused by incorrect disposal of waste.	Commercial waste bin provided at main gate for removal of rubbish. Current waste contractors take bagged landfill waste and loose recycling in same container.	L	L	<p>It's the group leader's responsibility to ensure all rubbish and recycling is disposed of in the appropriate way.</p> <p>To avoid the risk of fire and vermin rubbish and food waste should not be stored outside the house.</p> <p>Group leader/first aider should ensure that any medical sharps are disposed of appropriately and not directly into general waste.</p>	Group leaders

Vermin/Pests	All at risk from illness caused by the presence of vermin/pests	<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 or evidence of vermin in the house (mouse droppings) should be reported to the Stanemuir Committee as soon as possible.</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.</p> <p>Wet floor signs are provided</p>	L	L	<p>Leaders should ensure any spillage is dealt with quickly and the wet floor signs are in place until the floor dries.</p>	Group leaders
Cleaning materials	<p>All at risk from accidental ingestion from incorrectly stored materials.</p> <p>Adults at risk from inhalation or skin irritation from use of chemicals.</p>	<p>Dishwasher liquid provided and stored in kitchen cupboard.</p> <p>All cleaning materials brought to the house should be bleach free and stored in a safe place out of the reach of children.</p>	L	L	<p>Group leaders are responsible for ensuring cleaning materials brought with them are safe for use with the septic tank.</p> <p>They should also ensure cleaning materials are stored out of reach of children and used safely in line with the instructions.</p>	Group leaders
Covid/Communicable diseases	All at risk of spreading within the group or passing on to other groups.	<p>Pillows and mattresses have protectors fitted.</p> <p>Own sheet, sleeping bag or duvet and pillowcase required.</p> <p>No towels or dish towels provided.</p> <p>Groups should follow any Government and Girlguiding guidance at the time of their stay.</p>	L	L	<p>To help prevent the risk of covid/communicable diseases all windows should be kept open and rooms well ventilated.</p>	Group leaders



First Aid	All at risk from injury or illness worsening due to inadequate response or first aid measures.	<p>A very basic first aid kit is provided in the kitchen cupboard for the use of contractors/visitors when the building is unoccupied. This is regularly checked to ensure sufficient supplies and all in date.</p> <p>There's no landline but phone signal is good throughout the property.</p> <p>If an ambulance is needed the full address can be found on notice boards in main room and entrance hall.</p>	L	L	<p>Groups are responsible for their own first aid arrangements and should bring first aid kits for indoor and outdoor use. All medicines should be stored out of reach for children. Girlguiding members are required to keep these in a locked container.</p> <p>Leaders should ensure they have a suitable method to call for an ambulance if required and sufficient adults to manage an incident.</p> <p>Any issues with the provided first aid kit should be reported to the Stanemuir Committee</p>	<p>Group leaders</p> <p>Group leaders</p> <p>Stanemuir Committee</p>
The state Hospital, Carstairs	All at risk in the event of an escaped patient from the secure mental health hospital	<p>This is an extremely low likelihood and the community warning alarms in Carnwath can be heard at Stanemuir. These are tested on the third Thursday of every month, during which no action is needed.</p> <p>Detailed information on steps to be taken in the event of an escape are provided in the Information folder and throughout the building.</p>	L	H	<p>Leaders should familiarise themselves with the guidance provided in the Information folder in case they hear the audible alarm in Carnwath go off.</p> <p>Group leaders should ensure all adults and children are accounted for. Stay indoors, lock all doors and windows and don't answer the doors to any person you do not recognize.</p>	Group leaders

Risk Assessment completed by: Ann Urquhart & Netta Rough on behalf of the Stanemuir Committee

Date: 5<sup>th</sup> December 2024.

Date of next review: December 2025.