

THE QUARRIES SCOUT CAMPSITE



THE LODGE

RISK ASSESSMENT

FIRE RISK ASSESSMENT

CLEANING SHEET

FOOD HYGIENE

THE QUARRIES SCOUT CAMPSITE



WORKING WITH YOUNG PEOPLE FOR THE FUTURE



STRATFORD ROAD, COSGROVE, MILTON KEYNES, MK19 7BD Tel: 01908 564384

RISK ASSESSMENT SHEET

1. **ACTIVITY AREA** THE LODGE
FREQUENCY OF USE AS BOOKED
2. **PERSONNEL INVOLVED** SCOUTS/GUIDES/LEADERS/STAFF/VISITORS
NUMBER OF PEOPLE 1 – 40
3. **POTENTIAL HAZARDS**
 1. Slips, trips and falls
 2. Fire risk
 3. Electrical equipment
 4. Cleaning equipment and chemicals
 5. Gas equipment and boiler
 6. Working at height
 7. Heaters (contact and fire risk)
 8. Food hygiene
 9. Water temperature
 10. Kitchen area
4. **RISK LEVEL**
 1. Medium
 2. Low
 3. Low
 4. Low
 5. Low
 6. Low
 7. Medium
 8. Medium
 9. Medium
 10. Medium
5. **MEASURES TAKEN TO CONTROL HAZARDS**
 1. Ensure floor area kept clear, obstructions tidied away, spills cleared and floors allowed to dry after cleaning. Ensure external areas at risk are well lit at night
 2. Ensure combustible material is cleared regularly, fire extinguishers in place and sources of ignition controlled
 3. Use equipment as per instructions, PAT regime in place, minimise trailing cables, do not overload fuses, appropriate trips on circuits
 4. Store cleaning materials in designated area
 5. Appropriate service and testing regime, keep clear of combustible materials
 6. The building is a single storey and long ladders are not required
 7. Signage in place warning that radiators are hot and must not be covered
 8. Ensure kitchen area, fridges and cookers are cleaned prior to occupation of building
 9. Signage in place to advise of high temperatures
 10. Kitchen is segregated from hall and when in use ensure young people are overseen

Compilation date – April 2012

Review period 12 months

Reviewed and updated March 2015, April 2017, July 2021 & July 2023

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FIRE RISK ASSESSMENT

1. BUILDING	The Lodge
DESIGNATED USE	Sleeping accommodation. Activity area and kitchen
APPROXIMATE SIZE	20m X 8m
NUMBER OF BEDS	23 spread over 5 rooms with additional capacity to 30
NUMBER OF FLOORS	Single storey
ROOF CONSTRUCTION	Overlaid flat roof with timber rafters and steel sheets
WALLS	Timber frame, external cladding fibre glass panels
INTERNAL LININGS	Painted plasterboard
FLOORS	Wood with carpet tiles in the large room and five smaller rooms. Kitchen and entrance vinyl floor covering.
MEANS OF ESCAPE	Via fire exit doors or in extraordinary circumstances through the windows
FIRE FIGHTING EQUIPMENT	2 X CO2, 3 X water type extinguishers and 1 X fire blanket
FIRE ALARM SYSTEM	Smoke detectors in all rooms except kitchen, all detectors are linked. Kitchen has heat detector
HEATING / HOT WATER/COOKING	Electric heaters in hall and in five smaller rooms, gas boiler in kitchen for hot water, large gas cooker – shut off type, if the gas blows out on any ring
GENERAL LIGHTING	240 voltsupply throughout and all have current regulation trip fuses
EMERGENCY LIGHTING	Non - maintained throughout
SIGNS AND NOTICES	All to current standards
FURNISHINGS	Donated office chairs, tables,curtains and mattresses
2. PERSONNEL INVOLVED	Scouts/Guides/Leaders/Staff/Visitors
NUMBER OF PEOPLE	1 – 40
3. POTENTIAL HAZARDS	4. RISK LEVEL
1. WASTE	Low
2. DOORS	Low
3. SMOKING (NOT ALLOWED)	Low
4. CLEANING EQUIPMENT AND CHEMICALS	Low
5. GAS EQUIPMENT AND BOILER	Low
6. ELECTRIC HEATERS AND EQUIPMENT	Low
7. COOKING	Low
8. BEDROOMS	Low

5.MEASURES TAKEN TO CONTROL HAZARDS

1. Ensure floor area is kept clear, combustibile material tidied away, waste bins cleaned regularly
2. Ensure doors are unlocked whilst building is in use. Ensure signage is present. Ensure fire doors are used correctly. **THE FIRE DOOR SHOULD BE KEPT CLOSED AT NIGHT AS SHOULD THE BEDROOM DOORS.**

3. No smoking indoors and ensure signage. Also ask if needed
4. Store cleaning materials in designated areas
5. Appropriate service and testing regime, keep clear of combustible materials
6. Use equipment as per instructions, PAT regime in place, minimise trailing cables, do not overload fuses, appropriate trips on circuits.
7. Ensure cookers are never left unattended whilst on
8. Ensure gangways are kept clear, heaters are kept clear and occupiers are aware of exits.

NOTE – This building is fitted with a smoke detection system. This MUST be tested regularly and staff trained in what to do in an emergency. Extinguishers are present and tested yearly. All occupiers are told where the FIRE ACTION information is sited and should understand what to do in an emergency.

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CHECKLIST FOR CLEANING OF THE LODGE

GROUP NAME.....

DATE.....

AREA	EXPECTATION	COMPLETED	CHECKED BY SITE CREW
MAIN HALL	Heating (if used) to be switched off unless site representative says otherwise. If cold weather please leave kitchen heater on and kitchen and toilet doors open.		
	Chairs to be stacked and tables moved to one side of the room		
	White board to be cleaned		
	All rubbish to be removed and the bins left clean		
	Windows and doors to be closed		
	Floor to be vacuumed and vacuum emptied		
BEDROOMS	Beds to be tidied		
	Floors to be vacuumed		
	Heaters (if used) to be switched off		
	Windows closed		

TOILET	Wash basin and clean toilet		
	Floors to be washed		
KITCHEN	Pots and pans to be put away		
	All crockery to be left clean and put away in their appropriate places		
	Fridge / freezer to be left empty and clean		
	All rubbish to be removed and the bins left clean		
	All surfaces and sinks to be left clean and tidy		
	Cooker to be cleaned thoroughly		
	Floor to be washed		
ENTRANCE HALL	To be left clean and tidy. Floor to be washed and mat shaken outside		
BEFORE LEAVING	Ensure all electrical / gas appliances are switched off unless otherwise instructed, fire doors closed, lock the building then put the keys back in the safe unless the Warden has asked otherwise		

The Lodge will be checked by a member of the Quarries Site Team after you leave and if not satisfactory then a cleaning charge of £35 will be imposed on your invoice.

Please let us have your comments / suggestions on anything that you feel was either untoward or could be improved. Also any positive comments.

SIGNED..... (HIRER)

SIGNED..... (QUARRIES TEAM)

DATE.....