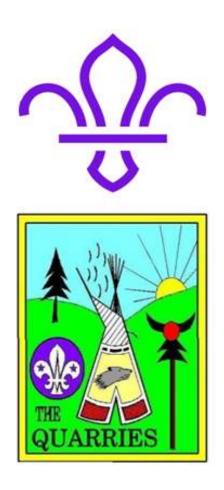
THE QUARRIES SCOUT CAMPSITE



THE OSWALD HAMILTON CENTRE

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 OSWALD HAMILTON CENTRE

FREQUENCY OF USE AS BOOKED

2. **PERSONNEL INVOLVED** SCOUTS/GUIDES/LEADERS/STAFF/VISITORS

NUMBER OF PEOPLE 1 – 60

3.

POTENTIAL HAZARDS	4. RISK LEVEL
1. Slips, trips and falls	Medium
2. Fire risk	Low
3. Electrical equipment	Low
4. Cleaning equipment and chemicals	Low
5. Gas equipment and boiler	Low
6. Working at height	Low
7. Radiators (contact)	Medium
8. Food hygiene	Medium
9. Water temperature	Medium
10. Kitchen area	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 advising that radiators 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 Oswald Hamilton Centre

DESIGNATED USE Activity and meeting area and kitchen

APPROXIMATE SIZE 20m X 8m NUMBER OF FLOORS Single storey

ROOF CONSTRUCTION Timber trusses, felt baton, concrete tiles

WALLS Brick and block (cavity)

INTERNAL LININGS Painted block work

FLOORS Concrete floor, chipboard overlay with carpet tiles in the large and two smaller rooms.

Kitchen has one piecenon slip floor covering.

MEANS OF ESCAPE Via fire exit doors

FIRE FIGHTING EQUIPMENT 2 X CO2, 1 X foam, 1 x wet chemical 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 Radiators in all rooms, gas boiler in kitchen for hot water, large gas cooker with emergency

shut off system, if the gas blows out on any ring

GENERAL LIGHTING 240 voltsupply throughout and all have current regulation trip fuses

SIGNS AND NOTICES All to current standards

FURNISHINGS Donated office chairs, tables and curtains

2. **PERSONNEL INVOLVED** Scouts/Guides/Leaders/Staff/Visitors

NUMBER OF PEOPLE 1 – 60

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 EQUIPMENT	Low
7.	COOKING	Low
8.	RADIATORS AND EXITS	Low

5.MEASURES TAKEN TO CONTROL HAZARDS

- 1. Ensure floor area is kept clear, combustible material tidied away, waste bins cleaned regularly
- 2. Ensure doors are unlocked whilst building is in use. Ensure signage is present
- 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 whist on
- 8. Ensure gangways are kept clear, radiators 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.

Completion date - April 2012

Review period - 12 months

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

THE QUARRIES SCOUT CAMPSITE



GROUP NAME.....

Fridge / freezer to be left empty and

clean.

WORKING WITH YOUNG PEOPLE FOR THE FUTURE



DATE.....

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CHECKLIST FOR CLEANING OF THE OSWALD HAMILTON CENTRE

AREA	EXPECTATION	COMPLETED	CHECKED BY SITE CREW
MAIN HALL	Heating (if used) please turn down the thermostat down to 10 when leaving		
	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		
KITCHEN	Pots and pans to be put away		
	All crockery to be left clean and put away in their appropriate places		

	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	
BEFORE LEAVING	Ensure all electrical / gas appliances are switched off except the boiler, fire doors closed, lock the building then put the keys back in the safe unless the Warden has asked otherwise	

The Oswald Hamilton Building 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.

Review period - 12 Months

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