

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**
 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. Radiators (contact)
 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 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

Reviewed and updated April 2017

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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 piece non 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 – shut off type, if the gas blows out on any ring
GENERAL LIGHTING	240 volt supply 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 whilst 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.

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CHECKLIST FOR CLEANING OF THE OSWALD HAMILTON CENTRE

GROUP NAME.....

DATE.....

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		
	Fridge / freezer to be left empty, clean and the doors wedged open and switched off		

	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, set alarm to 1907a, 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 either the Warden or a member of the Quarries Management 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.

Reviewed and updated March 2015

Reviewed and updated April 2017