



**BUILDINGS RISK ASSESSMENT  
WILLOW TREE HOUSE & PINE LODGE**

**Persons at risk - all users, volunteers & contractors**

Significant Hazards	Control measures taken to reduce risk	Residual risk rating	What further action required?
Unauthorised access	Main gate entry by coded keypad Site covered by CCTV Only authorised access to buildings Buildings lockable from inside and out Keys are issued to group hiring building to secure as they feel appropriate	LOW	Regular change of gate code
Slips, trips and falls	Walkways and social areas clear of built-in obstacles Non-slip flooring in bathrooms No standing on chairs No standing on top bunks Working at height only permitted in accordance with appropriate insurance	LOW	Spills and trip hazards to be cleared away promptly Avoid trailing leads Wet floor sign to be used Uneven paving to be reported as soon as possible
Fire	Separate fire risk assessment Fire alarm system installed with call points & sensors Emergency lighting installed No smoking in buildings All fire doors to be kept closed	MEDIUM	Weekly internal test of fire alarm in WT House Annual test of fire alarms & emergency lighting by external specialists All users given fire safety sheet

	Shutters over fire exits to be raised and exits kept clear when buildings in use		
Legionella	Separate legionella risk assessment All plumbing, taps and services appropriate for use and conform to relevant guidelines No cold water storage	MEDIUM	Periodical internal checks of water temperature Periodical bacterial check of water quality by external contractor
Electrical	All electrical equipment PAT tested every 4 years Visual checks ongoing Hard wire electrical testing carried out 5 yearly with appropriate remedial work as required	LOW	Any suspect equipment to be retired and inspected immediately
Gas leak	All gas work carried out and certified by LP gas safe registered tradesmen All gas supplies isolatable at appropriate and accessible points Carbon monoxide alarm near boiler cupboards	MEDIUM	Any concerns to be reported and acted on immediately by committee/site manager and appropriate external contractors or emergency services
Cuts, burns and kitchen related injury	No children to be in the kitchen unsupervised Kitchen users to take reasonable common- sense precautions	MEDIUM	First Aid kits on hand
Chemical burns/ reactions/inhalation	Equipment appropriate for use No bleach to be used Chemicals stored away from children	MEDIUM	First Aid kits on hand Only use cleaning products provided Children must have adult supervision when cleaning
Emergency situation	Hospital information, What to if list & committee contact numbers in folder in rack in entrance lobby in WT House & on noticeboard in corridor in Pine Lodge Defibrillator on wall in covered way between WT House & the shower block	LOW	If emergency services called, an adult should be on the gate to direct on arrival