

Site:	Mollivers Guide Activity Centre	Assessment No.	2026
Assessor	Gill Lake	Description of Building or Area	Brick built , with activity hall,kitchen, bathrooms (including accessible shower room and toilet) , office, meeting room, first aid room, 3 bunk rooms , outside toilet, carpark, patio, and woodland with campfire circles
Date of Assessment	02/06/2026		
Task/Activity/Process/Equipment			
Technical Advisor (if applicable)	NA		
Persons Name (If Applicable to vulnerable Groups etc.)	NA	Equipment used (if applicable)	Kitchen equipment, vacuum cleaner
When Identifying HAZARDS consider:			
a) The Task (Who, What, Where, When, How)			
b) The environment (temperature, noise, lighting, dust, fumes)			
c) Materials, Equipment, and Substances (machinery, tools, chemicals, etc.)			



RA REF No.	Hazard	Description of potential accident/injury/loss	Persons affected	Precautions/Controls already in place	Risk Rating Factor=SxL			Further control measures required?	Action By Whom	To be completed by (Date)
					Severity	Likelihood	Factor			
M/01	Slips and trips	Staff and visitors may be injured if they trip over, uneven floors, objects or slip on spillages etc.	Visitors, Public Customers Contractors	1) General good housekeeping is carried out. 2) All areas are well lit, including outside fire escape stairs. 3) Trailing leads or cables are moved or protected. 4) Leaders keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. 5) Leaders mop up or report spillages, wet floor sign used. 6) Weekly cleaning by contract 7) Kitchen fridges cleared out and cleaned at the end of every month. 8) Building has up to date floorings and furniture.	2	2	4	Monitor floor coverings to ensure they do not lift. Consider as part of a facility check.	Responsible person	Ongoing
M/02	Working at height	Falls from any height can cause bruising and fractures.	Volunteers, Contractors, leaders, young members	1) Stable platforms available for personnel to store items on high shelves. 2) Appropriate step ladder available for use if necessary. 3) Step ladders and platforms are appropriate for each task and are in secure storage. 3)proper supervision of young members to avoid misuse	4	1	4	Volunteers to have some in house awareness training on the correct use of step ladders.	Responsible person	ongoing

M/03	Fire	If trapped, users of facility could suffer fatal injuries from smoke inhalation and burns.	Volunteers, customers, public, contractors, young members	1) A fire risk assessment has been completed, and fire safety measures are in place. This is reviewed on an annual basis 2) An evacuation plan has been developed and implemented. 3) The evacuation plan has been tested, fire drills are required for residential visitors 4) Regular checks are carried out to ensure escape routes and fire exit doors are not obstructed. 5) The evacuation plan has been reviewed on an annual basis, and other emergencies considered in the crisis procedure. (see below). 6) Fire safety checks/tests recorded. 7) Fire alarm testing carried out on weekly basis. 8) emergency lighting checked monthly 9) fire extinguishers serviced regularly	5	1	5		Responsible person	ongoing
M/03	Other Emergencies	Users could be seriously injured as part of other types of emergencies, this could include power failure, flooding, civil disorder, structural damage, Bomb/terrorist threat, adverse weather.	Visitors, contractors, volunteers, public and young members.	1) Emergency file available in building 2) Guiding procedures detail action in emergencies	5	1	5		Responsible person	Ongoing
M/04	Equipment	Users could get electrical shocks or burns from using faulty electrical equipment. Volunteers or users (children) may also suffer injury from moving parts of equipment or unbalanced equipment.	Visitors, contractors, volunteers, young members	1) Work equipment assessed before purchase as to suitability for task to be used for. 2) All new equipment checked before first use to ensure there are no faults and parts are secure. 3) Staff trained in use of equipment where necessary (use of manufacturers manual). 4) All staff encouraged to report defects in equipment immediately. 5) Defective equipment taken out of use and either repaired or disposed of. 6) Annual Portable Appliance Testing	5	1	5	monitor	Responsible person	ongoing
M/05	Cleaning	Users risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	Volunteers, children.	1) Cleaning contractor used for main cleaning. 2) Cleaning products replaced with milder alternatives where available. 3) Mops, brushes and protective gloves are provided and used. 4) Staff shown how to use cleaning products safely.	2	3	6	1) Review COSHH assessments for cleaning. 2) Ensure chemicals are kept in the correct (labeled) containers. Keep chemicals to a minimum if possible.	Responsible person	ongoing
M/06	moving vehicles	Injury caused by collision with cars	All users especially young members	1) speed bumps and warning signs to encourage responsible driving 2) Proper supervision of young members 3) Front gates to be locked if carpark is in use for activities	3	1	3		Responsible person	ongoing
M/07	Asbestos	Users of property carrying out normal activities, are at low risk providing the ACM is maintained in good condition. Asbestos only poses a risk if it is disturbed and fibres are released into the air and inhaled. Contractors carrying out maintenance around the buildings are most at risk of disturbing asbestos.	Contractors, all users if damage to asbestos occurs	Asbestos survey carried out by UKAS accredited contractor, and available in the property office. Management plan in place. Asbestos register in place. Contractors notified of location of asbestos.	5	1	5	Check regularly for damage, where it is in high risk areas. If undisturbed it is safe. If required to remove at any point in the future a specialist UKAS accredited company is required to be hired for the job.	Responsible person	ongoing
M/08	Water systems (legionella)	Users of property could suffer from ill health due to poorly maintained water systems. Fatalities could occur were persons to have higher susceptibility to infection.	All users particularly elderly people and those with impaired immune systems	1) Legionella survey carried out by UKAS competent contractor. 2) Management responsibilities detailed. 3) Logbook recording temperatures etc. as per plan. 4) Water samples taken from tanks regularly to monitor condition of water. Descaling of shower heads every quarter. 5) Procedure for dealing with poor sample results.	3	2	6	As recommended by the survey	Responsible person	ongoing

M/09	Sleep overs with groups of children as young as 4 years old.	Children may be hurt, due to unfamiliar surroundings, panic and slow to react to emergencies. Hazards already identified in this risk assessment. Children may become ill and have medical conditions/health issues.	Girlguide groups and leaders	1) A strict ratio of group leaders to numbers of children, depending on age of children. 2) A safety briefing is carried out by the volunteer member at the start of the event, which involves the evacuation procedure, evacuation routes, assembly points, and use of the alarm breakpoints if required. 3) Group leader is responsible for the welfare of the children 4) Emergency plan in place, evacuation procedure detailed earlier in this document. 5) The fire alarm is in place to ensure a quick evacuation, group leader to contact the fire brigade. 6) Health forms completed for each event, in case a child becomes ill. 7) Top Bunk beds to be used with permission - could fall off but safety rail in place	5	1	5	monitor	Responsible person	Ongoing
MW/01	Falling branches	Injury resulting from falling branches or debris particularly in high winds or at any time as a result of damage to trees from ash dieback or similar	All users	1) regular check on the condition of trees by qualified person 2) Recommended tree work to be carried out as soon as possible 3) Total closure of woodland or of clearly marked areas of woodland until work can be carried out 4) No activities to take place in woodland during high winds (gusts of 25 miles per hour or above)	5	2	10	Tree surgeon makes regular checks and work is carried out as recommended	Responsible person	Ongoing
MW/02	Skin irritation	Skin irritation through touching irritant natural substances (eg nettles) occurring in woodland or on campsite	All users	Proper supervision and a warning not to pick or touch plants	3	1	3		Responsible person	Ongoing
MW/03	Poisoning	Illness through ingesting noxious substances (eg fungi or berries) naturally occurring in the woodland or on the campsite	All users particularly young members	Proper supervision and a warning not to pick, touch or eat plants	3	1	3		Responsible person	Ongoing
MW/04	Burns	Uncontrolled fire in woodland	All users	1) Fires only to be lit under adult supervision. 2) Provision of water buckets to extinguish planned fires fully. 3) Fires to be banned during periods of prolonged drought	2	2	4		Responsible person	Ongoing

