

# Risk Assessment - Bromley Centre



Workplace Location: Warren Oak Campsite, Hollow Ln, Ledbury HR8 1NQ		
Date of Issue: 08/07/2025	Review Date: 08/07/2026	
Assessor: Elizabeth Lawrence-Fielden	Reviewed by: Adrian Ward	VERSION1.2
<b>Task Description:</b> The task involves the safe operation and maintenance of an indoor centre at a scout campsite. The centre includes bathrooms, and a kitchen. The objective is to ensure the safety of all occupants, prevent accidents, and maintain hygiene standards.		

Number	Hazard Identification	Who May be Harmed	Control Measures	Risk Rating
1	<b>Improper use of equipment:</b> Injury from misuse of equipment.	All	Please ensure all equipment is used solely for its intended purpose. Return equipment to its correct storage area immediately after use. Always read the provided instructions for larger equipment.	Low
2	<b>Spills and wet surfaces:</b> Slips, trips, and falls.	All	Mop up spills immediately. Use caution when vacuuming in wet mode and ensure the air filter is removed beforehand. Remove dirty footwear before entering building. Use signage to indicate wet areas. Regularly inspect and maintain flooring. Ensure good lighting throughout the centre. Make campers aware of the dangers of running on wet floors. Ensure mops are well rung out when cleaning. Display warning signs when vinyl floors are wet. Clean, muddy floors on a regular basis.	Low
3	<b>Kitchen access by young children:</b> Accidents or injuries.	All	Children under 10 must be accompanied by an adult. Supervise children closely when in the kitchen.	Low
4	<b>Knives:</b> Cuts or injuries.	All	Knives must always be returned to the knife block and stored out of reach of children. Knives should not be placed in drawers with other cutlery. Handle knives carefully when cleaning.	Med
5	<b>Overloading fridge/freezer:</b> Spoilage of food and ineffective cooling.	All	Avoid overpacking; ensure air gaps around food for proper ventilation.	Low
6	<b>Hot water Boilers:</b> Burns and scalds from hot surfaces or liquids.	All	Caution users about hot exteriors with instruction or signage. Heat only necessary amounts. Use a kettle for small quantities.	Low

7	<b>Unsafe cookers and microwave usage:</b> Burns, scalds, or hygiene issues.	All	Clean equipment thoroughly after use. Wipe spills as they occur. Take care with glass doors on ovens and microwaves. And with removing food trays. Oven gloves are provided.	Low
8	<b>Unclean toilets, showers and basins:</b> Spread of germs and unhygienic conditions.	All	Regular cleaning of facilities. Replace toilet rolls as needed.	Low
9	<b>Untidy Main Hall:</b> Tripping hazards and electrical risks.	All	Leave the hall clean and tidy. Remove plugs from equipment when not in use.	Low
10	<b>Improper end of use cleaning and maintenance:</b> Unsanitary and incomplete facility upkeep.	All	Ensure thorough cleaning of the hall, kitchen, and toilets/showers. Drain water boilers, clean cookers, microwaves, and fridge/freezer. Empty all bins.	Low
11	<b>Unlocked windows and doors at the end of the hire period:</b> Security risks	All	Confirm all windows and doors are closed and locked at the end of the hire period.	Low
12	<b>Improper waste disposal:</b> Environmental impact and sanitary issues.	All	Empty bins and dispose of rubbish in the designated outdoor area outside the main entrance of the Pack Centre. All general waste to be taken off site.	Low
13	<b>Unsafe projector Operation:</b> Projector is at height.	All	Only use the remote control to switch on projector. Do not stand on furniture to access controls on the machine.	Low
14	<b>Fire Hazards:</b> Cooking equipment, electrical appliances, and heating systems.	All	Ensure instruction for safe use are followed and do not leave cooking unsupervised. Ensure all heating or electrical appliances are unplugged when not in use. Smoke detectors and fire extinguishers are installed for emergency use. Ensure occupants are aware of fire safety procedures. In the event of a fire ensure that when the Pack Centre is in use all bolts are taken of the fire doors and emergency procedures are followed. Fire assembly point is in the car park.	
15	<b>Chemical Hazards:</b> Cleaning chemicals that may cause burns or respiratory issues.	All	Store cleaning chemicals out of reach of children in a supervised area. Ensure instructions are read on the safe use of chemicals. Safer alternatives should be used, when possible, to do so. Children are not to help cleaning unsupervised. Use less hazardous cleaning alternatives where possible.	Low

Emergency Procedures	Monitoring and Review
<p><b>Evacuation:</b></p> <ul style="list-style-type: none"> <li>• Evacuate the site as soon as the alarm is raised.</li> <li>• Call emergency services.</li> <li>• The gathering point is in the designated assembly area (car park).</li> <li>• Group leaders to carry out a head count.</li> <li>• Inform a member of the Site Team.</li> </ul> <p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>• First aid kits readily available.</li> <li>• Provide first aid and call emergency services if necessary.</li> <li>• Report all accidents via the QR Code, and to the Site Team or via the emergency contact number.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Regular Inspections:</b> Conduct regular inspections of the campsite to identify and address potential hazards.</li> <li>• <b>Feedback:</b> Collect feedback from campers and staff to identify areas for improvement.</li> <li>• <b>Review Meetings:</b> Hold review meetings with the Site Team to evaluate the effectiveness of control measures and update the risk assessment as needed.</li> <li>• <b>Documentation:</b> Maintain accurate records of incidents, inspections, and reviews to ensure continuous improvement in site safety.</li> </ul>

**Notice: Risk assessments are to be used in conjunction with your own risk assessments to enjoy a safe stay at Warren Oak Campsite.**

Let's keep our campsite safe for everyone! If you have questions or need assistance, please contact campsite volunteer site team.