**TOPSTONES RISK ASSESSMENT including FIRE RISK ASSESSMENT – ACTIVITY BARN**

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| **EVENT NAME:** | **DATE:** |
| **Risk assessment carried out by:** |  |

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| **Hazard** | **Who might be harmed** | **Control Measures** | **Person/s responsible for control measures** |
| Microwave (Hartridge Room) | All participants | PAT tested annually; all participants to be instructed on safe use methods, not to put foil containers in microwave. | Group leader. Topstones Committee  responsible for PAT testing of on-site electrical goods |
| Kettle (Hartridge Room) | All participants | PAT tested annually. All participants to be instructed on the safe use methods, not to over fill the kettle. | Group leader. Topstones Committee  responsible for PAT testing of on-site electrical goods |
| Fridge (Hartridge Room) | All participants | PAT tested annually. All participants to be instructed on the safe use of this equipment. | Group leader. Topstones Committee  responsible for PAT testing of on-site electrical goods |
| Sharp knives (Hartridge  Room) | All participants | Sharp knives kept in drawer | Group leader |
| Washing Up (Hartridge Room) | All participants | Washing up to be done in the sink. All participants to be warned about very hot water from taps. | Group leader |
| Cleaning Products (Hartridge  Room) | All participants | All products to be stored in cupboards under the sink unit. Only washing up liquid and hand washing liquid to be left out on side for  general use. | Group leader |

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| Fire | All participants | Fire extinguishers are installed at key points as follows: At side of door in Hartridge room.  At side of roller door in bouldering room.  These are wall mounted and clearly labelled.  Smiths Fire LLP have a contract to annually maintain all fire extinguishers.  Evacuation procedures to be followed in the event of a fire. | Group leader to check on arrival.  Topstones Committee  responsible for annual testing and replacement if necessary. |
| Evacuation procedures | All participants | All fire exits to be kept clear at all times and emergency exit tested regularly.  Emergency lighting and emergency exit signs installed to current  standards and are tested regularly.  Fire instruction signs are clearly displayed in all rooms. Evacuate through the nearest exit. Assembly point on the field  between large trees well away from the buildings.  Contact 999 and do not re-enter the Activity Barn until all danger has been dealt with and you have been given permission to do so by the fire services. | Group leader  Topstones Committee |
| Activities | All participants | **Roller Doors must not be operated by children, only Adults are allowed to open and close these for safety reasons.** Activities  undertaken on the site must be supervised by adults and the safety equipment provided used by participants.  All equipment with moving parts to be checked by the leader including bikes which must be of a suitable size.  Bouldering wall hand and foot holds to be checked before use and  crash mats to be in place. | Group leader  Topstones Committee responsible for weekly  checking of all equipment  with moving parts. |
| Fire due to smoking  Risk to health caused by smoking | All participants | The Activity Barn operates a N0-Smoking policy which is required by law. This removes a fire risk from casual disposal of smoking  materials.  Smoking only permitted away from children and other groups. smoking Dispose of cigarette ends carefully and not on the ground. UK legal age limits to be adhered to at all times. | Group leader |
| Electric Fence | All participants | An electric fence has been installed on the fence surrounding the horse field. This is active at all times and contact should be avoided. No  climbing or reaching over the fence. | All participants |

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