**TOPSTONES RISK ASSESSMENT including FIRE RISK ASSESSMENT – CHALET**

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| **Hazard** | **Who might be harmed** | **Control Measures** | **Person/s responsible for control measures** |
| Microwave | 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 | 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 |
| Fridges and freezers | 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 |
| Toasters  Fire in the toaster |  | PAT tested annually. Check that toaster is clean and well away from curtains and empty the crumb tray regularly. | Group leader.  Topstones Committee responsible for PAT testing of on-site electrical goods. |
| Cooker  Fire in, on or near the cooker  The oven is a fan oven and therefore quick to heat up. Oven doors to be opened fully when taking food to and from the oven. | All participants | To be used under adult supervision only. Pan holders to be used for hot pans.  Turn saucepans so handles do not stick out over edge of the hob or over another ring.  Double check the cooker is off when cooking has been completed.  Make sure tea-towels are not hanging over the cooker and do not put oven gloves on the top of a hot cooker.  Keep the oven and rings clean - built up fat and scraps of  food can start a fire.  Do not use foil on the oven base as this is a fan oven.  A fire blanket is kept in the kitchen. Fire blankets can be used to put out a fire or wrap a person whose clothing is on  fire. Please use extractor fan when cooking. | Group leader.  Topstones Committee responsible for ensure cooker is checked  weekly. |
| Sharp knives | All participants | Sharp knife kept in drawer and in holder on work top. | Group Leader |
| Washing Up | All participants | Washing up to be done in sinks. All participants to be warned | Group Leader |

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|  |  | about very hot water from taps. Small groups can use washing up bowls and drainers provided on tables under  supervision. Washing up bowls to be filled only by leaders  and moved from sink to tables by leaders. |  |
| Cleaning Products | 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 |
| *WOOD BURNER NOT TO BE USED AS THE CHIMNEY NO LONGER FUNCTIONS.* | All participants | The woodburner no longer functions. A remote controlled heater is in place above the fire place.  All wall heaters have been updated and are easy to adjust once turned on. | Group leader |
| Fire | All participants | Fire extinguishers are installed at key points as follows: By kitchen door  At both ends of main room  In Activity room  These are wall mounted and clearly labelled  Smiths Fire LLP have a contract to annually maintain all fire extinguishers and check fire blanket  Smoke Detector’s fitted in all sleeping areas and are regularly tested. Group Leader should also test on arrival at  venue when staying for an overnight event.  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 tested regularly.  Fire instruction signs are clearly displayed in all rooms. Raising the alarm in case of a fire should be done by  whichever leader is nearest to the fire bell in the hallway.  Evacuate through nearest fire exit. Assembly point on field between large trees well away from the buildings.  Contact 999 and do not re-enter the Chalet until all danger has been dealt with and fire service have given permission to  re-enter. | Group leader. Topstones Committee |

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| Activities | All participants | Activities undertaken on the site must be supervised by adults and the safety equipment provided used by  participants. Pond is contained in a fenced area accessible by  a locked gate. Keys are kept on a hook in kitchen area of Chalet. Only to be used under adult supervision and kept locked when not in use. | Group Leader |
| Injury from moving motor vehicles | All participants | All vehicles to stick to **a 5mph speed limit.**  No vehicles to be parked on camping field – use car parking spaces provided. | Group leader |
| Fire due to smoking  Risk to health caused by smoking | All participants | The Chalet operates a No-Smoking policy which is required by law. This removes a fire risk from casual disposal of smoking  materials.  Smoking only permitted outside and not in the presence of young people.  UK legal age limits to be adhered to at all times. | Group leader |
| Gas Central Heating Boiler  Carbon monoxide poisoning | All participants | The calor gas central heating boiler is located in the Activity Room of the Chalet and is regularly serviced.  The Activity Room is NOT to be used for sleeping in an audible carbon monoxide alarm is fitted 1 meter away from the central heating boiler.  central heating boiler at head height in the Activity Room. | Group leader  Topstones Committee |
| Electric Fence | All participants | An electric fence has been installed on the fence surrounding the Chalet and field on the side facing away from our  premises. Please ensure **that no one climbs the fence or**  **puts their hands over the top rail of the fence.** | Group Leader  Topstones Committee |

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