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**Risk Assessment Form**

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| **Event/Activity: SLEEPOVER RISK ASSESSMENT FOR: 97 PRINCESS ROAD EAST, LEICESTER LE1 7DW** | **Date:15 October 2021** |
| **Risk Assessor: Louise Mynott – County Office Manager** |  |  |  |
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| **Hazard** | **Who is affected?** | **What controls** **are in place?** | **Risk level****(L/M/H)** | **Are further controls necessary?** | **Action by****& date** | **Review by****& date** |
| **Kitchen**MicrowaveKettleFridgeToasterFire in toaster | All participantsAll participantsAll participantsAll participants | PAT tested every two years, all participants to be instructed on safe use methods, not to put foil containers in microwave. PAT tested every two years, all participants to be instructed on safe use methods, not to over fill the kettle. PAT tested every two years, all participants to be instructed on the safe use of this equipment PAT tested every two years, Check that toaster is clean and well away from clothing and empty the crumb tray regularly | MMLM | To be used by Rangers, Young Leaders and Leaders onlyTo be used by Rangers, young leaders and Leaders onlyNoneNone | LM15.10.21LM15.10.21LM15.10.21LM15.10.27 |  |

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| Hob & Oven Fire in, on or near the hob or ovenSharp KnivesGeorge Foreman GrillWashing up FloorCleaning Products**BATHROOM**Bathroom Floor**MAIN ROOM**Tables and Chairs **BUILDING**Fire EvacuationUsing the BuildingSecurityActivitiesElectrical Items(eg Chocolate fountain, fans) | All participants All participantsAll participantsAll participantsAll participantsAll participantsAll participantsAll participantsAll participantsAll participantsAll participantsAll participantsAll participants | Turn pan handles so they do not stick out over the edge of the hob or over another ring.Double check hob and oven are off when cooking has been completed & vacating premises Keep hob and oven clean and clear of fat and scraps of food which can start a fire.Fire blanket kept in the kitchen, to be used for putting out a fire or wrap a person whose clothing is on fire. Sharp knives kept in drawerPAT tested every two years, all participants to be instructed on the safe use of this equipment Washing up to done in sink. All participants to be warned about very hot water from taps. To be kept clean & dry to prevent slipsAll products to be stored in cupboards locked in toilets expect washing up liquid and hand washTo be kept clean and dry to prevent slipsTo be used in an appropriate manner and to be put away correctly as per printed instructions Advise all members of the available fire escapes and evacuation procedure at beginning of sleepover. Care must be taken when using the building, stairs should be use appropriately The combination door through to the main building should be kept shut at all timesLeaders should provide a separate risk assessments for activities taking place during sleepovers To be turned off when room is empty  | MLMLM/HLM/HLMMHLH | To be used under adult supervision only.  Keep persons to minimum when using the kitchenTo be used with adult supervisionTo be used with adult supervisionTo be supervised by adultsAdults only Cleaning to be done under adult supervisionAdults onlyAdults to check tables correctly put up.All fire exits should be opened before sleepover starts whilst the building is occupiedParticipants to be advised of not running in the buildingIf left ajar, someone must be in the foyer to monitor entranceTo be provided when sending REN form to adviserTo be used by Adults and Rangers/young leaders only. | LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21LM15.10.21 |  |

