a

**Risk Assessment Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event/Activity: SLEEPOVER RISK ASSESSMENT FOR: 97 PRINCESS ROAD EAST, LEICESTER LE1 7DW** | | | | | | | | **Date:15 October 2021** | | | |
| **Risk Assessor: Louise Mynott – County Office Manager** | | | |  | |  | | |  | | |
|  | | |  | | | | |  | | | |
| **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**  Microwave  Kettle  Fridge  Toaster  Fire in toaster | All participants  All participants  All participants  All 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 | | | M  M  L  M | | To be used by Rangers, Young Leaders and Leaders only  To be used by Rangers, young leaders and Leaders only  None  None | | | LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.27 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Who is affected?** | **What controls o**  **are in place?** | **Risk level**  **(L/M/H)** | **Are further controls necessary?** | **Action by**  **& date** | **Review by**  **& date** |
| Hob & Oven  Fire in, on or near the hob or oven  Sharp Knives  George Foreman Grill  Washing up  Floor  Cleaning Products  **BATHROOM**  Bathroom Floor  **MAIN ROOM**  Tables and Chairs  **BUILDING**  Fire Evacuation  Using the Building  Security  Activities  Electrical Items  (eg Chocolate fountain, fans) | All participants  All participants  All participants  All participants  All participants  All participants  All participants  All participants  All participants  All participants  All participants  All participants  All 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 drawer  PAT 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 slips  All products to be stored in cupboards locked in toilets expect washing up liquid and hand wash  To be kept clean and dry to prevent slips  To 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 times  Leaders should provide a separate risk assessments for activities taking place during sleepovers  To be turned off when room is empty | M  L  M  L  M/H  L  M/H  L  M  M  H  L  H | To be used under adult supervision only.  Keep persons to minimum when using the kitchen  To be used with adult supervision  To be used with adult supervision  To be supervised by adults  Adults only  Cleaning to be done under adult supervision  Adults only  Adults to check tables correctly put up.  All fire exits should be opened before sleepover starts whilst the building is occupied  Participants to be advised of not running in the building  If left ajar, someone must be in the foyer to monitor entrance  To be provided when sending REN form to adviser  To be used by Adults and Rangers/young leaders only. | LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21  LM  15.10.21 |  |

