

## Risk assessment

Name of activity, event, and location	Wike Campsite – main hut North Leeds Scout District Backstone Gill Lane Leeds LS17 9JS	Date of risk assessment	November 2023	Name of person doing this risk assessment	Wike Steering Group
		Date of next review	December 2024		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Fire	All	<p>The hut is equipped with heat and smoke detectors and an alarm will sound if these are activated. These are checked regularly.</p> <p>All doors should be unlocked whenever the hut is in use and the padlocks stored on the rack in the kitchen.</p> <p>Fire extinguishers are to be maintained and checked annually by specialists.</p> <p>All electrical equipment is to be switched off either at a switch or at the fuse box when the hut is locked up at the end of the visit.</p> <p>The emergency lighting is to be checked regularly.</p> <p>An evacuation procedure is available on the kitchen wall and all leaders/adults should read it on arrival if using the hut. This procedure will be activated at least once annually and a full evacuation is to take place.</p> <p>The shutters in the leaders room should be opened as the window is a means of escape.</p> <p>If it is necessary to summon the fire brigade then an adult in a high vis jacket should stand by the main entrance gate and the car park should be kept clear of people.</p> <p>Wike Management should be notified immediately.</p>	
Gas	All	<p>The procedure to use the oven is posted on the wall. If fans are not switched on then the gas will not be delivered. There is an automatic shut off to the supply outside the building.</p> <p>Equipment which is powered by a flammable material should not be stored or used in the building.</p>	
Hygiene	All	<p>All waste should be disposed off appropriately.</p> <p>Kitchen users should follow accepted hygiene procedures.</p> <p>Food should be stored in accordance with guidelines.</p> <p>All equipment and surfaces should be cleaned at the end of each day and at the end of the visit.</p> <p>Fridge and freezer doors should be turned off at the wall and left open at the end of the visit.</p> <p>The dishwasher should be emptied and cleaned (including the filters)</p>	
People in the kitchen	All	<p>It is recommended that Children do not access the kitchen unless supervised, to ensure their safety.</p>	

You can find more information in the Safety checklist for leaders and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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Mouse droppings	All	In the event mouse droppings are found in the kitchen it is advised that all cockery etc is washed prior to use and the warden is notified of this so appropriate action can be taken.	
Sharp implements	All	All users to be aware of the dangers of handling sharp implements. A first aid box is situated in the kitchen and stock levels checked regularly	
Carbon monoxide	All	Carbon monoxide alarms are fitted within the building and checked regularly.	
Gas build up.	All	In the event of any build up of gas within the premises people should be evacuated immediately. The gas supply to the building should be shut off at the external supply. Wike management should be notified immediately	

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