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| **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** |

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| **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 | The hut is equipped with heat and smoke detectors and an alarm will sound if these are activated. These are checked regularly.  All doors should be unlocked whenever the hut is in use and the padlocks stored on the rack in the kitchen.  Fire extinguishers are to be maintained and checked annually by specialists.  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.  The emergency lighting is to be checked regularly.  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 evaculation is to take place.  The shutters in the leaders room should be opened as the window is a means of escape.  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.  Wike Management should be notified immediately. |  |
| Gas | All | The procedure to use the o ven 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. Equipment which is powered by a flammable material should not be stored or used in the building. |  |
| Hygiene | All | All waste should be disposed off appropriately.  Kitchen users should follow accepted hygiene procedures.  Food should be stored in accordance with guidelines.  All equipment and surfaces should be cleaned at the end of each day and at the end of the visit.  Fridge and freezer doors should be turned off at the wall and left open at the end of the visit.  The dishwasher should be emptied and cleaned (includeing the filters) |  |
| People in the kitchen | All | It is recommended that Children do not access the kitchen unless supervised, to ensure their safety. |  |
| 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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