

<b>Activity</b>	<b>Buildings on Site</b>
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**RECEPTION / MEETING ROOM**

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>• All wires tidied away</li> <li>• All unnecessary objects removed from floor and office</li> <li>• Sharp corners to be marked or rounded off</li> </ul>
Crowding	1	1	1	All users	<ul style="list-style-type: none"> <li>• No more desks than required by regulations</li> </ul>
Screen usage	2	1	2	All users	<ul style="list-style-type: none"> <li>• Staff to ensure regular screen breaks</li> <li>• Screens to be correctly fitted and correct size etc</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>• All staff to be vigilant</li> <li>• Smoke alarm to be fitted</li> <li>• Fire alarms to be fitted and tested weekly and recorded</li> <li>• Appropriate fire extinguishers to be readily available</li> </ul>
Electrics	2	1	2	All users	<ul style="list-style-type: none"> <li>• To be checked monthly and recorded</li> </ul>

## BOATHOUSE

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>All wires tidied away</li> <li>All unnecessary objects removed from floors</li> <li>Sharp corners to be marked or rounded off</li> <li>All items in communal areas to be kept tidy and away from 'through passages'</li> </ul>
Crowding	1	1	1	All users	<ul style="list-style-type: none"> <li>No more people occupying the building than allowed by fire regulations</li> </ul>
Kitchen	3	2	6	All users	<ul style="list-style-type: none"> <li>Area to be kept clean and tidy</li> <li>All items to be kept stored correctly</li> <li>Floor area to be kept clear</li> <li>When cooking care to be taken over the movement of hot food, pans or plates etc</li> </ul>
Garden	2	1	2	All users	<ul style="list-style-type: none"> <li>To be kept tidy</li> <li>Washing lines to be marked clearly</li> <li>Sheds not to be over filled</li> <li>Bins to be emptied regularly</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>Smoke alarms to be fitted</li> <li>Appropriate fire extinguishers to be available</li> <li>All staff to be briefed re dangers</li> </ul>
Electrics	2	1	2	All users	<ul style="list-style-type: none"> <li>To be checked monthly and recorded</li> </ul>

## VISITOR ACCOMMODATION – Wethered Hut and Softcat Rooms

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>• All wires tidied away</li> <li>• All unnecessary objects removed from floors</li> <li>• Sharp corners to be marked or rounded off</li> <li>• All items in communal areas to be kept tidy and away from 'through passages'</li> </ul>
Crowding	1	1	1	All users	<ul style="list-style-type: none"> <li>• No more people occupying the building than allowed by fire regulations</li> </ul>
Bunks	3	1	3	All users	<ul style="list-style-type: none"> <li>• Mattresses to be fire resistant</li> <li>• Bunks to have sides to prevent falling</li> <li>• Communal areas to be kept clear</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>• Smoke alarm to be fitted</li> <li>• Fire alarm to be fitted</li> <li>• Appropriate fire extinguishers to be readily available and regularly</li> </ul>
Electrics	2	1	2	All users	<ul style="list-style-type: none"> <li>• To be checked monthly and recorded</li> </ul>

## TRAINING CENTRE

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>• All wires tidied away</li> <li>• All unnecessary objects removed from floors</li> <li>• Sharp corners to be marked or rounded off</li> <li>• All items in communal areas to be kept tidy and away from 'through passages'</li> </ul>
Crowding	1	1	1	All users	<ul style="list-style-type: none"> <li>• No more people occupying the building than allowed by fire regulations</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>• Smoke alarm to be fitted</li> <li>• Fire alarm to be fitted</li> <li>• Appropriate fire extinguishers to be readily available and regularly</li> </ul>

## HOWARD'S HUT

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>• All wires tidied away</li> <li>• All unnecessary objects removed from floors</li> <li>• Sharp corners to be marked or rounded off</li> <li>• All items in communal areas to be kept tidy and away from 'through passages'</li> <li>• All kit to be tidied away</li> <li>• One way system to prevent collisions</li> </ul>
Crowding	1	1	1	All users	<ul style="list-style-type: none"> <li>• No more people occupying the building than allowed by fire regulations</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>• Smoke alarm to be fitted</li> <li>• Fire alarm to be fitted</li> <li>• Appropriate fire extinguishers to be readily available and regularly</li> </ul>

## TOILETS / SHOWERS

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>• All wires tidied away</li> <li>• All unnecessary objects removed from floors</li> <li>• Sharp corners to be marked or rounded off</li> <li>• To be checked twice daily and areas kept clean</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>• Smoke alarm to be fitted</li> <li>• Fire alarm to be fitted</li> <li>• Appropriate fire extinguishers to be readily available and regularly</li> </ul>
Slipping	2	2	4	All users	<ul style="list-style-type: none"> <li>• Floor to be cleaned regularly. Slip warning boards to be placed out when appropriate</li> </ul>
Showers	2	1	2	All users	<ul style="list-style-type: none"> <li>• To be kept clean</li> <li>• Any breakages to be repaired</li> <li>• To be checked twice daily and kept clean</li> </ul>

## FUEL STORE

Hazard	Severity Rating *	Probability Rating **	Risk Factor	Persons at Risk	Controls to Minimise Risk
Trip Hazards	3	1	3	All users	<ul style="list-style-type: none"> <li>• All unnecessary objects removed from floors</li> <li>• Sharp corners to be marked or rounded off</li> <li>• To be checked regularly</li> </ul>
Fire	5	1	5	All users	<ul style="list-style-type: none"> <li>• Smoke alarm to be fitted</li> <li>• Fire alarm to be fitted</li> <li>• Appropriate fire extinguishers to be readily available and regularly checked</li> <li>• No matches, cigarettes or lighters to be used within 20 metres</li> </ul>
Fuel Storage	5	1	5	All users	<ul style="list-style-type: none"> <li>• Store to be checked daily</li> <li>• Door to be locked at all times</li> <li>• All fuel cans must be appropriate to usage</li> <li>• All cans to be clearly marked</li> <li>• Must be appropriate ventilation at all times</li> </ul>

*Hazard Severity Rating:			**Hazard Probability Rating:			Risk Factor:
1	Negligible	No injury	1	Improbable	Unlikely to happen	High 7+ <b>Red</b>
2	Marginal	Slight injury, minor first aid	2	Remote	May occur at some time	Medium 4-6 <b>Amber</b> Low 1 – 3 <b>Green</b>
3	Slightly dangerous	Some injury, not too serious	3	Possible	Likely to occur at some time	
4	Dangerous	Serious injury or damage	4	Probable	Very likely to occur	
5	Very dangerous	Could cause death or widespread injuries	5	Very Probable	Very likely to occur soon	