

Risk Assessment

Location	The Guide Cottage, Windy Harbour, 331 Woodhead Road, Holme, Holmfirth, HD9 2QF
Date	07 April 2013
Review	06 April 2014
Re-reviewed	26 July 2017 (HW)

General description of property:

The Guide Cottage is a delightful cottage in the rolling hills of the Peak District. Situated approximately ¼ mile from Holme Village and 3 miles from Holmfirth, the Guide Cottage commands fantastic views and extreme tranquillity whilst remaining within easy access of civilisation. The Cottage comprises:

Downstairs

- A small porch area
- Large fully equipped kitchen (electric cooker, microwave, fridge-freezer)
- Shower room, washbasin and toilet
- Lounge/dining room with a large 18-seat table perfect for activities/meal times.

Upstairs

- 1 bunk-bed room sleeping 8
- 1 bunk-bed room sleeping 6
- 1 leader room sleeping 2 leading to a further bedroom sleeping 2
- 1 bathroom (3 washbasins, 1 toilet)

The Cottage is centrally heated. It has a small, private grassed area to the front of the property with a picnic table. Parking is on the road at the rear of the property. Unfortunately, the Cottage is not wheelchair accessible.

Associated Risk Assessments

1. Users own risk assessment covering all activities
2. Users own risk assessment covering specifically any walking activities outside of the building. Please note that the Cottage is on the border of 'open' country and as such only trained leaders (Girlguiding UK Level 2 Walking Scheme) should guide walks to the left of the property (i.e. away from Holme and Holmfirth). Girlguiding UK Level 1 Walking Scheme is recommended when leading walks into Holmfirth.

Nature of Hazard	Hazard	Worst Outcome	Groups at risk	Contributory Factors	Estimation of risk		Control Measures
Proximity to the main road	<ul style="list-style-type: none"> • Small pavement area • Vehicles travelling at speed 	<ul style="list-style-type: none"> • Serious injury • Death 	Adults Children Contractors	<ul style="list-style-type: none"> • Small pavement area • Lack of visual from the Cottage path to the road and vice versa 	Severity of Hazard	High	<ul style="list-style-type: none"> • Gate leading to the road always to be kept closed • Children to be accompanied when accessing the road • Adults should always be the first out of the gate with adults interspersed within the group • Adult: Child ratio as per the Guiding Manual
					Likelihood of event	Moderate	
					Adequacy of controls	Good	
Slippery and uneven paths	<ul style="list-style-type: none"> • Steep slope leading from the roadside to the cottage • Yorkshire stone slabs leading to the front door 	<ul style="list-style-type: none"> • Low muscle damage 	Adults Children Contractors	<ul style="list-style-type: none"> • Exposed area • Large trees over hanging area 	Severity of Hazard	Moderate	<ul style="list-style-type: none"> • Paths to be treated regularly to avoid build up of moss and algae • Trees to be pruned regularly • Tree routes to be assessed so not to cause additional trip hazards
					Likelihood of event	Moderate	
					Adequacy of controls	Good	
Slips on wet surfaces	<ul style="list-style-type: none"> • Slips in kitchen, bathroom and shower room 	<ul style="list-style-type: none"> • Low muscle damage 	Adults Children Contractors	<ul style="list-style-type: none"> • Condensation caused from poor ventilation • Spillages 	Severity of Hazard	Moderate	<ul style="list-style-type: none"> • Use of non-slip surfaces • Spillages to be cleared straight away • Windows to be opened regularly to avoid build up of condensation • Shower curtain to be placed inside of the shower tray to avoid water build up on the floor
					Likelihood of event	Moderate	
					Adequacy of controls	Good	
Burns/Scalds	<ul style="list-style-type: none"> • Use of cooking equipment • Spillage of hot food/drinks during meals • Misuse of cleaning products • Use of wood burning stove 	<ul style="list-style-type: none"> • Burns • Scalds 	Adults Children	<ul style="list-style-type: none"> • Use of cooking equipment • Spillages/accidents caused during service/meal • Poor storage of cleaning products • Use of wood burning stove 	Severity of Hazard	High	<ul style="list-style-type: none"> • Oven gloves to be provided • Children to be accompanied at all times during the preparation of food. • Hair below shoulder length to be tied up in the kitchen. • Great care to be taken whilst serving food. Avoid where possible walking around the table with hot drinks/food. • All cleaning products to be kept out of reach of children
					Likelihood of event	Moderate	
					Adequacy of controls	Good	

Nature of Hazard	Hazard	Worst Outcome	Groups at risk	Contributory Factors	Estimation of risk		Control Measures
							<ul style="list-style-type: none"> Adults to be trained on the safe and appropriate use of the wood burning stove. Only wood provided to be used. Children should be supervised when laying and clearing the fire. Only adults should stoke/feed the fire when lit. Fire retardant gloves should be used to prevent injury from splinters and fire.
Poisoning	<ul style="list-style-type: none"> Misuse of cleaning products Wood pile 	<ul style="list-style-type: none"> Poisoning Death 	Adults Children	<ul style="list-style-type: none"> Spillages/accidents Poor storage of cleaning products Wood Pile 	Severity of Hazard	High	<ul style="list-style-type: none"> Spillages to be cleaned straight away All cleaning products to be kept out of the reach of children
					Likelihood of event	Low	
					Adequacy of controls	Good	
Falls from height	<ul style="list-style-type: none"> Falls from bunk bed Fall on stairs Fall from chairs Fall from windows Fall from garden wall 	<ul style="list-style-type: none"> Low muscle damage Serious Injury Death 	Adults Children	<ul style="list-style-type: none"> Area poorly controlled Windows able to open fully 	Severity of Hazard	High	<ul style="list-style-type: none"> All users of the bunk beds to be warned of the dangers of the height. Bunk bed ladders to be used at all times. No jumping to be allowed from bunk to bunk or from bunk to floor. Running not allowed on stairs. Use of indoor footwear encouraged. Great care to be taken when moving around the table. Users of the Cottage should not walk on the benches. Chairs should be stored sideways so to prevent children/adults from sitting on the piles of chairs All windows to be prevented from opening fully. Children not to be left unattended in the garden and to
					Likelihood of event	Moderate	
					Adequacy of controls	Good	

Nature of Hazard	Hazard	Worst Outcome	Groups at risk	Contributory Factors	Estimation of risk		Control Measures
							be notified of the dangers of the drop from the wall.
Crushing	<ul style="list-style-type: none"> Wood pile 	<ul style="list-style-type: none"> Serious Injury Death 	(NO ACCESS FOR VISITORS)	<ul style="list-style-type: none"> Wood Pile 	Severity of Hazard	High	<ul style="list-style-type: none"> Wood pile to be stored neatly in a purpose built gated store with the stack of wood measuring no more than 1m in height. Only Caretaker to have access to the store cupboard.
					Likelihood of event	Low	
					Adequacy of controls	Good	
Fire Risk	<ul style="list-style-type: none"> Use of electrical items Storage of combustible items Equipment failure 	<ul style="list-style-type: none"> Burns Death 	Adults Children Contractors	<ul style="list-style-type: none"> Use of Electrical items Bulk storage of wood, paper and firelighters Wear and tear on cables Area poorly supervised 	Severity of Hazard	High	<ul style="list-style-type: none"> Use competent contractors PAT test all equipment annually Visual fire check before each stay Ensure all leaders are trained on the safe and appropriate use of the wood burning stove. Only wood provided should be used. Only adults should stoke/feed the fire when lit Fireguards should be in place at all times. Adequate fire fighting devices provided Ensure access/egress routes are open, well signed and that all users are briefed on evacuation procedure on arrival Each user to complete the fire register and hand to caretaker on arrival.
					Likelihood of event	Low	
					Adequacy of controls	Good	