



# Risk Assessment Form - Children's Inn

This is a generic risk assessment for the Children's Inn. You will need to complete your own risk assessment for any activities you carry out therein.

Venue: The Inns At Rowarth	Building: The Children's Inn	Sleeps: 30 People	Date 27/06/2025 To be reviewed by: 01/04/2026
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<b>General</b>						
Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk Level	What you need to do	Residual Risk Level
Fire	All	Burns, smoke inhalation	Fire alarm in main entrance hall. Fire checklist to be completed at start of each hire.	Medium	<ul style="list-style-type: none"><li>Make sure everyone knows what to do in case of fire</li><li>Ensure a fire drill is completed on first evening of stay</li><li>Do not leave hot items (in kitchen or heaters) unattended</li><li>Extend extension leads fully before use</li><li>Ensure Burco water heater is switched off overnight</li></ul>	Low
Fuse trips power	All	No electricity	Fuse box is in downstairs leaders' toilet, torch in cupboard in leader's toilet	Medium	<ul style="list-style-type: none"><li>Call contacts listed on notice board if help needed.</li></ul>	Low
Water Leak	All	Damage to building or possessions	Stop tap is in kitchen at side of sink nr bin area	Low	<ul style="list-style-type: none"><li>Call contacts listed on notice board if help needed.</li></ul>	Low

Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk Level	What you need to do	Residual Risk Level
Slippery Path/Steps	All	Falling/Tripping and injury	Security lights installed Regular cleaning of pathways to remove moss/other weathering	Medium	<ul style="list-style-type: none"> <li>Do not allow running on steps or path</li> </ul>	Low
General Grounds	All	Falling/Tripping and injury	Grounds will be maintained to the highest standard taking account of the weather	Medium	<ul style="list-style-type: none"> <li>Adults to supervise children when they are playing outside particularly when there has been a spell of wet weather</li> </ul>	Low
Uneven floors in dining room, hall and outside bathroom	All	Slips/Trips/Falls	Regular maintenance of the site	Medium	<ul style="list-style-type: none"> <li>Walk carefully wearing sensible footwear</li> </ul>	Low
Dehumidifiers	All	Trip hazard	Warden to ensure all dehumidifiers are unplugged and put safely to one side at beginning of a hire of the property	Medium	<ul style="list-style-type: none"> <li>Adults in charge to ensure dehumidifiers are out of the way at the start of their hire of the property</li> </ul>	Low
<b>Kitchen</b>						
Oven and Hob	Adults	Burn	Ovens regularly safety checked	Medium	<ul style="list-style-type: none"> <li>Only Adults to use.</li> <li>Under 18s to be always supervised</li> </ul>	Low
Kettles/Burco	Adults	Scald, Burn	Kettle regularly safety checked	Medium	<ul style="list-style-type: none"> <li>Only Adults to use.</li> <li>Under 18s to be always supervised</li> </ul>	Low
Sharp Knives, Peeler etc.	All	Cuts		Medium	<ul style="list-style-type: none"> <li>Supervise children using sharp tools</li> </ul>	Low
Microwave	All	Burn / scald or fire from incorrect use	Instructions provided	Medium	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Be careful when lifting food out of microwave in case it spills.</li> </ul>	Low

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Dishwashing area	All	Burns from water heat from taps		Medium	<ul style="list-style-type: none"> <li>Ensure an adult checks the running water temperature prior to children washing up</li> </ul>	Low
Cleaning Materials	Adults	Irritant, Chemical Burn		Medium	<ul style="list-style-type: none"> <li>Store all cleaning materials out of the reach children</li> <li>Follow instruction on bottles.</li> <li>Do not mix different cleaning products together.</li> </ul>	Low
Door from hall towards kitchen	People working in kitchen	Door opening into someone carrying hot drinks or food.		Medium	<ul style="list-style-type: none"> <li>Check through glass in the door to ensure there is no one behind it when opening</li> <li>No more than 4 people in kitchen</li> </ul>	Low
Hot Pans/ Oven Trays	People working in kitchen	Burning hand/arm when handling hot items		Medium	<ul style="list-style-type: none"> <li>Use oven gloves provided</li> </ul>	Low
Fire Exit Stairs between kitchen and dishwashing area	All	Risk of fall down the stairs	Signs in place advising these stairs are only to be used in an emergency at both top and bottom	Medium	<ul style="list-style-type: none"> <li>Adults to advise children that stone staircase is only to be used in event of emergency</li> </ul>	Low

## Activity Room / Bedroom

Games equipment	All	Trip and injury, damage to equipment		Medium	<ul style="list-style-type: none"> <li>Take care when using the games equipment</li> <li>If any equipment is damaged, please report this</li> </ul>	Low
Bunk beds	All but mainly children under 10	Falling and Injury		Medium	<ul style="list-style-type: none"> <li>Follow your organization's policy on relevant permissions for sleeping in top bunk</li> <li>Do not allow children to play in bedrooms</li> <li>Only one person allowed per bed</li> </ul>	Low
Radiators	All	Burn	Instructions provided	Medium	<ul style="list-style-type: none"> <li>Do not cover heaters</li> </ul>	Low
Personal Belongings on Floor	All	Trip and Injury		High	<ul style="list-style-type: none"> <li>Make sure area around sleeping area is clear,</li> <li>Keep personal possessions and bags out of the way of where people will be walking.</li> </ul>	Low

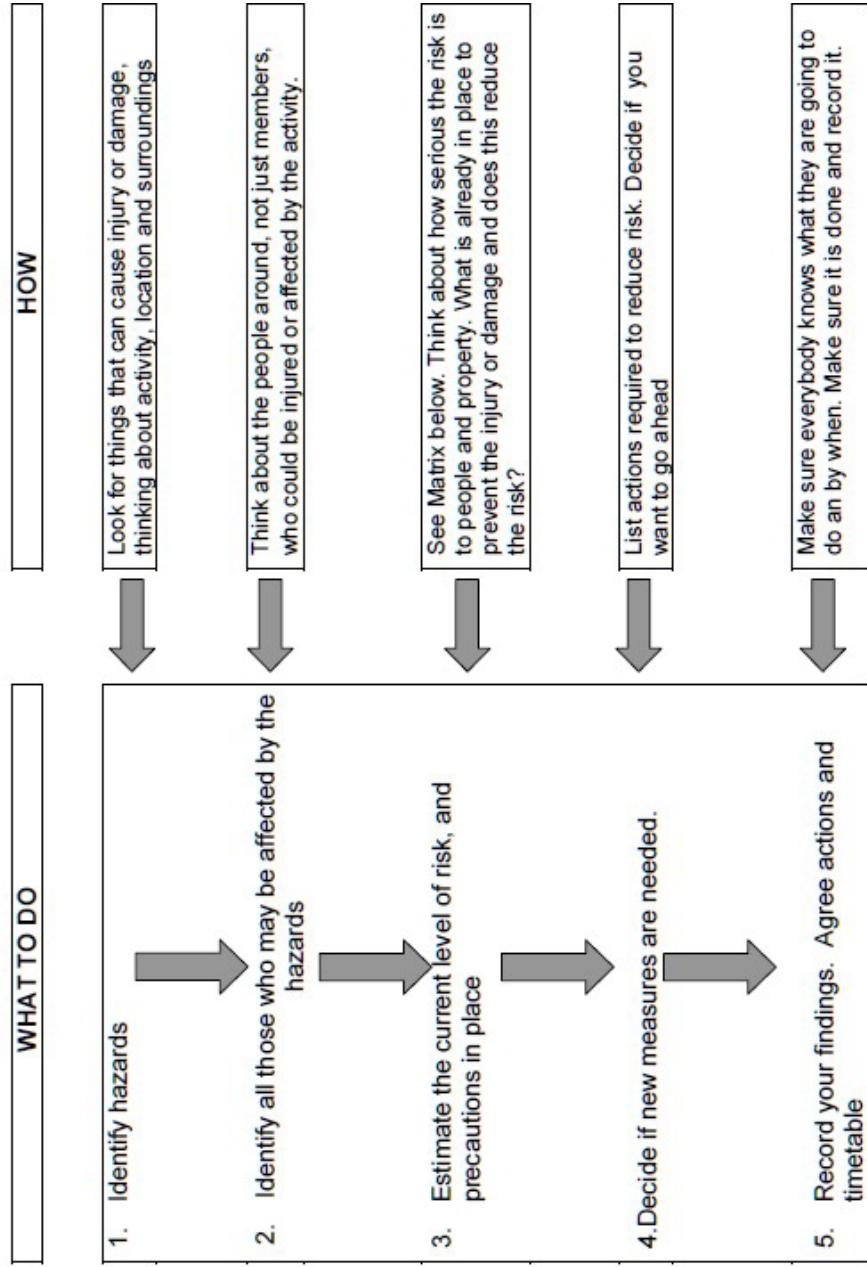
Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk Level	What you need to do	Residual Risk Level
Sleepwalkers	See Health Forms	Falling out of bed, exiting the building		Medium	<ul style="list-style-type: none"> <li>Make leaders aware.</li> </ul>	Low
Camp beds	All	Trip and Injury	Instructions provided	Medium	<ul style="list-style-type: none"> <li>Only use camp beds at night, fold away during the day.</li> <li>Camp beds to be put up under adult supervision (or by adults in the case of under 10s)</li> <li>Consider providing nightlights overnight so that people can see to walk about.</li> </ul>	Low
Dirty Floors	All	Hygiene and damage to possessions		Medium	<ul style="list-style-type: none"> <li>Remove shoes /boots in entrance and store neatly in porch</li> </ul>	Low
Chairs	All	Chairs falling over and injuring someone		Medium	<ul style="list-style-type: none"> <li>Do not store items on top of chairs</li> <li>Do not stack the chairs in the activity room</li> </ul>	Low
Tables	All	Injury from tripping over tables or tables falling and injuring someone		Medium	<ul style="list-style-type: none"> <li>Tables to be stored neatly when not in use</li> </ul>	Low
Putting Tables up	Adults	Injury/Trapping Fingers		Medium	<ul style="list-style-type: none"> <li>Take care lifting the table from folding to upright.</li> <li>Use tool to put tables up or carefully use hands to fold down legs.</li> </ul>	Low
Trips/Falls	All	Injury		Medium	<ul style="list-style-type: none"> <li>Sweep/vacuum /mop floors and warn people if wet.</li> <li>Keep chairs tucked under tables.</li> <li>Make sure mess is kept to a minimum</li> <li>Tidy up activities once they are complete.</li> <li>Do not let wires / leads trail across the floor</li> </ul>	Low

Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk Level	What you need to do	Residual Risk Level
<b>Bathroom</b>						
Cleaning Materials	All	Chemical Burns/Irritant		Medium	<ul style="list-style-type: none"> <li>Do not store cleaning materials in cupboard in bathroom unless locked.</li> <li>Store out of children's reach</li> </ul>	Low
Hot Water	All	Scald/Burn	Sign to inform people how to use	Medium	<ul style="list-style-type: none"> <li>Make sure thermostat is set to correct temperature</li> </ul>	Low
Toilet	All	Locking self in toilet	Hook and eye keep the doors closed - easy to release if necessary	Low		Low
Wet/Slippery Floor	All	Injury		Medium	<ul style="list-style-type: none"> <li>Supervise young children whilst cleaning teeth/washing etc.</li> <li>Mop toilets after morning/ evening use if necessary.</li> <li>Check regularly</li> <li>Ensure appropriate footwear is worn in the bathroom as there are some sharp edges on some floor tiles.</li> </ul>	
Cleaning	All	Cross contamination		Low	<ul style="list-style-type: none"> <li>Use separate cloths for the toilets and/or sinks.</li> </ul>	Low
<b>General Site</b>						
The Dark	All	Not being able to see and tripping over	Outside lights provided	Low	<ul style="list-style-type: none"> <li>Bring a torch if you are arriving, leaving or plan to be walking around outside in the dark</li> </ul>	Low
Mobile phone reception poor	Mobile Phone Users	No reception		Low	<ul style="list-style-type: none"> <li>Step outside building for better coverage.</li> <li>If possible see if leaders can be on different phone networks</li> </ul>	Low

				as signal strength differs.
Car Park	Injury to people/damage to vehicles	Low	<ul style="list-style-type: none"> <li>• Park sensibly considering ground and weather conditions</li> <li>• Ensure the gate to the car park is closed once all attendees have arrived/left site.</li> </ul>	Low

Hazard	Who is affected?	Risk	How we keep you safe	Initial Risk Level	What you need to do	Residential Risk Level
Ice and/or snow on lane	Car users	Not being able to get out of the site		Medium	<ul style="list-style-type: none"> <li>• Don't attempt to drive cars until completely clear.</li> </ul>	Low
Dogs	All	Dog causing distress or injury	<p>None allowed on site other than assistance dogs and the volunteer warden</p> <p>Any dogs must be on a lead</p>	Medium	<ul style="list-style-type: none"> <li>• Clean up any dog waste immediately.</li> </ul>	Low
Uneven pathways	All	Slips/Trips/Falls	Regular maintenance of the site	Medium	<ul style="list-style-type: none"> <li>• Use torch at night</li> <li>• Walk carefully wearing sensible footwear</li> </ul>	Low

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

		Slight Harm	Harmful	Extremely Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability	multiple injuries, major fractures, fatalities
Likelihood	UNLIKELY	LOW	LOW	MEDIUM
	LIKELY	LOW	MEDIUM	HIGH
	VERY LIKELY	MEDIUM	HIGH	HIGH
	Nearly always happens			

Helpful websites [www.Girlguiding.org.uk](http://www.Girlguiding.org.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)