

Allison Cargill House and Grounds Conditions of use and Risk Assessment Indoor Residential Event

<p>Event/Activity: Indoor Residential Event</p> <p>Venue: Allison Cargill House</p>	<p>Maximum Number or users: The house has bunk beds that sleep 26 people. Maximum number of overnight sleepers is 26. Maximum number of daytime users is 50</p>	<p>Date: August 2024</p>
<p>Conditions of Use Policy:</p> <ol style="list-style-type: none"> 1. For Girlguiding members the use of Allison Cargill House must be under the supervision of the appropriate number of adult leaders (over 18yrs) in accordance with GGUK policies on residential events. 2. All leaders of units using Allison Cargill House must follow the Conditions of Use policy, Site rules and the guidance set out below. 3. Users other than Girlguiding should ensure they comply with their own activity/residential policy requirements of their organisation. You must ensure you always have on site enough adults to ensure the proper supervision and safety of all under 18s. 4. All users must also complete and submit at the time of booking the Allison Cargill House booking form and terms and conditions. 5. All users agree to comply with the Allison Cargill House and Grounds Rules policy and any failure to comply with these rules will result in users being asked to leave the site and future bookings will be cancelled. 6. All users are expected to leave the house and all associated equipment including the oven / fridge & freezer in a clean and tidy condition at the end of their stay. Information on cleaning the house and rubbish disposal can be found in the in the check out information envelope and notice board. 7. Unit / Group leaders are responsible for having a Fire Evacuations List of persons staying and to have conducted a fire drill 		
<p>Consent for Event / Activity forms completed: GGUK members - REN form signed by Commissioner: Parental information & consent forms and health forms For non GGUK members appropriate enquiries should be made with your organisation concerning consent.</p>		

HAZARD	WHO IS AFFECTED?	WHAT CONTROLS ARE IN PLACE?	RISK LEVEL (L/M/H)	ARE FURTHER CONTROLS NECESSARY?	ACTION REQUIRED
Minor injury - slips / trips/ falls / cuts / sprains	users	<p>Adult supervision at all times.</p> <p>Groups using ACH and grounds are expected to have with them suitable first aid kits and leaders who can deal with minor injuries.</p>	Medium	No	None
Major injury - head injury / breaks	users	<p>Adult supervision at all times.</p> <p>Groups using ACH and grounds are expected to have with them suitable first aid kits and leaders who can deal with minor injuries.</p> <p>Contact information for local hospitals / doctor / dentist can be found in the notice board in entrance hall in the house.</p>	Low	No	Annually - checking contact details are current
Medical emergency	users	<p>Protocol for calling Emergency Services including the site address is detailed in the notice board in the entrance hall in the house.</p> <p>Contact information for local hospitals / doctor / dentist can be found in the notice board in entrance hall in the house.</p>	Low	Site users should be aware of any medical needs of their members.	Annually - checking contact details are current

Fire	users	<p><u>Detection and alarm system</u> ACH have smoke alarms installed throughout the house that are serviced on an annual basis.</p> <p>In the event of a fire the Fire Service must be called on 999.</p> <p><u>Fire Drill and Evacuation</u> It is the responsibilities of the group/ unit leader to have a list of all persons staying in the house to ensure all are safely evacuated in the event of the fire alarms sounding.</p> <p>All users must be made aware of the location of the fire exits.</p> <p>A fire drill must be carried out with all users prior to the first night of stay.</p> <p><u>Emergency lighting</u> ACH has internal emergency lights that are serviced annually.</p> <p><u>Muster Point</u> is located at the far end of the back garden beside the boundary hedge.</p>	Low	<p>No</p> <p>Yes - users carry out fire drill</p> <p>No</p> <p>No</p>	<p>Annually - check smoke alarms</p> <p>Annually - check lights</p>
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Electricity Supply & appliances	users	<p>Portable appliance testing of electrical items in ACH is conducted on an annual basis. Devices are labelled with their last inspection date.</p> <p>Electrical devices should be turned off over night with the exception of the fridge freezer.</p> <p>Electrical fixed wiring throughout ACH is subject to inspection and testing on a five year programme in accordance with current legislation by an approved person.</p>	Low	Yes - it is the responsibility of the group / unit leader to ensure that electrical devices are turned off overnight.	Annual Check Electrician Electrical Certificate update due
Portable Electrical Devices (users)	users	<p>Portable charging devices are not permitted in the bedrooms of ACH at all.</p> <p>Portable charging devices or mobile phones must not be stored in coat pockets in either the bedrooms or the vestibule due to the significant fire risk they pose.</p> <p>Portable charging devices; mobile phones or other electrical devices brought on site by users must only be used in the main hall. NO ELECTRICAL EQUIPMENT EG HAIR DRYERS</p> <p>They must not be left charging over night.</p>	Medium	Yes - group leaders to check that portable charging devices are not in use during sleeping hours or in use in the bedroom.	None

Gas supply & appliances	users	<p>Our gas tank is subject to inspection by Calor Gas our supplier at the time of delivery to the site.</p> <p>Gas boiler is subject to an annual inspection by an approved Gas Safe registered installer.</p> <p>Children should not be allowed to play near or on the Calor gas tank at the front of the house.</p>	Low	<p>No</p> <p>Yes - leaders are responsible for ensure members of their group stay away from the tank at all times.</p>	<p>Annually - depending on usage. (Calor) Inspection required by 2027</p> <p>Annual service</p>
Water supply	users	<p>All water to the house is mains fed supply.</p> <p>Waste food should not be allowed to fall down the sink.</p>	Low	<p>No</p> <p>Yes - use of sink plug strainers (provided)</p>	<p>Legionella risk assessment completed</p> <p>Annual check of drains for blockages</p>

<p>Food Preparation Area (food poisoning)</p>	<p>users</p>	<p>A separate hand wash area is provided in the kitchen and should be used.</p> <p>Coloured coded chopping boards are provided to prevent cross contamination during food preparation.</p> <p>All users are expected to leave the kitchen area and all equipment in a high standard of cleanliness at the end of their stay and to remove any unused food, both fresh and packet/tins.</p>	<p>Low</p>	<p>Yes - it is the responsibility of the group leader to ensure that a high standard of food hygiene practice is used in all food preparation.</p>	<p>Annually check condition of chopping boards</p>
<p>Waste & Rubbish</p>	<p>users</p>	<p>Commercial bins are provided beside the front gates in the bin store area for the removal of rubbish from the site.</p> <p>Recycling of all clean paper, cardboard, tins, glass and plastic is encouraged by all users. Recycling bins are available in the bin store by the front gate. Please put recycling directly into the boxes do not bag it first.</p> <p>Neither bin bags nor food waste should be stored outside the house due to the fire risk / vermin risk this poses - all rubbish to be taken to the main bins.</p>	<p>Low</p>	<p>Yes - it is the responsibility of the group leader to ensure that all rubbish and recycling is removed to the bin store.</p>	<p>None</p> <p>Pest control - annual contract</p>

		<p>Sanitary disposal bins are in all toilets.</p> <p>There are no facilities on site for the disposal of medical waste; the group leader should take this off site for appropriate disposal.</p> <p>All bins should be emptied at the end of the stay.</p>		<p>Yes - it is the responsibility of the group leader to ensure that medical waste is disposed of appropriately off site.</p>	None
Cleaning Materials	Users	<p>No bleaches to be used. DO NOT use water on the floor. Wipe up any spillages but do not wash the floor.</p> <p>All cleaning materials should be stored safely out of reach of children.</p> <p>Only use the cleaning material provided.</p>	Low	<p>Yes - it is the responsibility of the group leader to ensure appropriate cleaning materials are used and stored safely.</p>	None

ANY EXTRA-ORDINARY EQUIPMENT TO BE BROUGHT ON SITE NEEDS PRIOR APPROVAL FROM THE HOUSE COMMITTEE