



# Risk Assessment Form

Event/Activity: **SLEEPOVER RISK ASSESSMENT FOR: 97 PRINCESS ROAD EAST, LEICESTER LE1 7DW** Date: 17<sup>th</sup> August 2015

Risk Assessor: Louise Mynott - County Office Manager

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Kitchen Microwave	All participants	PAT tested every two years, all participants to be instructed on safe use methods, not to put foil containers in microwave.	M	To be used by members of The Senior Section and Leaders only	LM 01.03.17	
Kettle	All participants	PAT tested every two years, all participants to be instructed on safe use methods, not to over fill the kettle.	M	To be used by members of The Senior Section and Leaders only	LM 01.03.17	
Fridge	All participants	PAT tested every two years, all participants to be instructed on the safe use of this equipment	L	None	LM 01.03.17	
Toaster Fire in toaster	All participants	PAT tested every two years, Check that toaster is clean and well away from clothing and empty the crumb tray regularly	M	None	LM 01.03.17	

Hazard	Who is affected?	What controls o are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Hob & Oven Fire in, on or near the hob or oven	All participants	Turn pan handles so they do not stick out over the edge of the hob or over another ring. Double check hob and oven are off when cooking has been completed & vacating premises Keep hob and oven clean and clear of fat and scraps of food which can start a fire. Fire blanket kept in the kitchen, to be used for putting out a fire or wrap a person whose clothing is on fire.	M	To be used under adult supervision only.  Keep persons to minimum when using the kitchen	LM 01.03.17	
Sharp Knives	All participants	Sharp knives kept in drawer	L	To be used with adult supervision	LM 01.03.17	
George Foreman Grill	All participants	PAT tested every two years, all participants to be instructed on the safe use of this equipment	M	To be used with adult supervision	LM 01.03.17	
Washing up	All participants	Washing up to done in sink. All participants to be warned about very hot water from taps.	L	To be supervised by adults	LM 01.03.17	
Floor	All participants	To be kept clean & dry to prevent slips	M/H	Adults only	LM 01.03.17	
Cleaning Products	All participants	All products to be stored in cupboards locked in toilets expect washing up liquid and hand wash	L	Cleaning to be done under adult supervision	LM 01.03.17	

<b>BATHROOM</b> Bathroom Floor	All participants	To be kept clean and dry to prevent slips	M/H	Adults only	LM 01.03.17
<b>MAIN ROOM</b> Tables and Chairs	All participants	To be used in an appropriate manner and to be put away correctly as per printed instructions	L	Adults to check tables correctly put up.	LM 01.03.17
<b>BUILDING</b>					
Fire Evacuation	All participants	Advise all members of the available fire escapes and evacuation procedure at beginning of sleepover.	M	All fire exits should be opened before sleepover starts whilst the building is occupied	LM 01.03.17
Using the Building	All participants	Care must be taken when using the building, stairs should be use appropriately	M	Participants to be advised of not running in the building	LM 01.03.17
Security	All participants	The combination door through to the main building should be kept shut at <u>all times</u>	H	If left ajar, someone must be in the foyer to monitor entrance	LM 01.03.17
Activities	All participants	Leaders should provide a separate risk assessments for activities taking place during sleepovers	L	To be provided when sending REN form to adviser	LM 01.03.17
Electrical Items (eg Chocolate fountain, fans)	All participants	To be turned off when room is empty	H	To be used by Adults and The Senior Section only.	LM 01.03.17

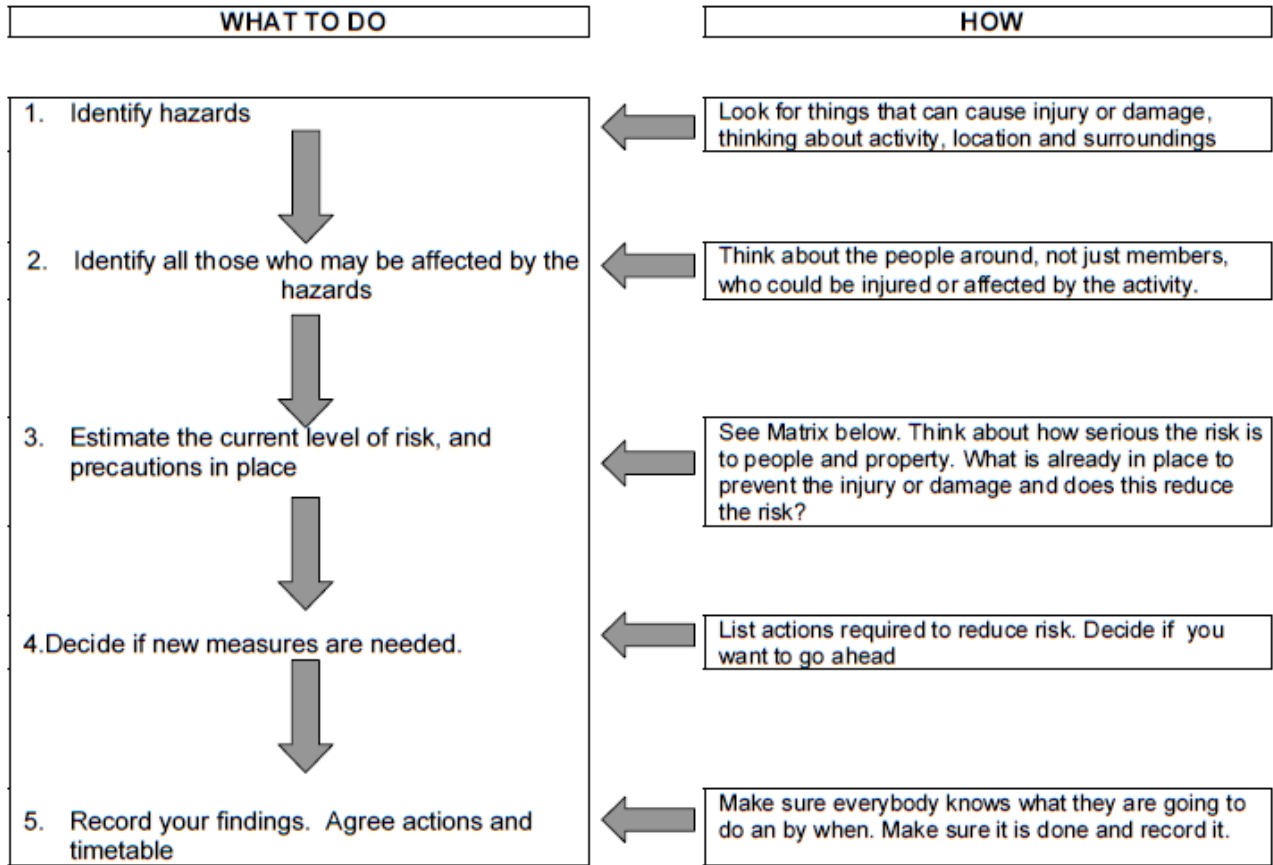
Continue on additional sheet if necessary

\* Refer to the A-Z of activities for information about instructor qualifications

March 2012

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## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

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