



Name: EGTON GUIDE HOUSE and COTTAGE

Date of Risk Assessment: 1 November 2022

What are the hazards	Who might be harmed and how	What are you already doing	What further action is necessary	Date	Action by whom
Slips, trips and falls	Users of the house and cottage Accidents	<ul style="list-style-type: none"> <li>• Users know to clear up spillages immediately and know where equipment for this is kept.</li> <li>• No storage in corridors</li> <li>• No trailing electrical leads/cables</li> </ul>	Inspected regularly and repaired if necessary		Chairman and House Manager
Working at height	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	<ul style="list-style-type: none"> <li>• Appropriate stepladder securely stored and available for use</li> <li>• users know that they are responsible for using the stepladder safely</li> <li>• Committee members know how to use stepladder safely</li> </ul>	Condition of stepladder to be checked regularly		Chairman and House Manager
Fire Fire Door  Rubbish	If trapped anyone could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> <li>• Fire risk assessment done and necessary action taken</li> <li>• Ensure everyone using the house knows where the fire doors are and where the assembly point is</li> <li>• Check fire alarm on 1<sup>st</sup> entry</li> </ul>	Ensure notices are displayed and check regularly Fire extinguishers checked yearly. Certificate displayed on notice board Door closers checked regularly		Chairman and House Manager

<p>KITCHEN: Cooker - Burns Kettle – Scalds BATHROOM: Hot Water Taps</p>	<p>Users of the House/ cottage May suffer burns from the hob or grill Hot water scalds and burns and from steam</p>	<ul style="list-style-type: none"> <li>• Adult supervision should be given at all times when using the cooker</li> <li>• Adult supervision at all times</li> <li>• Ensure all occupants are aware of hot water taps</li> </ul>	<p>Warning signs displayed</p>		<p>Chairman and House Manager</p>
<p>Electricity  Electricity ctnd...</p>	<p>Users risk electric shocks or burns from faulty equipment or installation</p>	<ul style="list-style-type: none"> <li>• Fixed installation correctly installed by qualified electrician and inspected regularly</li> <li>• All repairs by qualified electrician</li> <li>• Portable equipment checked for visual sign of damage before use</li> <li>• House/cottage users know they are responsible for any equipment used on site</li> <li>• Alarm system tested regularly</li> <li>• House/cottage users to report any concerns</li> </ul>	<p>Make sure users know where the fuse box is and how to switch supply off in an emergency Notice displayed in hall.</p>		<p>Chairman and House Manager</p> <p>PAT testing annually by DMS</p> <p>Alarms to be checked by users at start of visit Faults to be reported to Chairman</p>
<p>Hazardous substances</p>	<p>Anyone who cleans the house/cottage risks skin problems and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems</p>	<ul style="list-style-type: none"> <li>• Mops and brushes provided.</li> <li>• Cleaning products labelled correctly</li> <li>• Cleaning products stored safely</li> </ul>	<p>All users to ensure cleaning products are stored out of reach of children</p>		<p>Users of the house and cottage</p>
<p>Stored Equipment</p>	<p>Users could be injured by collapsing stacks Trapping fingers in tables</p>	<ul style="list-style-type: none"> <li>• Users know that they must stack tables and chairs carefully so that they do not collapse</li> </ul>	<p>No further action required</p>		<p>All users of the house and cottage</p>

Manual Handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> <li>• Users must only lift tables and chairs singularly if they suffer with back problems</li> </ul>	No further action needed		All users of the house and cottage
Hall and Stairway	All users	<ul style="list-style-type: none"> <li>• Ensure all users walk up and down the stairs and do not lean over the banister</li> </ul>			All users of the house
Access to and from property	Users of and visitors to house and cottage	<ul style="list-style-type: none"> <li>• Park Sensibly</li> <li>• Drivers aware of children – drive slowly</li> <li>• Take care entering and exiting driveway as narrow and situated on a hill.</li> <li>• Adult supervision at arrival departure times</li> </ul>	Ensure driveway is kept clear of overhanging branches/bushes		All users of the house and cottage
Outdoor area	Users of the house and cottage Slips, trips and falls	<ul style="list-style-type: none"> <li>• Adults to implement ground rules</li> <li>• Watch for tree roots, leaves which may be slippery etc.</li> <li>• Adult supervision at all times</li> <li>• Tree risk management</li> <li>• Grounds maintenance eg. Clearance of leaves etc.</li> </ul>	Ongoing maintenance of grounds and tree risk management		

Wood Burner, Cottage	Burns Fire	<ul style="list-style-type: none"> <li>• Ensure glass door on wood burner is closed at all times when fire is lit.</li> <li>• Take care when adding wood to a lighted fire</li> <li>• Only burn wood</li> <li>• Do not burn rubbish</li> <li>• Ensure fire is cleaned of all ash before and after use</li> </ul>			Users of the cottage
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Reviewed by Chairman and County Commissioner and updated November 2022

Reviewed by Chairman and County Commissioner – June 2019 and extra Risk Assessment during Covid added.

Reviewed December 2017–Amended to contain information regarding wood burner in cottage

House users may use this general risk assessment to draw up their own detailed risk assessments based upon their programme of activities, staffing etc.

