

Use of Log Cabins - Pinnacle, Horizon, Outlook, Viewpoint

HAZARD		WHO MIGHT BE HARMED	RISK CONTROL MEASURES
General	All hazards	All Centre Visitors & Staff	Group leaders to read and agree conditions of use of the site. First aid kit in log cabin. Procedures and Guidelines in place by Surrey County Council. Duty staff on call at night in the event of emergency. Site briefing by Surrey Outdoor Learning and Development (S.O.L.D.) staff on site, safety and use of log cabin. Personal Emergency Evacuation Plan (PEEP's) form completed upon arrival by groups with individuals that have special needs.
General	Slipping/Tripping	All Centre Visitors & Staff	Carpets fitted. Non-slip floors in kitchen and corridor. Bathrooms supplied with non-slip mats. Cleaning equipment in plant room to clear away spillages. Boots room provided and footwear stored tidily.
General	Decking causing slips when wet / icy	All Centre Visitors & Staff	Group made aware through site talk.
General	Doors slamming causing injury	All Centre Visitors & Staff	Groups are made aware through site talk that when windows / doors are left open, this will cause doors to slam.
General	Electric Shock	All Centre Visitors & Staff	All portable appliances are tested annually. All electrics are checked as per county council requirements and regulations
General	Burns / Scalds	All Centre Visitors & Staff	Groups are made aware through site talk of the dangers.

General	Falling out of bunk beds	All Centre Visitors & Staff	Rails in place on top bunks. Advise groups to use lower beds for any known issues. E.G. Sleep Walking
General	Power cut - Injury through tripping	All Centre Visitors & Staff	Duty staff on call at night. Emergency lighting will come on.
General	Fire	All Centre Visitors & Staff	All electrics are checked as per county council requirements and regulations. Group are briefed on fire drill in the event of fire. Fire Alarm and smoke/ heat detectors fitted. Extinguishers provided. Fire Doors fitted. Evacuation routes clearly marked. Groups briefed on assembly point. No smoking in building and designated smoking areas. Personal Emergency Evacuation Plan (PEEP's) form completed upon arrival by
General	Misuse of cleaning products	All Centre Visitors & Staff	All cleaning products stored remotely. COSHH regulations implemented.
General	Intruders	All Centre Visitors & Staff	Building can be locked internally. Duty worker on call at night.
General	Misuse of medication	All Centre Visitors & Staff	Group briefed to lock away all medication safely.
For Pinnacle Only	Trapping fingers in hoist	All Centre Visitors & Staff	Visiting staff trained upon arrival in the correct use and locked into place if not needed.