

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
26. Use of the Old Dairy at Wood Farm	Stephen Bolsover	14 th August 2016
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Injury or death due to fire	H	The protocols in the accompanying fire safety notes must be followed. The meadow grassland immediately adjacent to the visitor centre should be cut periodically to reduce the risk that grass fires can propagate to the building. The fire extinguisher (new in June 2016) should be checked and maintained as per the manufacturer's instructions.
Fingers could be caught in the sash windows	L	The windows should only be opened and closed by adults.
Fingers or other body parts could be caught in the metal security shutters	L	The manually operated shutters should only be opened and closed by adults. Care should be taken when closing the electrically operated shutters on the north side of the building (facing the road) to ensure that there is no one leaning against the door or windows or standing with their feet or hand on a sill. The operator should do a visual check that there is no one on the north side of the building before going inside to close the shutters. This can be done conveniently during the process of closing the manually operated shutters.
Visitors, especially children, could be locked inside the building	L	A competent adult could always escape through the inner door or a window. However a child might panic if left behind - and even if they did escape, would then be alone in a novel location. All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilet/washroom. Only then should the front door be locked .
Emergency vehicles might not find the building	M	A laminated notice "What to do in case of fire or emergency" to be fixed to the wall by the entrance door.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
ASSESSOR		
ASSESSMENT DATE		
APPLICABLE DATES (This is likely either to be one specific day, or "until further notice".)		

Risk level: L = Low, M = Medium, H = High

Old Dairy, Wood Lane, Stanmore HA7 4LG

Fire safety notes

The Old Dairy is a small three room building comprising two main rooms and a toilet/washroom.

Whenever the centre is occupied, the security shutters on both doors, and on both windows in the toilet/washroom, must be raised. It may often be convenient to leave others down to give a dark space, for example when projecting images, but these four shutters must be raised.

All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the centre, the nominated person must have a mobile phone if a call to the emergency services is required. The nominated person should make themselves familiar with the location of the exits from the centre, the position of the fire extinguisher, and the position of the main electrical switch on the wall by the main entrance.

The exit doors, including the door in the inner room that is usually kept bolted shut, must be kept clear at all times so that everyone can escape unimpeded in the event of an emergency. The nominated person should make all other users aware of the inner door and that it is closed only by bolts, and point out the sash windows in the toilet/washroom as an alternative exit route.

In the event of fire the nominated person should shout to make everyone in the centre aware. Everyone should leave the building by the nearest available door. Under almost all circumstances the nominated person should be the last to leave the centre. If there is someone in the toilet/washroom the nominated person should bang on the door to alert them. Depending on the severity of the fire (bearing in mind that fires can accelerate rapidly) and the age and competence of the group using the centre, the nominated person may decide to open the toilet/washroom door using the coin kept above the toilet/washroom door and either accompany the other person out through the main visitor centre room, or close the toilet/washroom door behind them and exit through a window.

Only attempt to extinguish the fire using the fire extinguisher provided if it is considered safe to do so without taking any personal risks. If electrical equipment (this includes the water heater in the toilet/washroom) is burning the electricity supply to that equipment should be if feasible turned off, either locally by pulling the plug out of the wall, or at the main switch above the door inside the toilet/washroom. In many cases this will stop the fire with no further action being required. If the fire continues to burn, the fire extinguisher can be used.

Unless the fire has been fully extinguished, the nominated person should call the fire service by dialling 999, giving the address as The Old Dairy, Wood Lane, Stanmore HA7 4LG. If possible, a second competent person should be asked to stand by the road at the entrance gate to flag the fire service when they arrive. If it is feasible, this second person should be asked to open the height barrier on the entrance gate to allow the fire engine into the parking lot. However, this is not critical - hoses from a fire engine parked at the roadside could easily reach the visitor centre, so do not waste time looking for keys in an emergency situation. The nominated person should remain with the main group to ensure that none try to re-enter the building.

Any event requiring use of the fire extinguisher or calling of the emergency services should be reported to Stephen Bolsover at admin@harrownc.org.uk.

Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG

Other safety notes

All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the centre, the nominated person must have a mobile phone if a call to the emergency services is required.

When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilet/washroom. Only then should the front door be locked (and the security shutter lowered).

Smoking is not permitted in the visitor centre.

A first aid box is kept in the outer room. This must remain in the visitor centre; working parties or other groups visiting Wood Farm should have their own first aid kit with them. If any item, however minor, in the first aid box is used then Stephen Bolsover must be informed at admin@harrownc.org.uk so that the kit can be topped up again.

In the case of an emergency requiring a call to the emergency services the nominated person should call 999, giving the address as Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG. If possible, a second competent person should be asked to stand by the road at the entrance gate to flag the emergency service when they arrive. The nominated person should remain with the main group.

Steve Bolsover 14th August 2016