



Risk assessment – use of The Bothy at Catterburn

People potentially at risk: all staff, volunteers, members, visitors, members of the public and anyone else the activity might impact. It is recognised that not all risks are foreseeable and there is always need for dynamic risk assessment during any activity. Additional risks identified through dynamic risk assessment should be recorded as soon as possible after they have been identified and assessed.

Where hazards may be encountered: throughout the building, including external areas.

Name of Venue	Catterburn
Activity covered by the risk assessment	Use of The Bothy for residentials and day events
Name of person completing the risk assessment	Bronach Hughes
Date and timings of activity	Any time from April 2026 to March 2027
Location of activity including postcode:	Catterburn Campsite, Croftamie, G63 0HG
Numbers participating – minimum/maximum/ratios	Normal ratios should be observed, dependent on the section and the activities planned. The Bothy bedroom has eight bunk beds (4 x 2) and the seating area has four pull out beds.
Activity Leader	Unit leader of group using The Bothy
First Aid Cover	Units to provide their own 1 st Response cover
Contingency plans in case of bad weather	The Bothy can be used in all weathers

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them	Date completed
Fire safety	There is a separate, more detailed fire risk assessment for the building that is maintained by the site management. Users of The Bothy must follow the guidance given here. When in use, the front door to the building must be unlocked, and the fire exits kept clear. Those using the bunk beds in the bedroom must ensure there is a clear route to the fire exit in that room, or through the seating area. There are powered and connected fire alarms in the building. There are illuminated emergency exit signs above the exit routes and external lighting on the fire exit routes. Vaping or smoking is not allowed in the building (or anywhere on site). Charging of large lithium batteries (bikes, scooters etc.) is not allowed in the building. Cars (EVs) must not be charged from The Bothy.	Naked flames (candles, matches etc.) are not allowed in the building. If flammable materials are brought into the building, a separate risk assessment needs to be completed by the user to cover them. Nothing should be placed on the radiators throughout the building, and care taken in the kitchen not to leave anything flammable near the cooker hob. If electrical items are brought to site by users, they must be inspected before use and not used if they are damaged, including having frayed cables. Users' own electrical items should be unplugged when not in use and not left unattended. If extension cables are used, they must not be daisy-chained together. A fire drill should be held as part of briefing new arrivals. In the event of a fire, everyone should leave the building by the nearest fire exit and move away towards the car park to await the arrival of the fire service. The unit leader should have a list of everyone in the building and ensure that all are accounted for.	Those using the building must observe and/or complete the local actions required.	Ongoing
Mobile phone signal in an	There is no landline or wifi in the building, but the mobile signal is good.	Chargers should either be removed or switched off at the socket when	Users need to ensure they have sufficiently charged mobiles to call for	Ongoing

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emergency	What 3 words for the building: mainframe.envisage.arts	phones are not being actively charged.	help at all times.	
Slips, trips and falls	Care needs to be taken using the external steps from the bedroom fire exit and the ramp to the main door as the surface has sections that are broken up. Inside the building, the floors are all good quality (replaced 2025), level and anti-slip. There is a mat inside the entrance door to remove wet and dirt from shoes.	Users must promptly clean up any spillages which might lead to slips or falls, especially in the kitchen and the toilet areas. They must also ensure floors are kept clear to avoid trips and falls.	Unit leaders to dynamically risk assess, depending on the activities planned in the building.	Ongoing
Clear and easy-to-use access points for everyone, including those with disabilities	There is a ramp with handrails up to the main entrance of the building and the door is wide enough for wheelchair access. However, there are steps down from the bedroom fire exit, also with a handrail. Note that there are steps down from the bedroom fire exit and not a ramp.	On arrival at the building, users should check that nothing is blocking the bedroom fire exit steps – tree branches may have fallen since it was last checked.	Unit leaders to ensure orderly access to and exit from the building, especially for those with disabilities.	Ongoing
Lighting, internal and external	There is good lighting both inside and outside the building. The fire exit signs remain illuminated at all times so provide low level light overnight.	If people are arriving in the dark, someone will need to turn the lights on from inside the building and will need to bring a torch.	Unit leaders.	Ongoing
Toilets and washing facilities	There are two separate toilets and an accessible shower in the building. One of the toilets is accessible and is on the side of the seating area. Both toilets have wash basins. Additional toilets and showers are available in the toilet block.	Waste water and sewage feeds into a septic tank so it is important that only the three Ps are put down the toilet (pee, poo and paper – suitable toilet paper is provided in The Bothy). Other sanitary products must be put into the bins provided and then those bins must be emptied and the contents burned outside on the altar	Those using the building must observe and/or complete the local actions required.	Ongoing

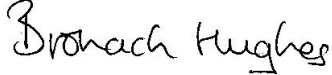
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		fire/campfire or taken off site for disposal.		
Security	The keys to The Bothy are in a key safe by the main door. The keys should be returned to the key safe after use. The store room next to The Bothy, which contains additional tables and chairs, should be kept locked when not in use. The key to the store room is hung up in The Bothy, to the right of the entrance.	Users should lock the building up after use and return the key to the main door to the place they got it from. They may choose to lock the main door when using the building and keep the fire exit door closed.	Those using the building must observe and/or complete the local actions required.	Ongoing
Access to drinking water	Drinking water is available from the kitchen taps. Water quality is monitored by the site management.	Report any concerns about the quality of the drinking water or issues around water pressure to site management.	Unit leaders	Ongoing
Access to first aid materials	A basic first aid kit is available in The Bothy. There is no defibrillator at Catterburn.	Users should have their own first aid kits that meet the needs of their specific group.	Unit leaders	Ongoing
Opening and closing arrangements	The keys to The Bothy are in the key safe by the main entrance. Users will be given the code before they arrive on site. If using the site over the winter months, the electric heaters will have been left on a frost-free setting and will need turned up to provide a good level of heat. When closing up, all rubbish must be removed from the building, the fire door closed from the inside and the main entrance door locked from the outside and keys returned to the key safe. All rooms must be checked for lost property, for any rubbish left behind, and for any damage. The fridge and freezer must be emptied of all food and left switched on in the kitchen. All other items,	Users to do a visual inspection on arrival in case of any damage, internal or external. Users should run the taps for two minutes before they first draw off water for drinking or cooking as the building may have been empty for several weeks. Users must report any damage or breakages at the end of their stay. Do not remove any items from The Bothy that belong in the building but do ensure that the beds have been stripped and all bedding brought by	Unit leaders	Ongoing

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	including lights, must be switched off or unplugged.	users has been removed. Check that the external lights have been switched off before departure – it can be difficult to see them in daylight hours.		
System for reporting building defects	The Bothy is checked on a regular basis by the site management who have a team of contractors who carry out repairs and upgrades as necessary.	In the event of a major issue preventing use of The Bothy, such as a power outage or flood, the user should call the number given when their booking was confirmed. In the event of minor damage that does not prevent using the building, this should be reported to the site management team as detailed in the booking form.	Unit leaders	Ongoing
Asbestos register	There is no asbestos in The Bothy as evidenced by an inspection carried out in 2025.	No action required.	N/A	23/4/26
Heating and ventilation	Heating is provided by electric radiators. These are inspected regularly. Windows can be opened to provide ventilation.	Users must ensure all windows and doors are closed when leaving the building. If very cold weather is expected, users may bring additional electrical heaters into the building (subject to them not constituting a fire risk – see above), or they may bring fans if hot weather is expected.	Unit leaders	Ongoing.
Condition of equipment provided	There are tables and chairs provided in The Bothy (some are stored in the adjacent store room), all of which are in good condition, having been checked in	Users should notify the site management team if they note any damage to any of the equipment	Unit leaders	Ongoing

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	April 2026. The bunks in bedroom are sturdy and were checked in April 2026. Kitchen equipment was checked in April 2026.	provided.		
Use of beds	The bunk beds provided in the bedroom are suitable for adults and children and have been inspected at the start of the season. Periodic checks will occur throughout the year. The pull-out beds in the seating area are also suitable for adults or children and were also checked at the start of the season. Mattress covers are provided but no other bedding. Users must bring their own and then take it away afterwards.	Top bunks should not be used by children under the age of 6. Only one person should be in any top bunk at any time. The bunks are for sleeping in, not playing on: users need to ensure that children do not jump from one bunk to another or throw heavy things between bunks.	Those using the building must observe and/or complete the local actions required.	Ongoing
Cooking and other uses of the kitchen	The kitchen can be used for cooking and for storing food in the fridge/freezer: there are kettles and a microwave as well as an electric cooker. These are all checked regularly to ensure they maintain correct temperatures and are safe to use. Note that the kitchen is small and not suitable to have more than three people at a time in it. Products for washing up dishes and for cleaning surfaces are provided and only these should be used because of the presence of the septic tank.	Users should ensure that food is stored at the right temperature and is not left out where animals might get to it (vermin, insects etc.). Users need to supervise children in the kitchen, especially around hot items, including hot water, and in the use of sharp implements. Care needs to be taken in moving hot food out from the kitchen to the seating area, especially as the entrance door is so close.	Those using the building must observe and/or complete the local actions required.	Ongoing
Cleaning arrangements and expectations	The Bothy was deep cleaned in April 2026 and will be inspected during the season. The flooring and soft furnishings were replaced in 2025 and are in very	Users should leave the building clean and tidy. The floor should be swept and washed if necessary.	Unit leaders	Ongoing

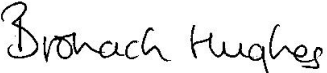
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	good condition. Brooms, dustpans and brushes are available in the adjacent store room. Only the cleaning materials provided should be used, due to the presence of the septic tank. All cleaning products are COSHH inspected and must be kept out of reach of children.	Kitchen surfaces should be clean and clear. The toilets and shower should be clean and bins emptied. All rubbish must be removed and taken off site (or burned outside on the altar fire if possible) as there is no bin collection. Do not store rubbish outside where vermin might get at it.		
Noise disturbance to neighbours	Noise must be kept to a minimum between the hours of 11.00pm and 7.00am so as not to disturb the site's neighbours. This requirement is part of the site booking conditions: users who fail to follow it may not be allowed to book the site again.	Users should ensure that doors and windows are closed and any noise kept to a minimum during the curfew hours. Outdoor activities must be finished in good time to clear up before the night time cut off and not start again until after 7am in the morning. Those using the Bothy should ensure that any members of their group who are camping outside are aware of and abide by the curfew times, keeping noise to an absolute minimum.	Those using the building must observe and/or complete the local actions required.	Ongoing

By completing and filling in controls and dating this form, you agree that you've tried your best to think about risks and put measures in place to manage them as far as is reasonably practical

Name of person completing risk assessment: Bronach Hughes		Membership number: 118048
Role: County trustee		Date review initially completed: 23 rd April 2026
Signature*: 		

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes
2/7/2026		Minor changes, addition of noise curfew and confirmation of outstanding details following meeting on 5 th June with the Catterburn committee.