

## Risk Assessment – GENERAL AREAS (All ‘free time’ outside of the scheduled activity and learning programmes, including use of buildings, accommodation, dining areas and the wider site in general)

<b>Baseline</b>	✗	<b>Site Specific</b>		<b>Vulnerable Person</b>		<b>Temporary</b>
<b>Produced by:</b> John Robson		<b>Date of issue:</b> 26/03/19		<b>Review date:</b> End March 2020		

**Notes:**

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
<u>Out of Bounds Areas</u> Entry into such areas potentially exposes visitors to hazardous substances, equipment and processes without the supervision or protective equipment necessary to ensure their safety.	Visitors	<ul style="list-style-type: none"> <li>• All hazardous service or activity areas must,                             <ul style="list-style-type: none"> <li>○ be, if possible, secured against unauthorised casual access</li> <li>○ have appropriate “No Entry” or “Authorised Personnel Only” signs displayed</li> <li>○ be indicated on the initial visitor site tour as being out of bounds areas</li> </ul> </li> </ul>	Low
<u>Vehicle Movements</u> Staff and visitors arriving and departing from car parking areas, coaches picking up and dropping off guests, kitchen deliveries, couriers and waste disposal vehicles.	All	<ul style="list-style-type: none"> <li>• Wherever possible vehicles and pedestrians are segregated, with vehicle movements contained in designated areas. In addition to this:                             <ul style="list-style-type: none"> <li>○ a 5mph speed limit operates at all sites, indicated by warning signs at entrances and other points</li> <li>○ vehicles must display hazard warning lights when moving on site</li> <li>○ a traffic marshal must supervise pedestrian and vehicle movements when guests are arriving or departing the centre</li> <li>○ visitors must be made aware of vehicle hazards on the initial site tour on their arrival day</li> </ul> </li> </ul>	Low
<u>Security and Safeguarding</u> Strangers/intruders accessing the site with the intention of committing an illegal act, such as theft, property damage or violence against a person.	All	<ul style="list-style-type: none"> <li>• All adults are issued with and wear an approved security badge at all times when on site. Anyone not wearing one must be challenged immediately.</li> <li>• Accompanying adults have the division of supervisory responsibility explained to them as part of the initial site induction to ensure they understand who is responsible for looking after guests during non-activity time.</li> <li>• Where site layout and local conditions will allow, the centre’s boundary is defined by a perimeter fence, wall or other structure.</li> <li>• All buildings are secured by Duty Staff against unauthorised access during the night. All ground floor windows are fitted with restrictors to prevent them being pushed wide open.</li> </ul>	Low
<u>Conduct in Dormitories</u> High spirits and horseplay from young guests raises the likelihood of minor injury from e.g. falls from bunk beds, pillow fights, slammed doors, tripping over luggage, etc.	Visitors	<ul style="list-style-type: none"> <li>• Each visiting group’s Group Leader briefs the group as part of their initial induction on rules for dormitory areas, including keeping the floors clear of luggage and other trip hazards, and on sensible conduct.</li> <li>• Visiting adults are responsible for supervision and conduct in dormitory areas.</li> </ul>	Low

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
<u>Dormitories – Slips, trips and falls</u> Floors in corridors, bathrooms, toilets, etc. can become slippery from cleaning or as a result of splashes from basins and showers.	All	<ul style="list-style-type: none"> <li>A schedule of floor cleaning is in place to ensure that higher risk floors (high traffic areas or slippery areas) are cleaned with sufficient regularity.</li> <li>Facilities are available for cleaning up spills and staff made aware of where these are kept.</li> <li>Always place a 'wet floor' warning sign on mopped floors if they might be walked on while still wet</li> </ul>	Very Low
<u>Falls from height</u> Windows at first floor level and above introduce a fall from height risk,	Visitors	<ul style="list-style-type: none"> <li>All large windows above the ground floor are fitted with restrictors to prevent individuals climbing or falling out. Bunk beds are not placed directly against windows on any floor, unless suitable guards prevent an occupant falling against the glass or the glass is capable of withstanding such collisions.</li> </ul>	Very Low
<u>Overcrowding</u> Increase the likelihood of other minor injury through lack of storage space, restricted movement , etc.	Visitors	<ul style="list-style-type: none"> <li>Room occupancy is limited by the requirement to have a minimum of 76cm/30" between beds.</li> <li>Sufficient wardrobes/lockers/shelves/under-bed storage is provided such that the room's occupants can store their belongings without having to spread items across the floor.</li> </ul>	Very Low
<u>Door Safety</u> Trapped fingers in doors from incorrect operation of closers or proximity to high traffic routes	Visitors	<ul style="list-style-type: none"> <li>Doors fitted with self closers are subject to periodic inspection to confirm the closer is operating correctly.</li> <li>High risk doors are fitted with finger protectors.</li> <li>Annual door safety assessments are carried out.</li> </ul>	Low
<u>Fire</u>	All	<ul style="list-style-type: none"> <li>All accommodation areas are fitted with smoke detectors and an alarm system. A Fire Risk Assessment has been completed for all buildings and a fire drill/briefing is conducted on a group's first evening on site.</li> </ul>	Low
<u>Legionella bacteria</u> Colonisation of water systems by bacteria leading to respiratory illness	All	<ul style="list-style-type: none"> <li>A legionella risk assessment and management programme is in place based on regular flushing, testing of water temperatures and periodic cleaning of facilities prone to scale deposits.</li> </ul>	Very Low
<u>Dining Hall – Burns and scalds</u> The serving facility is hot to maintain food temperatures.  Rotary Toasters are provided for diners to make their own toast at breakfast  Hot food and drinks risk burns and scalds if consumed while they are still hot or if spilled.	All	<ul style="list-style-type: none"> <li>Where hot surfaces are present, where possible these are guarded from accidental contact. If this is not possible, signs are placed prominently warning of the danger.</li> <li>Warning signs are placed next to toasters to remind users to be cautious.</li> <li>Food is not served to young guests at such a temperature that it could cause burns.</li> <li>Service of hot drinks to young guests must be supervised by adults to ensure control, and diners made aware that they should take care to avoid spills.</li> </ul>	Low
<u>Dining Hall – Slips, trips and falls</u> Spilt food and drinks can become a slip hazard on smooth floors.	All	<ul style="list-style-type: none"> <li>Facilities are available for cleaning up spills and staff made aware of where these are kept.</li> <li>Always place a 'wet floor' warning sign on mopped floors if they might be walked on while still wet</li> </ul>	Low