

High Adventure Cowling Accommodation Risk Assessment

**Last Review of this risk assessment: 17/07/2018**

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level	What precautions have been taken to reduce the risk?	Risk Level Achieved		
			H/M/L		H/M/L		
Sleeping arrangements	Sexual relationships	Unwanted pregnancies	M	Segregation of sexes in the dormitories / rooms. Supervision by Staff members to ensure the children are in correct rooms	L		
		Accusations of abuse / rape	M		L		
		Sexually Transmitted Diseases (STD's)	M		L		
	Bunk beds	Injury due to falling from bunks & ladders.	M	Bunk beds are checked to ensure they are fixed / secure / stable etc.	L		
				Pupils are encouraged and advised against using the bunk beds as a piece of "play equipment"	L		
				Teachers assigning students to rooms are advised that rooms in the main centre are 3 beds high and not to put anyone small or who may have sleeping issues on the higher bunks. They are also advised to ensure that the pupils they assign to higher bunks know how to safely use the ladders.	L		
	Smoking, Illicit drug & Alcohol taking	Ill health, fire hazard	H	Cigarettes, illicit drugs and alcohol not to be permitted on the premises. Vigilance by staff is required and those believed to be in possession of any to be subject to disciplinary procedures/possible removal from site	L		
					Varying effects from abusive to passive behaviour, sickness, irrationality, coma, death	M	L
					Sickness/nausea, headaches, abusive or violent behaviour, alcohol poisoning	M	L
	Groups moving about at night to meet with other party members	Theft of personal items, disturbance of others. See also "Sexual relationships"	M	Adequate supervision during the night for male and female dormitories	L		
	Persons leaving the site without consent	Persons not able to be accounted for in an emergency	M	Adequate supervision.	L		
		Risk of assault if walking off site on their own	M	Disciplinary procedures to be drawn up to deter persons from leaving site without consent	L		
Overnight illness	Deterioration of health	M	Staff to be 'on call' overnight for all emergency situations	L			

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Sleeping arrangements	Trespassers on site (day/night)	Risk of theft, assault, abduction, criminal damage to property	M	Contingency plan to be in place to deal with any trespassers on site to include emergency contact numbers such as local police or security All external doors to remain shut when not in use. All external doors are key coded, this code is only given to the visiting groups. All bedrooms are on the latch when the group arrives. The code for each room to be given to the visiting staff to be able to lock all bedrooms if the school wishes to do so.	L
Group kitchen and other social areas.	The centre's domestic team check and clean all areas of the centre. Emptying bins, remove/replace any dirty cloths & tea towels and maintain the overall hygiene of the facilities. It is up to the visiting groups using the group kitchen and other social areas, to ensure they clean what they use and inform the domestic team of any issues.				
	Use of electrical equipment (group kitchen, TV's, etc..)	Electric shock, Electrocution & Burns	M	Information available to all visiting groups on the safe use of each item of equipment, if requested, by the visiting member of staff. Visiting staff's discretion to allow pupils to use any electrical equipment. Equipment is visually inspected before each use and any defects are reported and the equipment is taken out of use.  All electrical equipment PAT Tested by qualified electrician	L
Group kitchen and other social areas.	Poor hygiene standards in the kitchen	Food poisoning	M	Visiting staff are responsible for ensuring that pupil's hands are washed with soap and hot water before handling any food	L
	Use of kitchen knives	Cuts	M	Sharp knives are kept in the domestic kitchen away from pupils.	
				Medication is stored: A) visiting staff locked room, B) leaders lounge fridge, C) Domestic kitchen.	

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Storage and administering of medication	Prescribed medications	Overdosing, Chocking & Allergic reaction.	H	<p>It is the responsibility of the visiting groups to ensure each medication container is clearly labelled with instructions for dosage / times / name / expiry date etc.</p> <p>If person cannot self-administer then a Staff member has been trained in the administration of prescribed medications</p>	L
Misc.	Unknown animals and pets.	Bites & Scratches	M	<p>HA has a no animals policy. Local pets or farm animals can sometimes find their way onto site. If this happens the Senior Team should be made aware so that they can take appropriate action to remove the animal from site.</p> <p>Staff and pupils to treat animals with caution and informed to stay clear</p>	L
	Fire. See also Staff handbook B Section 11 for Fire drill, escape, equipment and safety policy.	Persons panic in case of emergency and do not evacuate the building correctly. Lost of life & property.	H	<p>On arrival the group will be made aware of the fire procedure, including how and where to exit the building</p> <p>Fire drill prior to overnight stay / properly maintained and checked fire alarm and fire extinguishers</p>	L
	Hazards: Kitchen	All staff and clients in the building. Potential loss of life and or property.	H	Appropriate fire prevention and fighting equipment regularly checked and maintained. Training of staff in what to do to prevent and deal with different fires that could start in the kitchen. More details in Domestic staff training.	L
	Electrical equipment: Clients	All staff and clients in the building. Potential loss of life and or property.	H	No electrical items to be left plugged in unsupervised. HA team to unplug items if found unsupervised.	L

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Fire	Electrical equipment: HA items.	All staff and clients in the building. Potential loss of life and or property.	H	PAT testing every 24 months. Any items to be believed to be faulty are to be removed and placed in quarantine where it needs to be inspected by an electrician. It is up to the electrician to decide what happens next: Repair or replace.	L
	Boilers and heating systems	All staff and clients in the building. Potential loss of life and or property.	H	Regular inspections by appropriately qualified external gas and electrician inspectors. Boiler are to have a clear area around them to prevent spread of fire. Items kept too close to boilers can be a fire fuel.	L
	Flammable materials: fuels, chemicals, etc..	All staff and clients in the building. Potential loss of life and or property.	H	See COSHH policies for safe storage of chemicals and flammable liquids. No liquid fuels or gases to be stored in the accommodations buildings.	L
	Smoking.	All staff and clients in the building. Potential loss of life and or property.	H	No smoking in the buildings. Designated smoking area away from the buildings.	L
	Accelerants: soft furnishing, mattresses, seat covers, etc..	All staff and clients in the building. Potential loss of life and or property.	H	All soft furnishings are a potential fuel source for a fire. In purchasing such items only source from reliable and reputable suppliers with products that are "fire safe". Products that are fire resistant or retardant.	L
Chemicals & hazardous materials	Poisoning	Poisoning and injuries as a result to exposure to dangerous substances.	H	All dangerous substances locked away and only accessed by appropriate persons. See COSHH policies for safe storage of chemicals and flammable liquids.	L
Trips	Injuries as a result of moving about the buildings.	Potential injuries from slips, trips and falls resulting from running.	M	All residents are asked to take care and walk not run	L
		Potential injuries from slips, trips and falls resulting from slipping on wet floors.	M	All visiting groups are made aware of the locations of the first aid kit & ice packs. All instructors are first aid trained and a member of the team is always on call via the duty phone, the number of which is given to the visiting staff on arrival.	

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			All visitors are warned of the danger of a wet slippery floor. Wet floor signs are put out in the areas to warn when floors are wet.
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