

Assessment of: **General Areas**

*(All 'Free Time', outside scheduled activity slots, including use of the main Centre Building, Glamping Pods, camping paddock, accommodation, dining areas, and wider site in general)*

Completed by: Matthew Burton

Assessment Date: 24/01/17

Reviewed: 24/04/19 & 17/02/2022

**Next Review Date: Jan 2024**

<b>Hazard</b> <i>(something with potential to cause harm)</i>	<b>Risk</b> <i>(How could hazard cause harm and to whom)</i>	<b>Control Measures</b> <i>(What is required to reduce risk)</i>	<b>In place</b> <i>(Y/N)</i>	<b>Action Required</b>	<b>Action Owner</b>	<b>Completed</b> <i>(Date)</i>	<b>Residual Risk</b> <i>(low / medium / high)</i>
<b>Out of Bounds areas</b> - Exposure to hazardous substances/equipment without supervision or protective equipment	<b>To All</b> - Cuts, Falls, Breaks/fractures, impact injuries, death. Safeguarding issues	<ul style="list-style-type: none"> <li>- Out of bounds areas outlined to all young people during safety talks upon arrival</li> <li>- Site map outlining potential hazards on display in noticeboard</li> <li>- Appropriate Warning Signs to identify potential hazards in the grounds.</li> <li>- Appropriate 'No Entry' or 'Staff Only' Signs displayed</li> </ul>	Y Y Y Y				<b>All Medium</b>
<b>Vehicle Movements</b> – Delivery of goods, staff/visitors arriving & departing. Coaches dropping off/picking up. Contractors &	<b>To All</b> – cuts, crush injuries, abrasions, fractures /	<ul style="list-style-type: none"> <li>- Segregate vehicles and pedestrians where possible</li> <li>- 5mph signs on driveway</li> <li>- HGV's must display hazard Warning lights when moving on site.</li> </ul>	Y Y Y				<b>All LOW</b>

waste disposal vehicles/post-delivery, etc.	breaks, impact injuries, death.	- Visitors and guests to made aware of vehicle hazards during site safety talk	Y				
<b>Security &amp; Safeguarding</b> – strangers/intruders accessing the site with the intention to commit an illegal act, e.g. property damage, violence against staff/guests.	<b>To All</b> – stolen items, abuse, kidnap, impact injuries, lacerations, Death.  Safeguarding issues.	- All staff to wear ID Badges and uniform. Anyone who is not teacher or staff is to be challenged immediately.	Y				<b>All Medium</b>
		- All staff to receive Induction Safeguarding training when start in the organisation	Y				
		- Accompanying Adults/group leaders are responsible for guests during 'Free Time'	Y				
		- Centre grounds, where possible are defined by a perimeter fence/gate/wall or suitable structure.	Y				
		- All doors are secured by Duty Staff before shut down at 11pm. Guests are notified of door code for Entry to the Centre between 11pm-7am.	Y				
		- CCTV installed within the common rooms/corridors and in external paths/car park.	Y				
		- All dormitories/bedrooms are accessible only via unique Magnetic card readers- issued to guests only.	Y				
- All external doors are to be fitted with restrictors and self-closers to prevent them being pushed wide	Y						

		<p>open and prevent un-authorized access.</p> <ul style="list-style-type: none"> <li>- Intruder alarm externally monitored and linked to key holder list.</li> <li>- Panic alarm for employees installed in main office – linked to external monitoring station.</li> <li>- Staff are given ‘handling difficult situations’ training as part of induction</li> </ul>	Y				
			Y				
			Y				
<b>Hazard</b> <i>(something with potential to cause harm)</i>	<b>Risk</b> <i>(How could hazard cause harm and to whom)</i>	<b>Control Measures</b> <i>(What is required to reduce risk)</i>	<b>In place</b> <i>(Y/N)</i>	<b>Action Required</b>	<b>Action Owner</b>	<b>Completed</b> <i>(Date)</i>	<b>Residual Risk</b> <i>(low / medium / high)</i>
<b>Mis-Conduct in Dormitories-</b> High spirits and horseplay from young guests	<b>Guests</b> -likelihood of minor injuries, including impacts, bruises, crush injuries, falls, head injuries. Caused from falls from bunk beds, pillow fights, slammed doors, tripping over luggage, etc.	- Each Group Leader is responsible for the behaviour of their guests and induction on rules of the dormitories.	Y				<b>All LOW</b>
		- Centre Staff to investigate if they are notified of Tom-Foolery/horseplay and to notify group leader if necessary.	Y				
<b>Dormitories infrastructure –</b> Wet Bathroom Floors Height of Bunk beds	<b>Guests, Employees, Volunteers –</b> Slips, trips and falls, cuts, bruises, impact injuries, broken bones/fractures, head injuries, death.	- Advise Under 7’s don’t occupy the top bunks.	Y				<b>All LOW</b>
		- Monthly checks of the bed frames to ensure in good working order	Y				
		- Cleaning of bathrooms undertaken during periods when rooms are not in use to allow drying time.	Y				

		<ul style="list-style-type: none"> <li>- Always place Wet Floor signs if leaving a wet floor un-attending and expect guests/staff to walk on it whilst wet.</li> <li>- Facilities available for guests to clean up spills and staff aware of the location of these.</li> </ul>	Y				
			Y				
<b>Hazard</b> <i>(something with potential to cause harm)</i>	<b>Risk</b> <i>(How could hazard cause harm and to whom)</i>	<b>Control Measures</b> <i>(What is required to reduce risk)</i>	<b>In place</b> <i>(Y/N)</i>	<b>Action Required</b>	<b>Action Owner</b>	<b>Completed</b> <i>(Date)</i>	<b>Residual Risk</b> <i>(low / medium / high)</i>
<b>Common Rooms –</b> Wet Floors, slamming doors,	<b>To All –</b> Slips, trips, falls. Bruises, fractures, impact injuries. Head injuries.	<ul style="list-style-type: none"> <li>- Cleaning of floors undertaken during periods when not in use to allow drying time.</li> <li>- Always place Wet Floor signs if leaving a wet floor un-attending and expect guests/staff to walk on it whilst wet.</li> <li>- Facilities available for guests to clean up spills and staff aware of the location of these.</li> <li>- Finger Guards on all public doors in the centre.</li> <li>- Door closers fitted to all doors to slow door closure.</li> </ul>	Y				<b>All LOW</b>
			Y				
			Y				
			Y				

<b>Falls from height</b> (from windows or ladders or staircases)	<b>To All –</b> Impact injuries, fractures/broken bones, cuts and bruises, head injuries and death.	<ul style="list-style-type: none"> <li>- All windows on ground floor and 1<sup>st</sup> floor are secured with restrictors.</li> <li>- Ladders on bunk beds securely fitted to the beds.</li> <li>- ladders with only 2 steps to be used within the centre by staff and must adhere to BS EN 131</li> <li>- all stair cases to have suitable bannisters and/or hand rails installed to reduce the risk of falls</li> </ul>	Y					<b>All LOW</b>
<b>Overcrowding of</b> bedrooms or common areas.	<b>Guests &amp; Visitors –</b> Crush injuries, lack of storage space, restricted movement in the case of an emergency – could lead to burns, smoke inhalation and death	<ul style="list-style-type: none"> <li>- Room Occupancy is limited to by requirement to have a minimum of 76cm between beds.</li> <li>- Sufficient wardrobe spaces/shelves</li> <li>- maximum occupancy of 320 people in the centre dining room – as designated by Fire RA.</li> </ul>	Y					<b>All LOW</b>
<b>Hazard</b> (something with potential to cause harm)	<b>Risk</b> (How could hazard cause harm and to whom)	<b>Control Measures</b> (What is required to reduce risk)	<b>In place</b> (Y/N)	<b>Action Required</b>	<b>Action Owner</b>	<b>Completed</b> (Date)	<b>Residual Risk</b> (low / medium / high)	
<b>Fire</b>	<b>To All –</b> Burns, smoke inhalation, death. Crush injuries.	<ul style="list-style-type: none"> <li>- All Accommodation and common areas fitted with Fire Alarm System.</li> <li>- Fire Alarm System serviced with accordance with regulations.</li> <li>- Emergency light system checked and serviced in line with regulations</li> </ul>	Y					<b>All LOW</b>

		<ul style="list-style-type: none"> <li>- Fire Risk Assessment carried out and monitored.</li> <li>- Fire Log Book completed in line with regulations.</li> <li>-Escape Routes kept clear and free of obstruction and combustible materials.</li> <li>- Fire Training given to all staff as part of induction.</li> <li>- All groups (especially those with young people) given safety talk about fire action procedure.</li> <li>- Fire evacuation procedure marked on back of bedroom door.</li> <li>- No Smoking permitted in the Centre, designated smoking area provided.</li> </ul>	Y				
<b>Legionella Bacteria -</b>	<b>To All –</b> Poisoned, illness, death.	- Legionella Risk Assessment and management system in place, based on regular flushing, testing of water temperatures, and periodic cleaning of area prone to scaling.	Y				<b>All LOW</b>
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<p><b>Dining Room -</b> Burns/scolds from servery/toaster</p>	<p><b>To All</b> -Burns and scalds, electrocution</p>	<ul style="list-style-type: none"> <li>- Pat Testing on all electrical equipment.</li> <li>- All equipment to be linked to RCD</li> <li>- Caution- Hot Surface signs in place where necessary on items.</li> <li>- Hot Water Signs in place for Tea/Coffee Station.</li> <li>- Food Served at temperature that is not too hot to cause danger to guests.</li> <li>- Equipment only to be operated by Mount Cook Staff or designated trained persons.</li> </ul>	<p>Y Y N Y Y Y</p>				<p style="text-align: center;"><b>All LOW</b></p>
<p><b>Allergens –</b> Exposure to Allergen</p>	<p><b>To All</b> -Illness, Anaphylactic shock</p>	<ul style="list-style-type: none"> <li>- Allergens Poster on display in food servery area to encourage guests/contractors to inform staff if have an Allergy.</li> <li>- Blue trays available on the servery to help staff identify those with Allergies in the queue.</li> <li>- All Group Leaders asked to notify Mount Cook in advance if participants in their group have allergies during the booking process.</li> <li>- Dietary requirements are then stored on the Booking system for Catering Staff to be able to access at any time.</li> </ul>	<p>Y Y Y Y Y</p>				<p style="text-align: center;"><b>All LOW</b></p>

		<ul style="list-style-type: none"> <li>- Senior Catering Staff to undertake Level 3 – Supervisor Food Hygiene training.</li> <li>- Menu’s to be standardised and recipes published so all dishes have the correct allergens present</li> <li>- All Catering Team Members to undertake Level 2 – Intermediate Food Hygiene training.</li> <li>- Senior Catering Staff to undertake Allergy Awareness Training online.</li> <li>- All Catering Staff to undertake internal Training in Food Hygiene.</li> <li>- Allergens Folder accessible on servery area to be able to make enquiries made by Guests easy to answer.</li> <li>- In the event of Severe reactions to Allergens is made aware to the Centre Prior to arrival, all reasonable attempts will be made to remove the Allergen from the Centre to reduce exposure during their visit.</li> </ul>	Y					
			Y					
			Y					
			Y					
			Y					<b>All LOW</b>
<b>Dining Room –</b> Spills of food/liquids on Smooth Floor	<b>To All –</b> Slips/trips/falls. Fractures, broken bones, head injuries, spinal damage,	<ul style="list-style-type: none"> <li>- Cleaning of floor to be carried out when dining room is not in use.</li> <li>Warning signs to be placed out if likely to have people walk on wet surface.</li> </ul>	Y					
			Y					<b>All LOW</b>



	burns/scolds from hot drinks/food	- Young Children advised not to carry too much on trays from servery. - Danger highlighted in safety brief to all groups with young people.	Y				
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<b>Self-Catering Kitchenettes-</b> Hot Surfaces, electrocutions, bacterial infections	<b>To Guests –</b> Burns, Scolds, Bacterial Illnesses., electrical burns/shock, and death	- hot surface signs in place near cookers/toasters	Y				<b>All LOW</b>
		- clean clothes/tea towels provided each day and dirty ones removed.	Y				
		- cleaning equipment and sanitisers provided	Y				
		- bins regularly emptied and kitchen area kept clean	Y				
		- children not to use the kitchen facilities without adult supervision	Y				
<b>Roof-Top Classroom –</b> Falling off roof/falling from height, lightning strike, hyperthermia	<b>To All –</b> Broken Bones, Fractures, Impact Injuries, Death Frostbite, burns.	- Access to the roof controlled by Centre Staff.	Y				<b>All LOW</b>
		- Ratio's of Staff/leaders kept to 1:10 on roof access. With a maximum of 30 guests on the roof at one moment.	Y				

		<ul style="list-style-type: none"> <li>- Flow of access to roof up the staircase controlled to avoid injuries.</li> <li>- mobile phone used by Centre Staff to 'radio' for help should it be needed.</li> <li>- zip wire structure linked to centre lightning protection infrastructure.</li> <li>- All guests advised to wear suitable clothing upon the roof top whilst on activity session. Staircase to lower floor to reduce exposure and obtain support if isolated upon rooftop.</li> <li>- EML on staircase to provide light and aid ascent/descent.</li> <li>- Fire alarm Sounder on roof top to alert people to Fire Alarm activation.</li> </ul>	Y				
			Y				
			Y				
			Y				
			Y				
			Y				