

### Horstead Centre Risk Assessment - House and Grounds

**Risk Assessment for:** General Areas Bathrooms Bedrooms Little Kitchen, Dining Room, Centre Kitchen, Centre Garden

**Reviewed:** May 2021 - **Next Review Date:** May 2022

**Assessment undertaken by:** Will Mills, Centre Manager

Hazards	Effects	Who might be affected	Risk		Methods to Avoid/Reduce Risk
			L = LOW	M = MEDIUM	
General Areas			Likelihood	Consequence	Each group brings First Aid Trained Adult. Annual First Aid Course for activity staff.
Blocked door ways	Restricted exit during an emergency. Trip hazard.	Everyone	L	Prevention of safe fire evacuation leading to death /smoke inhalation. Injury.	Doorways to be kept unblocked. Raise awareness at safety brief and include in welcome information to groups. All staff to be observant and raise alarm when unsafe practises are observed. Door handles, locks and hinges checked regularly to ensure in good working order.
Slippery floors	Slip hazard	Everyone	L	Injury - cuts, bruises, broken limbs	Attend to spillages immediately. Put out warning signs if floor area is slippery after cleaning. Indoor shoes with grip to be worn.
Staircases	Fall hazard	Everyone	L	Injury - broken bones, concussion, sprains, spinal injury	Staircases to be kept uncluttered. Raise awareness at safety brief and include in welcome information to groups. All staff to be observant and raise alarm when unsafe practises are observed. Children not permitted to play on stairs. Indoor shoes with grip to be worn.
Fire Doors	Being hit in the face or knocked against the wall. Fingers or toes caught.	Everyone	M	Injury – cuts bruising, breaks and sprains	Warning delivered in safety brief that fire doors are particularly heavy. Residents to wear indoor shoes and slippers at all times, covered in safety brief. Group leaders to instruct groups to remain in their rooms during the night unless they need the toilet or there is an emergency. Groups to be shown where their nearest toilet is to negate the need for going into unfamiliar areas. Ensure that all finger guards fitted on each hinge side of door are kept in place.
All electrical equipment	Shocks from faulty equipment	Everyone	L	Death, shock, burns, trips and falls	Wires, plugs and sockets tested annually. Wires kept away from thoroughfares Electrical cables to run through rubber floor tracking to prevent tripping. Groups advised not to use un tested appliances in safety brief. Pat testing is undertaken by reputable external company with in- house qualified maintenance team undertaking on-going observations.
Lift breaks down or un useable during fire	Trapped people in lift or on first floor	Wheelchair users	L	Prevention of safe fire evacuation	Access to lift kept clear at both levels. Staff trained to lower lift manually, undertake emergency safety evacuations or instruct

				leading to death/smoke inhalation.	emergency services to do so. Use of fire doors with intumescent strips throughout building to reduce speed of fire and smoke spreading (fire delayed by up to 30 mins).
Old flag stones in entrance lobby	Uneven surface trip hazard	Everyone	L	Injury – cuts bruising, breaks and sprains	Ensure children to not use as a play area covered in safety brief.
Carpet Edges	Trip hazard	Everyone	L	Injury - cuts, bruises, broken limbs	Ensure all carpet joins are secured to the ground
Fire place	Burns, scalds	Everyone	L	Burns, scalds	Group leaders to make sure that lounge fire is supervised at all times and that children are not left unattended in the lounge during and whilst there is any heat in the fire.
Centre Security	Stranger entering premises. Child leaving Centre	Children	L	Shock, lost child, abduction	Leaders are to make sure that their doors are secured at all times. Children should not be given the codes to the security doors. The main Centre door should not be answered by resident groups with the exception of the emergency services.

Hazards	Effects	Who might be effected	Risk		Methods to Avoid/Reduce Risk
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Bathroom/shower					
Hot water	Scorch hazard	Everyone	L	Burns, scolds	Adequate working shower controls Staff bathroom for adult use only as there is no temperature limit
Slippery wet floors	Slip hazard	Everyone	L	Broken limbs, sprains	Non-slip floor tiles throughout bathroom/shower and toilet areas. Slip hazard signs made available. Shower mats provided. Mop or squeegee provided in all shower rooms so ponding on floor can be dispersed. Group leaders to attend to any spillages immediately.
Bath	Drowning	Children	L	Drowning	Group leaders to be advised that children are not permitted to use bathroom
Bedrooms					
Falling from windows	Fall hazard	Everyone	L	Death, broken bones, concussion	Safety bars on windows or secured lower part of sash window. Leaders to advise children not to climb or lean out of windows. Attic rooms fitted with safety locks
Breaking Windows	Cut, graze hazard	Everyone	M	Cuts, grazes, severed limbs, pierced body	Brittle window glass is covered with safety film. Leaders to advise children not to throw items in the building, and not to horseplay near windows
Falling from bunks	Fall hazard	Children	L	Broken limbs, sprains, concussion	Safety bars around top bunks- BS standard Safety brief delivers warning on misuse of bunks
Little Kitchen					
Children injured in kitchen area	Risks listed below	Everyone	L	Death, broken bones, concussion	Group leaders advised that it is a properly functioning kitchen and is out of bounds for children

Walking into open cupboard doors	Risk of impact with sharp/hard object	Everyone	L	Injury – cuts bruising, breaks and sprains. concussion	Group leaders to follow good practice by closing cupboard doors, clearing spillages immediately
Slipping over on kitchen floor	Slip hazards	Everyone	L	Injury - cuts, bruises, broken limbs	Keep the kitchen floor as dry as possible Wear non-slip foot wear Clear up any spillages immediately
Broken glass	Cut, graze hazard	Everyone	L	Cut feet/toes	Wear appropriate footwear in kitchen. Clear up breakages immediately. Wrap broken glass in newspaper and secure in tied bag before disposal. Vacuum entire floor thoroughly.
Knives	Weapon hazard	Everyone	L	Cuts, amputation	Training, good practice, putting knives away, group leaders not to drop knives into sinks
Hot surfaces, boiling liquids/ fats	Burn hazard	Everyone	L	Burns and scolds	Group leaders to follow good practise and wear appropriate footwear and protective clothing when making hot food and beverages. Extra care to be taken with hobs after cooking. Store hot kettles and mugs of hot drinks at the back of work surfaces.
Electrical appliances	Electrocution	Everyone	L	Death, burns, shock	Training and good practice. Annual electric appliance testing
<b>Dining Room</b>			<b>Likelihood</b>	<b>Consequence</b>	
Broken glass	Cut, graze hazard	Everyone	L	Cut feet/toes	Wear appropriate footwear in kitchen. Clear up breakages immediately. Wrap broken glass in newspaper and secure in tied bag before disposal. Vacuum entire floor thoroughly.
Collision while serving hot food	Burns, scolds, bruises, broken bone hazard	Everyone	M	Death, 1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup> degree burns, fracture or broken limbs. Concussion	Make sure that children are supervised by their group leaders. Minimise travel distance of hot food and number of people involved with food service. Verbal instruction on food service given to each group before hot meal service.
Slipping over on dining room floor	Slip hazards	Everyone	L	Injury - cuts, bruises, broken limbs	Keep the dining room floor as dry and as possible. Ensure spillages are cleared immediately and slip hazard signs are used. No access to dining room with inappropriate clothing and footwear. No admission with bare or stocking feet.

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Centre Kitchen					
Step at entrance to kitchen	Cuts and bruises, concussion, broken limbs and sprains hazards	Everyone	L	Cuts and bruises, concussion, broken limbs and sprains	Warning staff and visitors to take care and not to rush. Group leaders advised that the main kitchen is out of bounds for all visiting catered groups. Self-Catering groups advised that only catering team should have access to the kitchen.
Trip over door lip at	Cuts and bruises,	Everyone	L	Cuts and bruises,	Warning staff and visitors to take care and not to rush

back of kitchen	concussion, broken limbs and sprains			concussion, broken limbs and sprains	Doorstep painted yellow as a warning
Walking into open cupboard doors	Cuts and bruises, concussion	Everyone	L	Injury – cuts bruising, breaks and sprains. concussion	Remind staff not to leave cupboard/ cooker doors open- good practice
Slipping over on kitchen floor	Bruises, broken bones	Everyone	L	Injury - cuts, bruises, broken limbs	Wear non-slip foot wear Clear up any spillages immediately Keep the kitchen floor as dry as possible
Broken glass	Cuts, amputation	Everyone	L		Clear up breakages immediately- Hoover floor- even if tiled
Knives	Cuts, amputation	Everyone	L	Cuts, amputation	Training, good practice, putting knives away Warning staff not to drop knives into sinks
Hot surfaces, boiling liquids/ fats	Burns and scolds	Staff		Injury	Training and good practice, appropriate footwear and protective equipment
Electrocution	Death, burns, shock	Everyone	L	Death, burns, shock	Training and good practice Electric appliance testing
Gas escape explosion	Death, burns, carbon monoxide poisoning	Everyone	L	Death, burns, shock,	Training, good practice. Checking gas is turned off when not in use. Gas automatically cuts off if there is a problem detected. In emergency follow evacuation procedure
Kitchen Fire	Shock, burns carbon monoxide poisoning	Everyone	L	Death, burns carbon monoxide poisoning	If appropriate use fire extinguishers/fire blanket. Following fire evacuation procedure. Annual fire marshal training for fire warden and key staff.
Collision when someone using kitchen as corridor	Scolds, burns, falls, bruises	Everyone	L	Injury	Train ALL staff not to use kitchen as a corridor when kitchen is in use
Pests	Disease	Everyone	M	Sickness	Empty the bins after every meal. Clean bins every week. Bins to be kept sealed. Keep all surfaces clear and free of debris. Floors swept and cleaned after use. All waste properly secured. All food to be kept in appropriate storage areas. Centre pest controller appointed to monitor situation and take action when necessary.
<b>Centre Garden</b>	<b>Effects</b>	<b>Who</b>	<b>Likelihood</b>	<b>Consequence</b>	
Tripping/ falling	Sprains, cuts, grazes	Everyone	M	Injury	Warning group of unevenness of garden. Remove mole hills. Work on levelling the ground. Keep nettles down. Cover football posts in hi-vis foam scaffold cladding. Protruding feet of bench seating painted in yellow hi-vis paint.
Hit by football/base ball	Cuts and bruises, concussion, broken limbs and sprain hazards	Everyone	M	Cuts and bruises, concussion, broken limbs and sprain hazards	Group leaders to advise children to be vigilant when playing in the garden and to avoid areas where games are being played.
Stray arrows on the ground	Cut feet, stabbed foot/ leg	Everyone	L	Cuts and bruises,	Always check/ count arrows after archery and find any lost arrows Archery area is out of bounds unless on archery session.
Zip wire	Hit by rope of zip	Everyone	L	Cuts and bruises,	Warn groups that the zip wire is in use

	wire, zip wire person landing on person in garden			concussion, broken limbs and sprain hazards	Person running zip to keep close watch on children in garden
Fire Pit and BBQ	Burns, scalds from embers	Everyone	M	Burns Scaled	Leaders to make sure that camp fire and BBQ is completely cold before permitting free play in the garden.
Site Security	Strangers appearing Children wandering off	Children	L	Shock, abduction, lost child	Children must be supervised at all times in the garden. Leaders to ensure that external gates are observed when children are in the garden. Leaders to advise children not to leave the garden. If a stranger should wander into the grounds leaders to escort them off the premises or ask a member of staff between 8:00 – 20:00 and Warden 20:00 – 8:00 to deal with this.  Every visitor to the Centre who is NOT included on the fire register is signed in and badged by the office staff. Groups are informed of any on-site maintenance with external contractors during their stay by office staff.