

Sue & Paul Norton  
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## RISK MANAGEMENT SUMMARY

Dunfield House Limited is a charity providing bunk style accommodation with a fully catered service for groups staying in our main house and self-catering or a catered service for groups staying in our stables accommodation. Groups arrange their own programmes and remain responsible for the people in their care 24/7. The Dunfield House Charity is responsible for ensuring that Dunfield House offers a safe environment for all guests.

This safety is line managed by Sue & Paul Norton [House Managers] and is governed by the Dunfield Board with Richard Chapman in the chair. The Dunfield House Executive Committee has an overseeing responsible for the operation of the centre.

The purpose of this document is to provide information to prospective group leaders, guests and parents of young people attending the centre the confidence that our management systems are robust, appropriate and continually updated to ensure that best practice remains at the forefront of our work.

### CENTRE DETAILS

Dunfield House Limited  
Dunfield House  
Stanner Road  
Kington  
Herefordshire  
HR5 3NN

Telephone 01544 230563  
Fax 01544 231189  
Call box (house) 01544 230130  
Website [www.dunfieldhouse.org.uk](http://www.dunfieldhouse.org.uk)

### INSURANCE

<b>Insurance Company</b>	<b>Ansvar Insurance Company Limited</b>
<b>Policy Number</b>	<b>CCP6033589</b>
<b>Dates of Cover</b>	<b>24<sup>th</sup> October 2016 to 23<sup>rd</sup> October 2017</b>
<b>Employers Liability</b>	<b>£10 million</b>
<b>Public Liability</b>	<b>£5 million</b>

## ACCREDITATION TO OTHER ORGANISATIONS

Member of Christian Camping International

3 star group accommodation rating from Visit Britain

Corporate Member of Music Mark

Dunfield House does not provide adventure activities and thus does not need accreditation with the Adventure Activities licensing Authority (aala). This is in line with section 163 of the Department for Education and Employment (Dfee) guidelines on the health & safety of pupils on educational visits. Which states that *'not holding a license does not imply a lack of safety. It might simply mean the provider or the activity is not licensable'* Activities arranged offsite by individual groups are the responsibility of the group leader to ascertain that all risk assessments and accreditation are in place.

## DUNFIELD STAFF ONSITE/DBS STATUS

The staff team is managed by Sue & Paul Norton (house managers) or in their absence their assistant manager and duty managers. You will be given a contact number should the managers be offsite for any reason during your stay. There is always a member of staff sleeping in. Dunfield staff are employed to manage the centre and **do not** have responsibility for children who are visiting the centre. Group leaders are required to bring the appropriate number of staff to manage their activity.

The kitchen staff are responsible for the provision of meals, the kitchen, washing up room and dining rooms.

The housekeepers are responsible for the cleanliness of the centre and have access to the building prior to and during group visits.

We also have contractors and volunteers who may be onsite during a group activity, these visits are kept to a minimum where possible and group leaders will be informed of any necessary work being carried out onsite.

Due to changes to the vetting and barring system our staff are unable to hold DBS certificates given they do not work directly with children and vulnerable adults visiting Dunfield. Regular training on 'caring for the child' our safeguarding policy provides an updated awareness and understanding to help all staff develop effective practice both in work and their daily lives.

## RISK ASSESSMENT

Dunfield House provides general risk assessment document for information only. It is intended to provide details of our safety management arrangements. It has been written and designed around the DFEE Health & Safety of Pupils on Educational Visits and demonstrates our commitment to ensuring health & safety as a group accommodation provider.

## FIRE PROTECTION

We have a fire risk assessment policy in line with the Fire precautions (workplace) regulations 1997 as amended 1999. This assessment can be accessed on the main office. All staff have fire training on induction and refresher courses.

The house manager on duty gives a fire talk/instruction soon after arrival for groups with predominantly young people with an evacuation of the building taking place on the first day. We believe this is an integral part of our safety policy and educates all guests on the sound the fire alarm makes, their primary and secondary routes out of the house in the event of an emergency and their responsibility once outside the building to ensure a swift headcount is carried out. This evacuation must be carried out to the satisfaction of the group leader and the manager on duty.

Fire signs – both written and pictorial are in each public room identifying the primary and secondary route from that room with above door fire signs and emergency lights (life of up to 3 hours if power failure) showing exits from all areas. Appropriate firefighting extinguishers are fitted around the building – however, all guests are reminded at the fire talk that the most important thing to do in an emergency is to evacuate the building – personal possessions can always be replaced – no-one is advised to tackle a fire. The Dunfield staff are trained for this in the event of a small fire – if larger than a waste bin staff are asked to leave the building. Foil blankets for warmth and access to alternate buildings ensures that our guests are looked after in the event of a false alarm or emergency evacuation. Our safety record is excellent.

An **Action plan in case of fire** is discussed with each group leader and is documented in our group leader's handbook. The house manager on duty and the group leader both sign to indicate they are happy with the evacuation.

### **SECURITY ARRANGEMENTS**

Guests are advised not to bring valuables as Dunfield House Limited cannot be held responsible for the loss of such items.

Dunfield is situated in a rural area approximately ¾ mile from the main A44. Group leaders are responsible for ensuring that house, recreation hall and swimming pool doors are locked at night along with the ground floor windows of the main house. The back door of the house is locked when the kitchen staff finish their evening shift. The house manager checks all buildings prior to retiring at night.

We trust this will help with your documentation regarding your visit. We are happy to chat with you to discuss specific issues relating to your trip.

Kind regards

Sue & Paul

House Managers  
Updated January 2017