

Dunfield House General Risk Assessments

A life without adventure is likely to be unsatisfactory; a life without limits on adventure is likely to be short
Bertram Russell

Our General Risk Assessments

Aim to help group leaders by raising awareness of possible hazards and control measures in and around the Dunfield estate. The assessments recommend good practice that can be shared and adapted by group leaders and members to ensure a common understanding of expected standards and requirements whilst remaining responsible for your group members whilst onsite.



Please ask the manager on duty at the start of your visit if there have been any amendments to this document

The assessments [if adhered to] will:

Protect all guests, by highlighting ways of improving safety standards on their visit

Safeguard leaders from the threat of litigation, by providing clear written evidence of the risk assessment and management measures that have been taken (as required by law);

Save considerable time and effort, by providing an initial framework of ideas for discussion rather than starting with a blank sheet of paper!

Any additional assessments will be recorded and documented if a risk of significant harm is identified and has been omitted from this document.

General Risk Assessments provide a useful starting point for discussion and consideration, BUT they must never be regarded as:

- **foolproof** - accidents can still happen! (but the risk assessments do give written evidence to help show that leaders have given reasonable prior thought to the risks and control measures involved!);
- **comprehensive** - whilst generic risk assessments seek to identify and highlight key hazards and control measures, it should never be assumed that all significant issues have been recognised and included. It is still up to the leaders to identify and add any other hazards or control measures that may appropriate for their visit
- **rigid** - generic risk assessment forms are flexible, and must be adapted to each group's own circumstances by adding further hazards/control measures that may be relevant, or deleting those hazards/control measures that are not appropriate or acceptable, or cannot practically be implemented for some reason. Indeed, whilst the control measures suggested might all be worthy of consideration, it is understood that they are not all universally applicable for all groups and situations. However, if an accident were to occur as a consequence of a control measure not being adopted, a court of law might expect the leader to justify that decision
- **one person's sole responsibility** - all risk assessments should be shared and discussed in advance with all the other leaders (including volunteer helpers). Wherever possible, the young people from the group should also be involved in this process;
- **an opt out** - whilst Risk Assessments should significantly ease the workload of leaders, considerable thought, discussion, and interaction are still required to complete the forms. A risk assessment is not complete unless it has been suitably adapted (see above), the residual level of risk evaluated, and the hazards, control measures, and risk ratings agreed as acceptable by all those responsible for the visit (evidenced by written and dated signatures);
- **complete** - in addition to using relevant risk assessments, a 'Specific Visit Risk Assessment' form should be completed to identify hazards and control measures that are unique to precise locations, activities, and individuals within the group;
- **ongoing process** - furthermore, it must be clearly understood by all leaders that risk assessment and management is an ongoing process that involves far more than written documents. Therefore, during a visit, all leaders must maintain a 'Dynamic or Ongoing Risk Assessment' (this is NOT a form!!!) by remaining alert to, and responding to, changing circumstances or additional unforeseen hazards

Are risk assessments compulsory?

By law, those who are responsible for organising and leading visits should be able to show evidence of the risk assessments they have undertaken, and of the preventative control measures they have established to safeguard those in their care. There is no single acceptable method for this, and it would ultimately be up to the law courts to decide what level of risk assessment and management is deemed 'reasonable'.

SPECIFIC ASSESSMENT AREA: VEHICLES ON DUNFIELD PROPERTY							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
0.1	<p>Task: Parking of cars and movement of cars during visit to Dunfield</p> <p>Hazard: Injury from contact with slow moving vehicles, both forward moving and reversing</p>	Guests Dunfield Staff Coach Drivers Delivery Drivers	<p>Car Parking: at either side of the driveway and on left of drive [arrival] on grassed area. Overflow parking is on the grassed level play area accessed by gate on lane</p> <p>Group leaders advised to put in place monitoring systems dependent on type of guests arriving</p> <p>10 mph speed limit signs at drive entrance, driveway & car park</p> <p>Sole use groups: advised to access Stables by ramped path to avoid crossing the car park</p>		(2x3) M		Group leader responsible for managing their group at all times
0.2	<p>Task: Coaches accessing driveway</p> <p>Hazard: Injury from contact with slow moving vehicle both forward moving and reversing</p>	Guests Dunfield Staff members of the public	<p>Coach drivers (vehicles above 20 seats) advised to reverse up the drive due to limited turning circle at house.</p> <p>Group leader advised to keep group members away from driveway and coach/s when moving</p> <p>Check coaches have audible warning for reversing both at arrival & departure.</p> <p>Group leader to be aware coach may be on the premises for a driver break time and the coach will leave premises</p>		(2x3) M		<p>Group leader to notify coach company of measures in place to ensure safety on order sheet for all drivers instruction</p> <p>Group leader responsible for managing their group at all times</p>
0.3	<p>Task: Movement of coaches on the property</p> <p>Hazard: Injury from contact with slow moving vehicle both forward moving and reversing</p>	Guests Dunfield Staff Coach Drivers members of the public	<p>Group leaders are advised to put in place monitoring systems to manage their own identified risk dependent on specific needs of group, to include:</p> <ul style="list-style-type: none"> On arrival guests remain seated on coach until engine is switched off Movement of their guests on/off coach during arrival & departure Liaison with Coach company prior to arrival 		(2x3) M		Group leader responsible for managing their group at all times
0.4	<p>Task: Delivery vehicles</p> <p>Hazard: Injury from contact with slow moving vehicle both forward moving and reversing</p>	Guests Dunfield Staff Coach Drivers members of the public	<p>Delivery vehicles to adhere to 10 mph on Dunfield property - (signage at entrance, driveway & carpark)</p> <p>Manager onsite to advise delivery drivers of nature of business at Dunfield - reinforcing children onsite</p> <p>Dunfield staff to advise occasional delivery drivers to report to office when ordering goods</p> <p>Dunfield staff advise on place to leave deliveries</p> <p>Deliveries to front of house must have a member of staff present for the whole delivery</p> <p>Drivers verbally asked to rectify their driving, parking, behaviour if guest safety is compromised</p> <p>Driver reported of behaviours don't change</p>		(2x3) M		Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: MOVEMENT IN AND AROUND DUNFIELD HOUSE AND STABLES ON ARRIVAL							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
1.1	<p>Task: Carry luggage up/down to/from bedrooms</p> <p>Hazard: slips, trips, falls, manual handling</p>	Guests Dunfield Staff Authorised Personnel	Clear, well-lit corridors and stairwells, uneven floor marked with black/yellow warning tape, lights put on before guests arrive (if applicable). Group leader responsible for coordinating and safe movement/ placement of luggage to and from vehicles to terrace, chapel area, main entrance, bedrooms and rehearsal rooms. Dunfield staff to support new groups, who may need different controls for multi-age groups			(2x2) L	Group leader responsible for managing their group at all times
1.2	<p>Task: Tripping over luggage, musical instruments, craft materials etc.</p> <p>Hazard: slips, trips, falls & bumps</p>	Guests Dunfield Staff Authorised Personnel	<p>There is appropriate storage space in all rooms on all floors to ensure trip hazards are kept to a minimum</p> <p>Group leader responsible for ensuring all rooms are kept tidy, Group leader responsible for ensuring all fire exits are clear at all times</p> <p>Dunfield staff will notify manager on duty if risks of untidy rooms creating access risk and/or fire risk are identified</p>			(2x2) L	Group leader responsible for managing their group at all times
1.3	<p>Task: Climbing up/down top bunk bed, falling off beds</p> <p>Hazard: Impact injury from fall from top bunk, collapse of bed</p>	Guests	<p>All top bunks fitted with safety rail</p> <p>Children under 7 advised not to sleep on top bunk if parents are not present. Group leader to obtain written consent from parents</p> <p>Group leader to ensure safety of guests by ensuring children do not see the bunk beds as play areas</p> <p>Weekly visual inspection of bed rails by Dunfield staff during cleaning is carried out, repairs highlighted to manager on duty and rectified asap</p>		(2x3) M		Group leader responsible for managing their group at all times
1.4	<p>Task: People accessing a new environment in the buildings</p> <p>Hazard: slips, trips bumps from over excitement and lack of familiarity</p>	Guests	<p>Information in group leaders pack & verbally discussed</p> <p>General information during welcome talk as soon after arrival as possible</p> <p>Individual group leaders ongoing care, supervision & responsibility</p> <p>Risk is initial medium but may become low risk following familiarity and settling down of group</p> <p>Group leader takes responsibility for managing group at all times.</p>			(2x2) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: MOVEMENT AROUND MAIN HOUSE AND STABLES ON ARRIVAL

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
1.5	<p>Task: People accessing a new environment outside</p> <p>Hazard:</p> <ul style="list-style-type: none"> Slips, trips, bumps from over excitement and lack of familiarity Bumps, bruises, fractures from falls [especially from trees] <i>see separate assessment for adventure playground, labyrinth & campfire areas due to increased risk</i> risk of infection from streams and vegetation: cuts, ingestion [resulting in sickness/diarrhoea] 	Guests Authorised Visitors	<p>information in group leaders pack & verbally discussed</p> <p>General information that restricted areas are fenced off through gateways, children advised not to climb fences or go through gates during welcome talk as soon after arrival as possible</p> <p>Regular grounds maintenance to keep lawns and pathways tidy. Trees checked visually, fences & gates kept in good repair</p> <p>Good practice guidelines on hand washing, with relevant signs in the main house</p> <p>Guests encouraged not to drink the stream water but that play in the stream is encouraged with supervision of adult group staff</p> <p>Individual group leaders retain ongoing care, supervision & responsibility at all times</p>			(2x2) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND THE BUILDINGS AT DUNFIELD HOUSE							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
2.1	<p>Task: Walking/sleeping/playing in areas with low beams and doors around property – especially on the top floor of the main house</p> <p>Hazard: Bumps, cuts, bruises, especially contact with the head</p>	Guests Dunfield staff	<p>Signage in place where low beams or doors are considered a hazard</p> <p>Centre assistants to monitor that signs stay in position.</p> <p>Group leader advised of low beams and doorways</p> <p>Monitoring of accident book for pattern of injury – signage to be added if risk identified</p> <p>Group leader responsible for group behaviour on the property at all times</p>			(2x2) L	Group leader responsible for managing their group at all times
2.2	<p>Task; Fall from Window</p> <p>Hazard; fall from height injury</p>	Guests Dunfield Staff	<p>Windows fitted with restrictors to prevent accidental fall from window</p> <p>Window restrictors cleaned & visually checked by housekeepers prior to group arriving with repairs undertaken as and when needed both before and during visits by management</p> <p>Management risk assessment carried out (3 monthly) on restrictors</p>			(1x5) L	Group leader responsible for managing their group at all times
2.3	<p>Task: Inappropriate allocation of bedrooms [re gender] and inappropriate access to rooms</p> <p>Hazard: increased risk of violating persons space, trauma & distress,</p>	Guests Dunfield Staff	<p>Group leaders are given floor plans and bedroom lists prior to visit & can place their own appropriate signage/restrictions</p> <p>Dunfield staff can recommend (if required) gender based sleeping arrangements for new groups</p> <p>Bedroom doors in main house do not have locks apart from bedroom 3 which can be used for storing medications</p> <p>Dunfield staff clean rooms during group activities, staff establish if room is vacant & do not proceed if sole child is in the room</p>			(1x1) L	Group leader responsible for managing their group at all times
2.4	<p>Task: Safety of guests from intruder access at Night</p> <p>Hazards: Injury, shock or abduction by unauthorised people on premises</p>	Guests	<p><u>Group leader responsible for:</u></p> <ul style="list-style-type: none"> • Locking front door, checking chapel & dining room 2 & 3 doors & [if using] all Stable doors • Checking all ground floor windows are closed • Checking that all fire doors are closed and lights are switched off • Checking that all fire exits are accessible <p><u>Manager on duty responsible for:</u></p> <ul style="list-style-type: none"> • Ensuring staff lock back door and cleaning cupboard at end of shift • Setting alarm and locking office door • External check that recreation hall & swim pool are locked 			(1x5) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND THE BUILDINGS AT DUNFIELD HOUSE							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
2.5	<p>Task: Use of showers and risk of scalding</p> <p>Hazard: Slips & trips, bangs to body, risk of scalds if sensitive skin</p>	<p>Guests Dunfield Staff Authorised visitors on site</p>	<p>All showers have lockable doors</p> <p>Temperature is managed via thermostat</p> <p>Showers fitted with non-slip trays/mats – visual check made prior to group arriving</p> <p>Mats washed & replaced on regular basis</p> <p>All showers have shower mat outside shower to reduce risk of slips, washed & replaced on regular basis – responsibility of person using shower to use mat provided</p>			(2x2) L	<p>Group leader responsible for managing their group at all times</p>
2.6	<p>Task: Inappropriate use of showers</p> <p>Hazard: trauma & distress</p>	<p>Guests Dunfield Staff Authorised visitors on site</p>	<p>Group leaders must ensure supervision of children/students at all times</p> <p>All showers have doors that lock</p>			(1x1) L	<p>Group leader responsible for managing their group at all times</p>
2.7	<p>Task: Risk of cross infection in bathrooms</p> <p>Hazard: illness related to cross infections</p>	<p>Guests Dunfield Staff Authorised visitors on site</p>	<p>Showers, toilets and bathrooms are methodically cleaned prior to and on a daily basis during visit using recognised cleaning materials specific for each area</p> <p>All taps and showers run prior to group arriving if not used for 7 days in line with legionnaire disease best practice</p> <p>Staff training held yearly</p>			(1x3) L	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND KITCHEN AND DINING ROOM AREAS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
3.1	Task: Unauthorised access to general kitchen areas Hazards: Scalds from hot water boiler Electric shock Injury following unauthorised use of equipment	Guests Dunfield Staff	Signage on kitchen door restricting access at unauthorised times to guests Restricted access to guests when staff on duty Checks by staff when leaving kitchen at night ensure that all machinery/ovens are switched off and hazardous equipment is locked away [i.e. knives, blades etc]			(2x2) L	Group leader responsible for managing their group at all times
3.2	Task: Use of the water boiler [House and Stables] 24 hour access Hazards: Scalds, burns, electric shock	Guests Dunfield Staff	Signage limits use to guests 18 and over Boiler switched off in stables or kitchen door locked if children's group onsite			(2x2) L	Group leader responsible for managing their group at all times
3.3	Task: Using the dishwasher (house) Hazard: Steam, Scalds, Electric shock Injury from stored chemicals	Guests Dunfield Staff	Instruction sign next to dishwasher, only to be used by persons over 18 years old Verbal and visual instruction given at induction or to group leaders and designated adults who will use the dishwasher Harmful chemicals are in constant use in this area. Adult supervision required if young people/students helping with supper wash up			(2x2) L	Group leader responsible for managing their group at all times
3.4	Task: Carrying of food and crockery from kitchen to dining rooms to washing up room Hazards: trips and spills, cuts & bruises	Guests Dunfield Staff	Servers verbally requested to walk to the left at all times and wear suitable shoes Tables & chairs positioned to give easy access through all dining areas Group leaders to carry food to dining room if children assessed as too young/vulnerable Trays can be used to carry crockery etc to wash up room. Group leaders/staff are responsible for monitoring that one person from a table only clears away to reduce congestion/risk of accidents			(2x2) L	Group leader responsible for managing their group at all times
3.5	Task: Risk of burns & scalds from carrying/moving hot food & liquids Hazard: Burns & scalds	Guests Dunfield Staff	Warning notices on hot surfaces in kitchen, trays and padded cloths provided Group leader notified if kitchen staff have concerns about young children and ability to carry hot foods Tea pots carried to tables by kitchen staff at breakfast time if requested by group leader – group leader/kitchen staff to assist with refills if needed			(2x2) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND KITCHEN AND DINING ROOM AREAS

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
3.6	<p>Task: Food Safety Risks</p> <p>Hazards: illness due to food poisoning</p>	Guests Dunfield Staff	<p>All qualified staff have food hygiene certificates</p> <p>Standards in place to ensure good practice (Safer Food Better Business Guidelines)</p> <p>5* food hygiene rating awarded by Herefordshire Council</p>			(2x2) L	Group leader responsible for managing their group at all times
3.7	<p>Task: Slips on wet kitchen/s, wash up room, connecting corridor & dining room floors</p> <p>Hazards: Slips, bumps & bruises</p>	Guests Dunfield Staff Authorised Visitors	<p>Routine mopping carried out during times when guests do not have to access to kitchen/dining areas</p> <p>Wet floor caution signs used</p> <p>Spills during meal times cleaned up and caution signs used if floor remains wet in kitchens, connecting corridor, washing up room and dining rooms</p>			(2x2) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: DUNFIELD HOUSE/STABLES AND GROUNDS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
4.1	<p>Task: Centre staff/maintenance staff working onsite whilst group in residence</p> <p>Hazard: Injury caused by staff or equipment being used [bumps, trips, slips, falls, chemical burns, trips on wet floors etc]</p>	Guests Dunfield Staff Authorised Visitors	<p>Staff training on best practice (eg; knocking on bedroom doors to gain access, vulnerability of guests and staff when onsite)</p> <p>Staff use appropriate signage when cleaning (i.e. caution wet floor)</p> <p>Staff report damages/dangerous practice/incident in written form and/or verbally to house manager on duty</p> <p>Group leader notified if staff working onsite</p> <p>Ongoing staff training</p>			(2x2) L	Group leader responsible for managing their group at all times
4.2	<p>Task: Safety of guests from intruder access during the day</p> <p>Hazards: Injury , shock or abduction by unauthorised people on premises</p>	Guests Dunfield Staff Authorised Visitors	<p>Staff on duty wear Dunfield uniforms</p> <p>Visitors to the site can wear badges if group leader prefers this, visitors are accompanied by a member of staff at all times</p> <p>Staff & group leaders are given responsibility to challenge any person onsite that does not appear have permission to be there</p> <p>Ongoing staff awareness training</p>			(1x5) L	Group leader responsible for managing their group at all times
4.3	<p>Task: Movement of stacking chairs and stacking of chairs in all public rooms</p> <p>Hazards: Impact injury from falling chair, back injury from carrying chairs</p>	Guests Dunfield Staff Authorised Visitors	<p>Chairs to be correctly stacked and facing the wall to reduce risk of chairs falling on staff and/or guests</p> <p>Chairs not to be moved in stacks by carrying (risk of personal injury) use chair trolley (stored by the sink in the recreation hall) for all movement of stacks of chairs.</p> <p>Person using chair trolley must carry out a personal risk assessment</p>			(1x2) L	Group leader responsible for managing their group at all times
4.4	<p>Task: Movement of large heavy items – e.g. piano, keyboard, tables etc</p> <p>Hazard: Back injury, trips and falls, injury to passing people</p>	Guests Dunfield Staff Authorised Visitors	<p>Group leader to determine risk and then act accordingly</p> <p>All persons move equipment following own personal risk assessment</p> <p>Consider two people moving heavier equipment or trolleys where possible to reduce manual handling</p>			(2x2) L	Group leader responsible for managing their group at all times


SPECIFIC ASSESSMENT AREA: DUNFIELD HOUSE/STABLES AND GROUNDS

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
5.1	<p>Task: Dunfield Grounds</p> <p>Hazard: Trips, slips, abrasions, Impact injury</p>	<p>Guests Dunfield Staff maintenance staff</p>	<p>Group leader has access to general risk assessments covering Dunfield House & grounds</p> <p>Ongoing maintenance of public areas</p> <p>Areas presenting with significant risk (eg: lake area) are suitably fenced off and warning signs in place</p> <p>Risk assessments to be written by group leader prior to group using grounds</p> <p>Good practice identified in group leader notes – not an exhaustive list</p> <p>Group leader to notify manager on duty if any facilities or areas in the grounds are deemed a risk to their group, these can be cordoned off or the area restricted by Dunfield staff</p> <p>Group leader is responsible for managing group at all times – group members must be supervised if risk is identified in group leaders risk assessment</p>			(2x2) L	<p>Group leader responsible for managing their group at all times</p>
5.2	<p>Task: Climbing over fenced off areas in grounds.</p> <p>Hazard: impact injury, cuts to guests trying to climb over fences</p>	<p>Guests</p>	<p>Fencing in situ where required</p> <p>Warning Signage in situ where risk is identified by Dunfield House</p> <p>Information given verbally to group by manager or group leader</p> <p>Information written in group leaders notes</p>			(1x2) L	<p>Group leader responsible for managing their group at all times</p>
5.3	<p>Task: Playing on the adventure playground</p> <p>Hazard: Head injury, fractures, impact injury, falls, trips and slips</p>	<p>Guests</p>	<p>Written guidelines signed by group leader who takes absolute responsibility for group members using the adventure playground</p> <p>Playground suitable for children aged 12 and under only</p> <p>Children not allowed in adventure playground area without their staff supervising. Group leader responsible for determining staff/child ratio for safety</p> <p>Regular inspection and maintenance checks carried out by house management</p>			(2x3) M	<p><i>No unsupervised accidents recorded</i></p> <p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: DUNFIELD HOUSE/STABLES AND GROUNDS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
5.5	Task: Outdoor play in Dunfield grounds Hazards: Slips, falls and impact injury	Guests, especially children and older people	Completing risk assessments for planned and free play activities at Dunfield are the responsibility of the group leader. Risk assessments can be written by a designated person of the group but must be agreed and signed by the group leader before any activities take place Grounds are checked on a daily basis and group leader notified of any problems that may restrict access/play for the group Group leader responsible for preventing group members going to any area of the grounds that they deem unsafe Group leaders to notify manager on duty of any problems or issues that arise during outdoor play – Group leader/staff to immediately restrict access to the group until a manager has been informed If a risk is identified whilst a group is onsite, the manager will safely cordon off the area to deal with the risk, group leader updated on progress until resolution is found			(2x2) L	Group leader responsible for managing their group at all times
5.6	Task: Hanging baskets & window boxes around property Hazards: Risk of injury from basket/box falling	Guests Dunfield Staff Volunteers	Hanging baskets secured to wall or hung on brackets. Window boxes are free standing and are placed on floor in high winds to prevent injury to guests/staff			(1x2) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: RECREATION/GAMES/REHEARSAL HALL							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
6.1	Task: Access to recreation hall from main house or stables Hazard: Trips, stumbles, falls across pathway or up/down steps	Guests & Staff	Sensor lights come on at dusk and remain on all night Steps are highlighted with contrasting strips Pathways are cleaned to ensure safe surface grip Care to be taken in winter conditions as pathways may be icy Wheelchair users advised to use ramp for access in and out of recreation hall			(1x2) L	Group leader responsible for managing their group at all times
6.2	Task: Walking to recreation hall when wet Hazard: Trips and falls when walking to hall, slips in floor in hall	Guests & Staff	Regular cleaning of steps and ramp Guests encouraged not to run to and from the building Effective heating to dry floor if wet from footwear			(2x2) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: SWIMMING POOL (MUST REMAIN LOCKED AT ALL TIMES WHEN NOT IN USE)

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
7.1	<p>Task: Groups & Visitors using swimming pool</p> <p>Hazard: Slips, trips, risk of drowning</p>	<p>Guests Private Bookings Dunfield Staff</p>	<p>Group leader or designated person are not assigned a key to the pool until they have signed to confirm they agree the guidelines and have signatures of adults responsible for the safety of their group who have also read and agreed the guidelines.</p> <p>These guidelines can be found in the Group Leaders file (held by the group leader while at Dunfield) under Normal Operating Procedure and Emergency Action Plan for the pool and also online at http://www.dunfieldhouse.org.uk/docs/swimming_pool.pdf</p> <p>Once the key has been issued the group leader or designated person is responsible for the pool being locked at all times when not in use by their group</p> <p>If the pool is booked by community swimmers it is the responsibility of the private hirer (who signs the same documentation) to lock the pool when not being used by their group</p> <p>Telephone in pool building (by changing rooms) for calls to main house in an emergency or direct to emergency services (call 9999 for emergency services)</p> <p>Non slip flooring throughout the building</p> <p>Whistles provide on each pool key to gain attention of swimmers</p> <p>Signage in place re: no diving, no jumping, no running, no jewelry, no outdoor shoes</p> <p>If educational visit: please ensure you meet the requirements of your own education authority guidelines</p> <p>House manager on duty has the right to enter the pool building at any time</p> <p>Any deviation from the Normal Operating Procedure & Emergency Action Plan will result in the pool being closed for the duration of that swimming session or for the whole visit.</p>			(2x2) L	<p>Group leader responsible for managing their group at all times</p>
			<p>In an emergency a life hook and rescue pole is situated in the bottom right hand corner of the pool by the black float box</p>				

SPECIFIC ASSESSMENT AREA: GRASS CUTTING & STRIMMING AROUND DUNFIELD HOUSE STABLES AND GROUNDS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
8.1	Task: Grass cutting – Mower and Hover Mower Hazard: Impact injury	Guests Dunfield Staff Authorised Visitors	All grass cutting to be completed (where possible) when guests are offsite If grass cutting does take place with guests onsite, member of Dunfield staff to discuss with group leader and agree area to be cut with guests excluded from the site			(1x2) L	Group leader responsible for managing their group at all times
8.2	Task: Strimmer Hazards: Impact Injury	Guests Dunfield Staff Authorised Visitors	All strimming to be completed (where possible) when guests are offsite If strimming does take place with guests onsite, member of Dunfield staff to discuss with group leader and agree area to be cut with guests excluded from the site			(1x2) L	Group leader responsible for managing their group at all times
8.3	Task: Hedge Trimming Hazards: Impact Injury	Guests Dunfield Staff Authorised Visitors	All hedge cutting to take place when no groups are onsite All Dunfield staff to be notified hedge cutting is taking place and to avoid the area			(1x1) L	

SPECIFIC ASSESSMENT AREA: UTILITY SERVICES AT DUNFIELD

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
9.1	<p>Task: Interruption of water supply to the house</p> <p>Hazard: risk of infection, Inconvenience</p>	Guests Dunfield Staff Authorised Visitors	<p>Action plan following disruption:</p> <p>Identify why the supply has stopped, track back from known supply</p> <p>Use bottled water and arrange for supplies to come in if needed</p> <p>Liaise with group leader at all times</p>			(1x1) L	Group leader responsible for managing their group at all times
9.2	<p>Task: Testing of water supply</p> <p>Hazards: Contaminated Water Supply, risk of sickness, diarrhoea, gastro enteritis</p>	Guests Dunfield Staff Authorised Visitors	<p>Water is tested daily by designated member of Dunfield staff and result recorded</p> <p>Water is tested by Herefordshire Council on a 6 monthly basis</p> <p>If test results are below standard required the group leader will be notified (see action 9.1) and the manager onsite will seek advice from Herefordshire Council Environmental Health</p>			(1x2) L	Group leader responsible for managing their group at all times
9.3	<p>Task: Interruption to electrical supply</p> <p>Hazards: Inconvenience, limited lighting, limited cooking facilities</p>	Guests Dunfield Staff Authorised Visitors	<p>Identify whether electric disruption is localised or widespread and liaise with emergency services</p> <p>Liaise with group leader to keep updated – assist with revised programme in interim</p> <p>Ensure safety of guests at all times, wind up lanterns available</p> <p>Evaluate risk assessment if disruption is widespread and notification of delay is given – reduce activity of group, arrange for replacement meals etc</p>			(1x1) L	Group leader responsible for managing their group at all times
9.4	<p>Task: Interruption of gas supply</p> <p>Hazards: Inconvenience, limited cooking facilities,</p>	Guests Dunfield Staff Authorised Visitors	<p>Gas supply is in tank or bottle (gas BBQ)</p> <p>Tanks checked and filled on regular basis</p> <p>Spare bottles stored appropriately away from accommodation and available for replacement</p>			(1x1) L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: FIRE PRECAUTIONS, MANAGEMENT AND SAFETY

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
10.1	<p>Task Risk of Fire</p> <p>Hazard Burns, smoke inhalation, falls, trips and slips, panic, hysteria</p>	<p>Guests Dunfield Staff Authorised Visitors & Volunteers Emergency Personnel</p>	<p>Fire Risk Assessment carried out by external service</p> <p>Fire prevention system in place, fire extinguishers, smoke & heat detectors emergency lights and fire alarm.</p> <p>Appropriate signs displayed to the nearest safe final exit to outdoors from all communal rooms</p> <p>Full evacuation procedure verbally given and evacuation carried out by manager on duty within 4 hours of arrival. if the manager on duty and the group leader assess that the group do not need to carry out an evacuation (eg; group have already carried out an evacuation on previous visit) this is recorded in the group leaders file</p> <p>The fire marshal is the manager on duty and provision of appropriate training in safe evacuation and the use of extinguishers for all Dunfield House staff is given</p> <p>FIRE BOX this is on the outside wall to the right of the office door. It is the group leaders responsibility to give the manager on duty an accurate bedroom list for their group. A copy of this is stored in the fire box before 10 pm on the night of arrival. The box contains floor plans of the house & stables, a high vis jacket and torch. This will be used by the manager on duty or emergency services to establish an accurate account of who is in which bedroom. It is the responsibility of the group leader to update this list with any changes during your stay</p> <p>There is no smoking in buildings – there are <i>designated areas for smoking outside. One at the back of the main house and one on the driveway below the stables</i></p> <p>General housekeeping (group members & Dunfield staff) ensures all exits remain clear, that there is no accumulation of rubbish or waste in or around buildings. Group leader and staff to report missing exit signs and report any concerns regarding fire safety</p> <p>Appropriate storage facilities for flammable goods/products to ensure safe working practices with monitoring checks in place</p> <p>Kitchen risk assessments completed, staff trained in fire prevention & initial firefighting procedures</p> <p>Annual checks of fire alarm system, fire extinguishers, emergency lights carried out</p> <p>Annual inspection of health & safety report to ensure best practice</p>			(1x2) L	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: FIRE PRECAUTIONS, MANAGEMENT AND SAFETY							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
10.2	<p>Task Management of Guests onsite</p> <p>Hazard Burns, smoke inhalation, falls, trips and slips, panic, hysteria if groups are not clear about their responsibilities</p>	<p>Guests Dunfield staff Authorised visitors Emergency personnel</p>	<p>Group leaders pack given for the duration of a groups stay and explained to all group leaders either prior to or on arrival</p> <p>All group leaders to provide manager on duty with a completed bedroom list on arrival. All group leaders advised to keep updated bedroom list on their person at all times</p> <p>Fire talk and full evacuation carried by house manager within 4 hours of arrival</p> <p>Group leader and manager on duty signs fire evacuation sheet to confirm appropriate information is shared, evacuation is completed satisfactorily or reason given if no evacuation carried out</p>			(1x2) L	<p>Group leader responsible for managing their group at all times</p>
10.3	<p>Task Injury from Electrical Equipment</p> <p>Hazard burns, electric shock</p>	<p>Guests Dunfield staff Authorised visitors Emergency personnel</p>	<p>Testing of all portable electrical appliances takes place in line with current regulations for equipment owned by Dunfield House</p> <p>Care to be taken with personal electrical equipment especially hair straighteners that they are not left switched and are not placed on a flammable surface when the bedroom is vacated</p> <p><i>All guests and Dunfield staff instructed to unplug electrical appliances when not in use – if charging phones please ensure this takes place in the room the person is working in – not bedrooms</i></p> <p>The use of multi-gang extension sockets and adaptors is not encouraged, but if used must be switched of when not in use</p>			(1x3) L	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: CAMPFIRES – (FIRE PRECAUTIONS, MANAGEMENT AND SAFETY)

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
11.1	<p>Task Group Campfires</p> <p>Hazard Burns, caused by trips, slips and falls, smoke inhalation, general horseplay, poor staffing, fire getting out of control</p>	<p>Guests Dunfield staff Authorised visitors Emergency personnel</p>	<p>Fire safety is the responsibility of the leader in charge of the campfire</p> <p>Designated lead person must liaise with manager on duty prior to building and lighting campfires (managers decision is final if campfire does not go ahead due to concerns around weather conditions and/or group safety)</p> <p>Fire should be no more than 120 cm tall and 90 cm wide</p> <p>Action required before lighting a fire: designated person to collect fire extinguisher and fire blanket from the office prior to anyone going down to a campfire site and returned to main office after the campfire.</p> <p>Two people to be present when a fire is lit</p> <p>A Competent person must be assigned to the management of the fire at all times when guests are at the campfire site. Embers to be spread out and left safe before leaving the site. Matches to be kept away from the fire. No flammable liquids to be used on the campfire at any time</p> <p>Tools (eg: axes, knives, saws) must not be used at our campfire sites – this includes tools brought by group leaders/members</p> <p>Forest Schools or similar training programmes can use tools (by prior permission with the manager on duty). Clearly documented risk assessments must be available and followed</p> <p>All children to be supervised and kept a safe distance away from the fire. All children to be made aware of the dangers of fire, especially the embers which may not appear to present a danger</p> <p>Group first aider plus first aid kits to be present when campfire is lit and whilst guests are in the area</p> <p>In the unlikely event of the campfire getting out of control – do not try to tackle the fire, evacuate the area and alert manager on duty immediately</p>			(1x3) L	<p>Group leader responsible for managing their group at all times</p>

Full Evacuation Procedure If Fire Alarm Sounds

(copy of general risk assessments held in group leaders notes and completed following manager on duty's welcome talk & fire safety instructions)

It is a requirement of your booking that the house manager shares the following information with your group on arrival during the welcome session.

FIRE INFORMATION

- There are fire information signs in all rooms (if a sign is missing please let us know)
- Please read the fire information in your bedroom and make yourself aware of your main route out of the building should the fire alarms sound during your stay
- We also want you to walk through your second escape route before you go to bed tonight and identify the exit door you will use.
- We will ask you to go up to your rooms when we have completed this information sharing
- The fire alarm will be set off, to allow you to hear what the alarm sounds like and to allow you to practice evacuating the building
- Please leave the building quietly, without running, pushing, jumping etc and assemble on the lower front lawn. You can make your way down onto the lower lawn by going down the steps or following the natural walk way round.
- You must then assemble quietly in whatever grouping is agreed with your leader and the house manager (By bedrooms is the most effective or by designated small school teams/groups)
- A check will then be made to see if everyone is present. If the evacuation is not satisfactory then you will be asked to carry it out again, please help your group leader and staff/teachers by listening and carrying out instructions as quickly as possible.
- It is the managers decision as to whether the practice has been successful

Note for group leaders: The house manager during the welcome introduction has to share the fire evacuation information with your entire group, staff must also participate in this evacuation. A practice will be completed on your first day once your group has had time to familiarize themselves with the building. Depending upon the weather and the state of the grass the assembly point for the practice could be moved to the tarmac area on the front of the house. However, the group will be informed that in an emergency they must make their way to the lower front lawn. **Information sharing by the manager and a full evacuation is compulsory**

PLEASE SIGN BELOW AND RETURN TO THE MANAGER

The house manager has shared all the above information with every member of our group: Group leader Signature _____ Print Name _____

Please tick all boxes that apply and ensure signature of group leader and manager on duty is entered below

1) Fire practice completed 2) This was carried out the following number of times 3) *Extenuating circumstances – no evacuation

**Extenuating circumstances could be the group members use Dunfield multiple times, have small babies onsite, have vulnerable children etc If agreed with the manager on duty the fire talk will be given, the alarm sounded briefly as a reminder, there will not an evacuation.*

Date Completed _____

Group leader Signature _____ Print Name _____ Manager Signature _____ Print Name _____

Action plan if fire alarm sounds (whether a false alarm or unknown cause)
(There is a copy of these risk assessments and information in the group leaders pack)

Group leaders must ensure that they have a copy of the bedroom list (with any amendments made daily and given to the house manager) with them at all times – this list will be used to establish that everyone is safe and will be used to look for people if they are not at the designated meeting area (lower front lawn)

Group leader responsibility

- To raise the alarm if a fire is discovered or suspected
- To evacuate the house and congregate group on lower front lawn
- To take a roll call and notify fire officer if anyone is missing
- To ensure that nobody re-enters the building without permission of the fire officer
- To keep group on lower front lawn until permission is given to move people to a safe area

House manager on duty responsibility

- To raise the alarm if a fire is discovered or suspected
- To respond to the alarm to establish the address of the activated equipment, respond to monitoring service phone call and/or telephone the emergency services
- To ensure that the group have responded to the fire alarm and to assist with directing group members to the lower front lawn
- To issue fire blankets (dependent on weather) and make available first aid equipment
- To fight the fire if safe to do so in line with Dunfield Policy
- To liaise with the fire services and keep group leader informed of situation as it develops
- To make available alternate accommodation/rooms if needed

RISK ASSESSMENT GUIDELINES

The following matrix is used to complete our risk assessments. The person completing your risk assessment needs to enter their group name, date, review date, assessor name, level of risk and any further action required. Risk is calculated by using the table below and all areas identified will need a risk 'score'.

- | | | |
|----|--|---------------|
| 1. | If all existing controls are in place | = low risk |
| 2. | If there are some existing controls in place | = medium risk |
| 3. | If there are no existing controls in place | = high risk |

Where existing controls are not in place the *'further action required'* column should be completed

To identify the level of risk you can use the following calculation:

<i>Likelihood of injury or illness</i>		<i>Times by</i>	<i>Severity of injury or illness</i>	
Very likely	=5		Death or fatal illness	=5
Likely	=4		Major injury/disability	=4
Possible	=3		Lost time injury	=3
Unlikely	=2		First aid treatment	=2
Very unlikely	=1		Non treatment injury	=1

Risk Matrix

LIKELIHOOD	SEVERITY				
	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Level of Risk: 15 to 25 indicates HIGH RISK, 6 – 12 indicates MEDIUM RISK, 1 – 5 indicates LOW RISK

NAME OF GROUP:		PERSON COMPLETING ASSESSMENT:			DATE	
SPECIFIC ASSESSMENT AREA:						
TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
			HIGH	MED	LOW	

VERIFICATION OF RISK ASSESSMENTS:

Please note: risk assessment and management is an ongoing process that involves far more than written documents. Therefore, all staff at Dunfield adopt a '*Dynamic or Ongoing Risk Assessment*' of the premises and the groups visiting by remaining alert to, and responding to, changing circumstances or additional unforeseen hazards.

Any additional assessments will be recorded and documented if a risk of significant harm is identified and has been omitted from this document. Please ask the manager on duty at the start of your visit if there have been any amendments to this document.

Action	Lead responsibility	Signature	Dated
Risk Assessments completed by:	Sue Norton (<i>house manager</i>) Mike Byrne (<i>assistant manager</i>)	<i>Held in main office</i>	07.02.18
Risk Assessments checked and verified by:	Paul Norton (<i>house manager</i>) Joan Goode (<i>duty manager</i>)	<i>Held in main office</i>	11.02.18
Risk Assessments authorised by:	Richard Chapman (<i>MD of Dunfield House</i>)	<i>Held in main office</i>	07.02.18
Signed Copies:	<i>Original signed copies of the above risk assessments are held in the main office at Dunfield house</i>		
Next review:	<i>February 2019</i>		