

# The Court Hill Centre – Group-Stay Risk Assessment Document *(Information Only)*

Name of Group:.....

Groups Leader Name...

Address .....

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Date \_\_\_\_\_

Address: Court Hill  
Wantage  
OXON  
OX12 9NE

This document is for information only and is intended to provide you with details of our health and safety management arrangements. It has been written and designed around the Department for Education and Employment (DFEE) “Health and Safety of Pupils on Educational Visits ‘a good practice guidance’ ” and demonstrates our commitment to ensuring health and safety, as an accommodation and activity provider.

Whilst this document can be used in isolation, we strongly recommend that in particular, school group leaders visit the centre prior to their stay. We offer a free overnight for group leaders so that a thorough familiarity visit can be undertaken; staff would be available to answer questions and provide information on local areas of interest etc.

The health, safety and welfare of all our customers, staff / volunteers and others who may be affected by our operation is taken very seriously. We are committed to making continuous improvements in the arrangements of health and safety and welcome any feedback regarding issues that may arise during your stay.

Relevant safety management documentation is available upon request, just tick the appropriate box on the rear of this assessment and return your request to the General Manager.

Location: **Bedrooms**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

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Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Fall from top bunk	Bunks fitted with side-rails  Signs displayed advising that children under 7 years of age should not use top bunks	Impl	Low	
Other bunk injuries	Bed light fitted – for night trips Instruction of bed bunk use. Regular maintenance checks.	Impl	Low	
Fall from windows	Windows fitted with locks to restrict opening	Impl	Med	
Unauthorised access to bedrooms via doors	Keys issued to individuals/families/group leaders	Impl	Low	
Unauthorised access via ground floor windows	Windows fitted with locks to restrict opening	N/a	Low	
Restricted access/egress	Access egress kept clear of obstructions, good housekeeping techniques employed	Impl.	Low	
Inappropriate bed allocation	Achieve security & privacy. Separate male & female sleeping rooms. Under 18 years (as part of a group) have exclusive use of bedrooms allocated close together to enable effective supervision by group leaders. Teachers, youth leaders, coach drivers and other adults accompanying children in groups are allocated separate rooms. Group Leaders of very young children can be allocated to the same room as their children, but only at their request. Adult groups must be allocated single sex dormitories.	Impl.	Low	
Tripping over luggage etc	Guest's belongings/luggage storage provided.	Impl. Where possible.		Low level bunk on lower floor replaced with bunks with room beneath for luggage.

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**Location: All showers (including en-suite) & Washrooms**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Slipping	All showers fitted with non-slip flooring	Impl.	Low	
Scalding	All showers fitted with anti-scald devices or water temperature kept sufficiently low to minimise risk of scalding	Impl.	Low	
Flooding due to taps left on	Group leaders must ensure close supervision at all times		High	Certain showers require a curtain to be used properly
Inappropriate use of showers	Group leaders must ensure close supervision at all times		Low	
Cross Infection	We methodically and routinely clean all areas with the building.	Impl	Low	

**Location: Lounge**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Heavy pictures falling off wall and causing injury Bookcases & books	Pictures & bookcases secured to wall using correct fittings. Bookcases not overloaded. Tables positioned under pictures rather than chairs.	Impl.	Low	
Open Fire	Fire not used or fire guards in place. There is a stringent evening shut down procedure to ensure all fires are extinguished (see fire section)	Impl.	High	Group leaders notified if lit.

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Restricted access	Access / egress kept clear of obstructions, good housekeeping techniques employed	Impl.	Low	
Burning Candles	The use of candles is prohibited	Impl.	Low	
Trip hazards – rugs items left on floor	Secure or remove rugs. Good house keeping. Notices about keeping tidy.	Impl.	Low	
Smoking Materials	Smoking is prohibited within the building. Further guidance (see fire section)	Impl.	Low	
Electrical equipment	(please see 'general section')			

**Location: Dining Room**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

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Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Food being carried	“One way system” in operation through servery Appropriate crockery, utensils & trays provided Supervision of young persons Tables & chairs positioned to give easy passageway.	Impl.	Med	Use of designated servers encouraged
Slips on wet servery floor	Routine mopping only undertaken whilst no customers present Customers verbally warned if “emergency” mopping undertaken for spills “Wet floor” caution signs displayed	Impl.	Low	
Risk of burns / scolds	Warning notices ‘hot surfaces’ Trays provided, Group leaders maintain close supervision.	Impl	Low	
Food Safety risks	Staff have Basic Food Hygiene certification	Impl.	Low	

### Location: **Wash-up**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Injury from dishwasher and/or hot water	Only staff allowed in wash-up All staff trained before being allowed to use wash-up equipment Warning Notices	Impl.	Low	

### Location: **Self Catering Kitchen**

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**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
General kitchen risks (e.g. sharp knives, hot stoves, hot water)	Children not allowed in Self Catering Kitchen unsupervised Warning Notices, good storage facilities Group Leaders informed	Imp.	Low	
Gas stoves	Gas detection system & user instruction Servicing,	No	Low	Gas can be isolated when cookers not in use
Hard slippery/wet floor,	Warning signs, mop up wet areas & dry. Correct type of flooring	Imp.	Low	
Chemicals (Washing-up liquid)	Auto dispenser.	Impl.	Low	
Equipment use/breakage cuts	User / breakage instructions	Impl.	Low	
Food hygiene	Notices, instructions & cleaning schedules	Impl.	Low	

### Location: **Drying Room**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Injury from washing machine or drying machine	Instructions displayed Commercially contracted and maintained Interlocking safety devices installed Not to be used by young people without supervision	Impl	Low	
Chemicals, plastic bags etc	Good housekeeping procedures. Products held in secure place.	Impl.	Low	
Wet / slippery floors	Mop and bucket provided, wet floor signs. Good housekeeping encouraged.	Impl.	Low	

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Location: **Store Rooms**

People at risk: **Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Accident from stored equipment	All equipment store rooms kept locked Equipment stored correctly & safely.	Impl	Low	
Coshh / cleaning cupboard unlocked	Keep locked and secure – Sign accordingly	Impl	Low	

Location: **Staircases**

People at risk: **Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Trip/slip/fall	Carpeted stairs have contrasting nosings to carpet to aid visibility Hand rails fitted where appropriate Instructions from Group leaders not to run and hold onto rail/banister. Supervision maintained Check regularly by staff members	Impl.	Low	

Location: **Outside**

People at risk: **Customers/ Young people, members of the public, Group leaders & staff**

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Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Risk of accidents caused by traffic	Only staff cars allowed immediately outside the Centre other than for unloading Drivers aware of the proximity of children <b>Appropriate signage</b>	N/a		
River related injuries	Group leaders/parents warned of proximity of river and dangers especially when the river is in spate	N/a		
Child play, games	Supervision & instruction by Group Leaders.	Impl.	Med	

Tomfoolery	Supervision & instruction by Group Leaders.	Impl.	Med	
Ground surfaces, Undulant / sloping lawns, steps.	On going maintenance of pathways, steps, grounds, garden/lawn areas. Supervision & instruction by Group Leaders.	Impl.	Med	
Darkness due to time of day, season or bad weather	Adequate lighting provided	Impl.	Med.	
Hanging baskets, heavy tubs etc	Make secure	Impl.	Low	
Play Equipment	Where this is available and built and sited to EN 1176 & EN 1177 respectively, inspected regularly, it is the absolute responsibility of the group's leader to maintain close and effective supervision.	N/a		

### Location: **Fire Arrangements**

**People at risk: Customers/ Young people, members of the public, Group leaders & staff**

Potential Hazard/Risk	Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Fire Precautions		Impl.	High.	
Fire precautions	All maintenance and development will take into account			

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<p>embrace all the risks associated with electrical equipment, heating, cooking, shared facilities, smoking, public rooms and malicious, careless or unbalanced persons. In addition within Youth Hostels there is the risk to life presented by numbers of people</p>	<p>the requirements of the Fire Precautions Act 1971, and address deficiencies identified by risk assessment as required by the Fire Precautions (Workplace) Regulations 1997. In addition regular reviews will be made of all its</p>			
<p>asleep in upper floors, who are unfamiliar with the premises.</p>	<p>properties so that shortcomings can be assessed and resources directed at the identified priorities. The proper safe operating notices relating to equipment in use in both Hostel and Self Catering Kitchens should be displayed. Cocks, switches or valves that may be used to turn off the gas, electricity or oil supply to the kitchen in case of fire should be clearly labelled "turn off in the event of fire". The following are some of the YHA Fire Arrangements: Full fire detection and alarm system installed and maintained Fire alarm and detection system tested weekly Fire drills available to groups on request Automatic fire doors installed Fire fighting equipment regularly checked Emergency lighting testing Staff training &amp; regular fire drills Routine nightly checks Roll call register Fire notices</p>			

Location: **General**

People at risk: **Customers/ Young people, members of the public, Group leaders & staff**

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Potential Hazard/Risk	Recommended Control Measures taken to reduce/remove risk	(Please state) Implemented/ No/ N/a	Low Medium High	Action taken
Trips/slips/falls during power cuts	Maintained emergency lighting system installed and serviced	Impl.	Low	
Trips/slips/falls during the night	Night light system installed	Impl.	Low	
Doors	Closers, finger savings, inspection of fittings	Impl.	Low	
Cleaning Chemicals	All cleaning chemicals stored in locked cupboard. Only approved cleaning materials used from a reputable supplier. COSHH sheets are kept in Health & Safety file. Cleaning is restricted to a time when customers are not present. Staffs wear protective equipment.	Impl.	Low	
Heating, Lighting and Ventilation	Electrical testing & inspections carried out Heating and ventilation systems maintained			
portable electrical appliances	Ensure all electrical equipment is on a PAT's programme and that visual inspection is carried out.	Impl.	Low	
Theft  security and Emergency contact Arrangements	Personal belongings. Secure facilities provided for valuables and personal possessions where appropriate and user's attention drawn to these facilities e.g. lockers The centre or any member of staff accepts no liability Notices on walls 'valuables make safe' Access to payphone at any time night or day. Emergency contact details displayed for police, ambulance, fire brigade, doctor etc Ensure that there is a method of contacting staff at night with prominently displayed clear instructions about the procedure. Group leaders to be familiarized with any security issue relevant to their stay.. Access control system that meets the need of the centre Documented closedown procedure at night.			

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Familiarity Visits	Encourage Group leaders to make a preplanning visit for reassurance about safety & security.	Impl.	N/a	
First Aid Provision	Staff trained in First Aid to at least 'Appointed person' standard. First aid kits at all hostels Details of contacting emergency services displayed. RIDDOR Accident Report Book in place	Impl.	N/a	
Insurance	Public Liability Insurance cover up to £10 million.	Impl.		
Special needs & Disability	We aim to provide a safe and friendly environment that is accessible to all irrespective of special educational and medical needs, ethnic origin, sex, religion etc.	Impl.	N/a	
Equality of opportunities				
Centre management and Supervision	Staff are available during the hostel opening hours to answer any queries or concerns. All Staff are committed to working very closely with groups during their stay.	Impl.	Low	
Drugs	Comply with the Misuse of Drugs Act 1971 Drug awareness literature available to staff Procedure on discovery of drug misuse.	Impl.	Low	
Horseplay Tomfoolery	Supervision & instruction by group leaders	Impl.	Low	
Conflict Aggression & violent situations	Staff training & procedures in place	Impl.	Low	
Low level field activities	Group leaders are required to carry out full and detailed risk assessments. Court Hill can offer support wherever possible.	N/a		

