

# Centre Risk Assessment Document



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This document is reviewed annually and at other times as necessary. All parts of the estate and buildings are constantly monitored by Centre Staff and amendments may be made to allow for new equipment or working practices. This document may be altered at any time.

Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## RISK ASSESSMENT

LOCATION: Icen House Kitchen

ASSESSOR (S): Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
Fire	High	Smoking Naked flame Lightening Cooking	<ol style="list-style-type: none"> <li>1. No smoking policy, (including no smoking signs throughout)</li> <li>2. Fire evacuation points.</li> <li>3. Fire extinguishers/blankets available.</li> <li>4. Children to be supervised at all times.</li> <li>5. Fire exit signs clearly marked.</li> <li>6. Fire procedure displayed on wall.</li> <li>7. Guidelines for using the cooker displayed.</li> </ol>	Make sure each centre party has their own fire evacuation procedure and that all their party is aware of this.
Slips, trips, falls	High	Slipping on mud/wet floors/spills	<ol style="list-style-type: none"> <li>1. All spillages/mud to be cleared up ASAP. Floor to be kept clear at all times.</li> </ol>	Mops and cleaning equipment available. (Kept in Laundry room.)
Burns, cuts, scolds	High	Burn whilst cooking Falling/touching cooking area	<ol style="list-style-type: none"> <li>1. Oven gloves to be used when handling hot items in the kitchen.</li> <li>2. Children to be supervised at all times.</li> <li>3. All sharp implements to be kept out of reach of children kept in cases.</li> </ol>	Accident book kept in First Aid room all accidents to be recorded in the accident log book.
Unauthorised people entering Icen House.	Medium	Unauthorised person entering Icen House day or night.	<ol style="list-style-type: none"> <li>1. Always ensure that the outside kitchen door is locked at night.</li> <li>2. When groups are going off site ensure that the Building is locked. and windows closed</li> <li>3. All visiting adults on site sign in the visitor's book and report to reception upon arrival.</li> </ol>	Ensure party leaders are aware of building security on site. ( have read welcome book upon arrival) Ensure the visitor's book is always available in reception area.

Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## OFFICE / SITE WORK RISK ASSESSMENT

ACTIVITY: **Office / Site Work**

ASSESSOR : Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
Fire	<b>High</b> Staff, Visitors. Volunteers	Electrical faults, smoking, arson, Other sources of naked flames Lightening.	<ol style="list-style-type: none"> <li>1. No smoking policy. ( inc: no smoking signs throughout)</li> <li>2. Fire evacuation procedures located though out Icen house</li> <li>3. Fire extinguishers located though out Icen House.</li> <li>4. Review annually the condition of all electrical equipment, including yearly PAT testing.</li> <li>5. No storage of flammable chemicals in the office.</li> <li>6. Remove paper waste regularly.</li> <li>7. Turn off electrical equipment after use.</li> </ol>	<ol style="list-style-type: none"> <li>1. 6 month fire evacuation exercises</li> <li>2. Separate Fire Risk assessment required</li> <li>3. Yearly staff fire extinguisher practice.</li> </ol>
Unauthorised / unwanted persons on site.	<b>Medium</b>	Assault or physical harm could occur form unwanted visitors.	Ensure that all staff on site know where each other are working at all times / or carry a centre radio so communication between staff is easily made.	<p>Ensure radios on site are working at all times, so help can be raised if needed.</p> <p>Charge radios over night</p>
Electric shock	Medium Staff, Visitors.	Electric shocks.	<ol style="list-style-type: none"> <li>1. Electrical equipment to be maintained regularly PAT testing once a year of all plugged items</li> <li>2. All staff, volunteers and centre users to report faulty equipment immediately to the centre management team</li> </ol>	<p>Pat Testing of all appliances on site done yearly</p> <p>PIR Report kept up to date and current standards.</p>

Signed: Adam Godwin Estate Manager

Slips, trips and falls	Medium Staff, visitors Volunteers	Wet surfaces, stairs.	<ol style="list-style-type: none"> <li>1 Avoid use of high shelves</li> <li>2 Keep floors clear of cables</li> <li>3 Keep access ways free of obstructions.</li> <li>4 Keep stairs clean and clear of obstructions</li> </ol>	
Manual handling	Medium Staff, Visitors, Contractor Volunteers	Lifting heavy items causing back injuries.	<p>Ensure enough personnel are available for heavy tasks.</p> <p>Staff to go through induction training of manual handling</p>	Guidance to all workers on safe manual handling.
Lighting	Low Staff, Visitors	Poor lighting causing strain and damage to eyes	<ol style="list-style-type: none"> <li>1. Each work area must have sufficient light.</li> <li>2. Avoid direct light or glare.</li> </ol>	All faults found reported to the management team and rectified as soon as possible.
Occupational Health	Low Staff	<p>Long hours spent on computer, repetitive strain injury.</p> <p>Back injuries caused by poor seating posture</p>	<ol style="list-style-type: none"> <li>1. Office to meet minimum standards in Workplace (Health, Safety &amp; Welfare ) Regulations</li> <li>2. 15 minute break after every hour of continuous computer use</li> <li>3. Ensure office staff have comfortable chairs and that they are at required heights.</li> </ol>	
Visitors	Low Staff, Volunteers	Physical Violence, threats	<ol style="list-style-type: none"> <li>1. Limit public access if personnel are working alone.</li> </ol>	

Signed: Adam Godwin Estate Manager

## ACTIVITY SAFETY PLAN

**Expand on Prevention Measures and Further Action, as necessary.**

Regular electrical tests required

**Identify all mandatory or advisory training necessary for this activity.**

**Training required for manual lifting.**

**Explain all actions to be undertaken on site, prior to any work being undertaken (demonstration of safe tool use, notification of hazards to participants, location of First Aid point and procedure in event of an incident).**

All new staff and volunteers to under go site induction before commencing work at the centre

**Note minimum number of supervisors to be on site at all times to provide safety cover.**

**Identify any special equipment, tools or clothing that will be needed and that may need to be sourced prior to activity being undertaken. This may include mobile 'phones, first aid kits etc.**

**Office to have a first aid kit kept in it, staff to know where the radio's are kept, how to operate them and how to recharge them.**

Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## RISK ASSESSMENT

LOCATION: Toilets and showers

ASSESSOR: Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
Slips, trips and falls	High	Slippery wet floor. Slip in the night in the dark Slip on wet grass outside the toilet and shower block. Slip in shower	<ol style="list-style-type: none"> <li>1. Have wet floor signs on show when wet floors.</li> <li>2. Have mop available to mop up.</li> <li>3. Have non slip tiles on floor reduce risk of slips.</li> <li>4. Make sure there is adequate lighting at night.</li> <li>5. Make sure outside path is clear and clean</li> </ol>	<p>All cleaning products are always kept locked away from the public in the cleaning cupboards.</p> <p>(if there is a shortage of supplies – inform the Estate manager. To replenish them)</p>
Contamination from waste	Medium	Contamination from waste	<ol style="list-style-type: none"> <li>1. Ensure that all drains are in good working order.</li> </ol>	<p>Check drains on a monthly bases ( more during peak camping season.)</p> <p>Annual winter clean with jet washer.</p>
Sanitary Bins	Medium	Contamination from waste	<ol style="list-style-type: none"> <li>1. Ensure that these are changed monthly by a professional company. ( Contract set up with PHS Hygiene)</li> </ol>	<p>Ensure Sanitary Bins are Changed once a month by PHS Hygiene</p>

Signed: Adam Godwin Estate Manager

## ACTIVITY SAFETY PLAN

**Expand on Prevention Measures and Further Action, as necessary.**

Staff to check the toilet block on a regular basis – at least once a day- up to 4 times in peak season with campers on site.

**Identify all mandatory or advisory training necessary for this activity.**

All staff to read coshh Manual for safe use of chemicals when cleaning the toilet block.

**Explain all actions to be undertaken on site, prior to any work being undertaken (demonstration of safe tool use, notification of hazards to participants, location of First Aid point and procedure in event of an incident).**

Staff to read coshh manual before using cleaning products, and to be shown cleaning procedure by House keeper / Management team.

**Note minimum number of supervisors to be on site at all times to provide safety cover.**

N/A

**Identify any special equipment, tools or clothing that will be needed and that may need to be sourced prior to activity being undertaken. This may include mobile 'phones, first aid kits etc.**

Use appropriate PPE when using certain chemicals when cleaning. ( see Coshh manual )

**Is it necessary to notify other agencies or seek any permission prior to undertaking activity?**

no

Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## RISK ASSESSMENT

LOCATION: Icen House Toilets and showers

ASSESSOR: Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
<i>Slips, trips and falls</i>	High	Slippery wet floor. Slip in the night in the dark Slip on wet grass outside the toilet and shower block. Slip in shower	<ol style="list-style-type: none"> <li>6. Have wet floor signs on show when wet floors.</li> <li>7. Have mop available to mop up. (Located in the laundry room )</li> <li>8. Have non slip tiles on floor reduce risk of slips.</li> <li>9. Make sure there is adequate lighting at night.</li> </ol>	<p>All cleaning products are always kept locked away from the public in the cleaning cupboards.</p> <p>(if there is a shortage of supplies – inform the Estate manager. To replenish them)</p>
Contamination from waste	Medium	Contamination from waste	<ol style="list-style-type: none"> <li>2. Ensure that all drains are in good working order.</li> </ol>	<p>Check drains on a monthly bases ( more during peak camping season.)</p> <p>Annual winter clean with jet washer.</p>
Sanitary Bins	Medium	Contamination from waste	<ol style="list-style-type: none"> <li>1. Ensure that these are changed monthly by a professional company. ( Contract set up with PHS Hygiene)</li> </ol>	<p>Ensure Sanitary Bins are Changed once a month by PHS Hygiene</p>

Signed: Adam Godwin Estate Manager

## ACTIVITY SAFETY PLAN

**Expand on Prevention Measures and Further Action, as necessary.**

Staff to check the toilet block on a regular basis – at least once a day- up to 2 times in peak season with house in full use.

**Identify all mandatory or advisory training necessary for this activity.**

All staff to read coshh Manual for safe use of chemicals when cleaning the toilets and showers.

**Explain all actions to be undertaken on site, prior to any work being undertaken (demonstration of safe tool use, notification of hazards to participants, location of First Aid point and procedure in event of an incident).**

Staff to read coshh manual before using cleaning products, and to be shown cleaning procedure by House keeper / Management team.

**Note minimum number of supervisors to be on site at all times to provide safety cover.**

N/A

**Identify any special equipment, tools or clothing that will be needed and that may need to be sourced prior to activity being undertaken. This may include mobile 'phones, first aid kits etc.**

Use appropriate PPE when using certain chemicals when cleaning. ( see Coshh manual )

**Is it necessary to notify other agencies or seek any permission prior to undertaking activity?**

Signed: Adam Godwin Estate Manager

no

## Eaton Vale Activity Centre RISK ASSESSMENT

LOCATION: Estate and Campsite

ASSESSOR : Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
<i>Fire</i>	High	During the use of the camp fire, or Alter fires. Items of clothing or other flammable objects may catch fire.	<ol style="list-style-type: none"><li>10. All young people to be supervised at all times around the camp fire / alter fires, by their party leader.</li><li>11. Fire bucket to be placed next to the camp fire / alter fire.</li><li>12. There are outside taps for water around the camp site. if more water is needed.</li><li>13. It is the group leader's responsibility to ensure their group are supervised all times. Around the camp fire / alter fires.</li></ol>	<p>All groups are to be advised of their responsibility prior to using the camp fire or Alter fires.</p> <p>When the camp fire / Alter fire is not in use or has just been used and now not in use do not allow people to play around it or in it. All cold ashes to be emptied on to the camp fire circle area.</p>
Slips, trips, falls	High	Fall on uneven ground, wet grass ( especially at night )	<ol style="list-style-type: none"><li>1. Sensible shoes advised.</li><li>2. Paths used to walk on instead of going though camp sites.</li><li>3. Children supervised at all times.</li><li>4. Warn participants of centre not to play around Car park areas, or drive way.</li></ol>	<p>Ensure on a weekly basis that all outside lights are in a good working condition. Outside paths are kept clean and clear.</p>

Signed: Adam Godwin Estate Manager

Unauthorised person on site	Medium	Unauthorised person on site	<ol style="list-style-type: none"> <li>1. At night ensure all the centre gates are closed to prevent entry at night and buildings are locked and secured by the alarm system.</li> <li>2. Staff areas locked at night. by pad locks</li> <li>3. Ensure all adults know who is supposed to be on site. ( i.e. if multiple groups on site inform them that there are other groups in at the centre and who they are)</li> </ol>	If there is an unauthorised person on site and you are concerned, inform the centre management and if necessary call the police.
River Yare	High	Falling in to the river / downing	<ol style="list-style-type: none"> <li>1. Ensure that party leaders, volunteers and staff are aware of where the river is on site.</li> <li>2. Have deep water signs put up along the side of the river bank.</li> <li>3. Have buoys and throw lines along side the river bank as a rescue measure.</li> <li>4. Party leaders to explain dangers of rivers and ensure that their participants do not play around the river bank area. When they are not on a supervised activity session.</li> </ol>	<p>A map of the centre grounds is on display at the entrance to the campsite, clearly showing the river.</p> <p>Ensure that deep water signs are in good order and on show at all times.</p> <p>Buoys and throw lines are not missing and are in a good state of repair ready for use if needed.</p> <p>River bank kept tidy of trees / brash so the edge of the river is clearly visible.</p>
Vehicles	Medium	Tractor running over some one.	<ol style="list-style-type: none"> <li>1. Ensure only site trained staff use the tractor and adhere to the safe use of tractors code whilst using it on the estate. (See tractor training file for full code of tractor usage.)</li> </ol>	Tractor is kept in a good state of repair and monthly checks are kept up to date ( report any faults to the management team
Electric shock In site sheds	Medium Staff, Visitors.	Electric shocks.	<ol style="list-style-type: none"> <li>3. Electrical equipment to be maintained regularly PAT testing once a year of all plugged items</li> <li>4. All staff, volunteers and centre users to report faulty equipment immediately to the centre management team</li> </ol>	<p>Pat Testing of all appliances on site done yearly</p> <p>PIR Report kept up to date and current standards.</p>

Signed: Adam Godwin Estate Manager

Car park and drive	High	Being run over / hit by a moving car, delivery lorry, or site tractor.	<ol style="list-style-type: none"><li>1. On site speed limit adhered to by all people coming on to site.</li><li>2. Speed limit signs on display on drive way and car park,</li><li>3. Speed bumps on drive way.</li><li>4. All visitors using the centre told not to use the car park as a play area unless on a designated activity ( such as Go Kart grand prix)</li></ol>	Management team to speak to any person seen braking the site speed limit. Speed limit signs and speed bumps. kept in good order. Party leaders / centre staff to tell young people not to play in the car park area.
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Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## RISK ASSESSMENT

LOCATION: Workshop / Carport area

ASSESSOR :Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
<i>Fire</i>	High	Smoking Naked flame Lightening	14. No smoking policy, (including no smoking signs throughout) and no other naked flames. 15. Have fire fighting equipment near-by. 16. Make sure all chemicals are stored correctly	Ensure this area is closed off to guests at all times. And have staff only signs displayed on gates.
Chemical injury or illness	High	Swallowing Spills Incorrect use Non-use of safety equipment Mixing chemicals	1. The workshop is locked at all times with chemicals stored correctly in a separate metal container. 2. Ample lighting to reduce risk of spills. 3. All chemicals to have separate COSHH record nearby. 4. Use of goggles/face masks when dealing with certain chemicals / fuel. ( appropriate PPE) 5. Only authorised personnel to access workshop, it is the leader's responsibility to ensure their party does not have access to restricted areas.	All staff to ensure that they know what appropriate PPE is to be used when handling certain chemicals / fuel.  Work shop to always be kept locked when not in use, and gates closed.
Misuse of tools	Medium	Cuts Injury of all types	1. The workshop is to be kept locked at all times with tools stored correctly in a orderly manor. 2. Ample lighting to reduce risk of injury. 3. All tools to be serviced regularly. 4. Appropriate PPE to be used when handling certain tools.	Use of tools to be part of staff induction before commencing any type of site work authorised by a member of the management team.

Signed: Adam Godwin Estate Manager

			5. Only authorised personnel to access tools.	
Slips, trips and falls	Medium	Slipping on mud/wet floor whilst carrying chemicals or tools	<ol style="list-style-type: none"> <li>1. Ample lighting to reduce the risk of injury.</li> <li>2. Floor to be kept clean and dry.</li> <li>3. All spillages to be cleaned up ASAP.</li> </ol>	<p>Ensure lights are working.</p> <p>All staff to clean up after using equipment.</p>
Misuse of power tools / chain saw pole saw gas compressor etc...	Medium	Staff members using tools when they do not have the necessary training or qualifications	<ol style="list-style-type: none"> <li>1. All staff using tools to have training by a member of the management team before they use tools.</li> <li>2. Only qualified members of staff are allowed to use the chain saw, and pole chain saw. And have appropriate PPE on before using these tools.</li> </ol>	<p>Use of tools to be part of staff induction before commencing any type of site work authorised by a member of the management team.</p> <p>Qualification certificate to be seen before using chain saws.</p>
Misuse of Tractor topper loader, trailer	Low	Un trained members of staff using tractor, topper, loader, and trailer.	<ol style="list-style-type: none"> <li>1. All staff using the tractor, topper, loader, trailer to under go training by Estate Manger, and signed off as competent before allowed to use the equipment.</li> <li>2. Limit access to tractor key ( key to be held by Estate Manager)</li> </ol>	Further training of equipment as necessary.

Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## RISK ASSESSMENT

LOCATION: Icen House Bedrooms

ASSESSOR: Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
<i>Fire</i>	High	Smoking Naked flame Lightening	<ul style="list-style-type: none"> <li>17. No smoking policy, (including no smoking signs throughout)</li> <li>18. Fire evacuation smash glass points</li> <li>19. All gangways and fire exits to be kept clear of luggage/kit.</li> <li>20. Fire alarm system kept in good working order weekly fire alarm checks and practices. Fire alarm company service schedule kept up to date with 6 monthly checks on system.</li> </ul>	Make sure each centre party has their own fire evacuation procedure and that all their party is aware of this. It is the leaders responsibility to ensure fire evacuation measures are in place.
Slips, trips, falls	High	Falling over kit Slipping on mud/wet floors Falling out of bunks Slipping in the dark on the way to the toilet	<ul style="list-style-type: none"> <li>6. All gangways/floor space to be kept clear of kit.</li> <li>7. Bed guards are on all beds.</li> <li>8. All spillages/mud to be cleared up asap.</li> </ul>	Mop, dust pans and brushes, vacuum cleaner kept laundry room and dining room.
Unauthorised people entering Icen House	Medium	Unauthorised person entering Icen house in the day or night.	<ul style="list-style-type: none"> <li>1. Always ensure that the outside doors are locked at night.</li> <li>2. When groups are going off site ensure that the Building is locked. Windows closed and locked.</li> <li>3. All visiting adults on site sign in the visitor's book and report to reception upon arrival.</li> </ul>	Ensure party leaders are aware of building security on site. ( have read welcome book upon arrival) Ensure the visitor's book is always available in reception area.

Signed: Adam Godwin Estate Manager

# Eaton Vale Activity Centre

## RISK ASSESSMENT

LOCATION: Icen House Main hall / dining room

ASSESSOR: Adam Godwin Estate Manager

DATE: 1<sup>st</sup> November 2009

NEXT ASSESSMENT BEFORE: 1<sup>st</sup> November 2010

HAZARD	RISK LEVEL	HOW HARM MIGHT OCCUR	PREVENTION MEASURES	FURTHER ACTION
<i>Fire</i>	High	Smoking Naked flame Lightening	21. No smoking policy, (including no smoking signs throughout) 22. Fire evacuation smash glass points 23. All gangways and fire exits to be kept clear of luggage/kit. 24. Fire alarm system kept in good working order weekly fire alarm checks and practices. Fire alarm company service schedule kept up to date with 6 monthly checks on system.	Make sure each centre party has their own fire evacuation procedure and that all their party is aware of this. It is the leaders responsibility to ensure fire evacuation measures are in place.
Slips, trips, falls	High	Falling over kit Slipping on mud/wet floors Falling out of bunks Slipping in the dark on the way to the toilet	9. All gangways/floor space to be kept clear of kit. 10. All spillages/mud to be cleared up asap.	Mop, dust pans and brushes, vacuum cleaner kept laundry room and dining room.
Manual Handling	Medium Staff, Visitors, Contractor Volunteers	Lifting heavy items ( such as chairs off the chair rack or moving tables around ) causing back injuries.	1. Ensure enough personnel are available for heavy tasks. 2. Staff to go though induction training of manual handling 3. When lifting chairs down only lift 1 chair down at a time, when moving tables get 2 people to	Guidance to all staff workers and volunteers on safe manual handling.

Signed: Adam Godwin Estate Manager

			lift and move the table.	
Unauthorised people entering Icen House		Unauthorised person entering Icen house in the day or night.	<ol style="list-style-type: none"> <li>2. Always ensure that the outside doors are locked at night.</li> <li>2. When groups are going off site ensure that the Building is locked. Windows closed and locked.</li> <li>3. All visiting adults on site sign in the visitor's book and report to reception upon arrival.</li> </ol>	<p>Ensure party leaders are aware of building security on site. ( have read welcome book upon arrival)</p> <p>Ensure the visitor's book is always available in reception area.</p>

Signed: Adam Godwin Estate Manager