

# LEA GREEN CENTRE RISK ASSESSMENT

## RESIDENTIAL LIVING AT LEA GREEN

<b>Ref</b>	<b>Date</b>	<b>Undertaken by</b>	<b>Review Date</b>
<b>GEN008</b>	<b>April 05</b>	<b>I Price</b>	<b>Reviewed Jan 2013 DS</b>

<b>Potential hazards</b>	<b>Who is affected</b>	<b>Activity / Site Control Measures</b>	<b>Risk Rating; High, Med Low.</b>
Vehicles on site and traffic	All visitors and staff	Site speed limit of 5 mph for all vehicles on site. Coaches to pick up and drop off only. Parking of vehicles only in designated areas. Appropriate supervision and briefing for groups on arrival by Lea Green and visiting staff - use of muster areas on arrival. Safety briefing on moving around the site and grounds. Briefing on using the tuck shop area.	Low
Baggage on arrivals and departures	All visitors	Appropriate supervision of loading, unloading and carrying of baggage through centre. Use of multiple journeys to carry baggage if needed. Assistance from staff on stairs where appropriate. Staff awareness of group and individual limitations and load size.	Low
Slips, trips, falls and injuries from collisions. (Inside)	All visitors and staff	Initial briefing for visiting groups to highlight: No running inside the buildings and the need for appropriate care when moving around the building, using stairs and when climbing onto bunk beds etc. – the need to wear appropriate footwear - Notification of specific problems eg; slippery floors, trolleys etc. Fitting of window restraints on all bedroom and 2 <sup>nd</sup> /3 <sup>rd</sup> floor windows. Visiting staff briefed in regard to adequate supervision during ‘free time’ periods	Low
Slips, trips, falls and injuries from collisions. (outside within the grounds)	All visitors and staff	Initial briefing for visiting groups to highlight: The need for awareness of traffic, other users and appropriate care and behaviour whilst moving around and using the site and grounds. Groups to be briefed on all out of bounds areas and equipment and informed of any work taking place on site and or any relevant hazards. All onsite activities to be briefed before taking place. Groups to be briefed on any environmental hazards if appropriate	Low
Electrical equipment.	All visitors and staff	Lea Green equipment to be PAT tested regularly. Visitors to receive briefing on the need to follow safe procedures when using electrical equipment. However, information for visiting groups to highlight that groups have responsibility for safe use of own equipment.	Low
Choking when eating.	Staff and young people.	Awareness during meals, supervision. First aid trained staff on hand at all meals.	Low

**Remember risk assessment is a dynamic constant process and this risk assessment should be reviewed every visit**

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## RESIDENTIAL LIVING 2

<b>Hazard</b>	<b>Who is affected</b>	<b>Activity / Site Control Measures</b>	<b>Risk Rating; High,Med Low.</b>
Inappropriate behaviour.	Participants & staff	<p>Code of conduct for participants of courses at Lea Green.</p> <p>Visiting staff briefed in regard to adequate supervision during ‘free time’ periods. All staff to be aware of behaviour in terms of bullying and or group or individual behaviour that could cause concern. Appropriate sanctions to be used as per Centre rules and Safeguarding Policy to protect users.</p> <p>Bedrooms are to be restricted to being accessible only by bedroom members and staff. Young people and visitors briefed that mobile phones and cameras are not to be used in changing and bedroom/bathroom areas.</p> <p>There should be no use of alcohol or un-prescribed drugs at Lea Green. See Code of conduct and visitor information. Lea Green and visiting staff should have awareness of these issues.</p>	Low
Fire	Participants & staff	<p>All participants and young people to receive an initial briefing on fire and associated hazards at Lea Green. Unless prevented by individual or group needs, course co-ordinators should ensure all groups undertake a fire drill prior to their first night of a residential stay.</p> <p>All bedrooms will display fire and emergency information and location of muster points. Fire alarm system to be checked weekly by the manual unit.</p> <p>There should be NO SMOKING throughout the buildings.</p>	Low
Stranger Danger, inappropriate contact with ‘other’ adults	Young people.	<p>All visitors must report to reception on arrival at Lea Green. Visitors, conference/meeting members and working tradesmen must be ‘badged’ and have registered with reception. Visiting adults DO NOT have access to bedrooms without prior approval.</p> <p>Sports users and users of grounds facilities do not have access to the main house as per letting procedures and guidelines.</p> <p>Lea Green staff to wear uniform and or name tags to identify themselves. Staff photo board available to allow young people to be confident in dealing with adults. Unidentified adults to be challenged as appropriate by Lea Green and visiting staff.</p> <p>The building is to be secured and checked by the duty member of staff each evening prior to sleep-in.</p> <p>Lea Green safeguarding procedures should be operated by all staff.</p>	Low
Infections.	Young people and staff.	<p>Consent forms to highlight any person suffering recent contagious disease or having been in contact with a contagious third party. Group to be briefed to wash hands and any cuts on return to centre. Briefing on Weil’s disease.</p>	Low

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## RESIDENTIAL LIVING 3

<b>Hazard</b>	<b>Who is affected</b>	<b>Activity / Site Control Measures</b>	<b>Risk Rating; High,Med Low.</b>
Pre-existing medical conditions and inappropriate use of medication.	Participants & staff	Use of consent forms to inform Lea Green staff of relevant medical history and any pre-existing medical conditions. Staff with pastoral responsibilities to make Lea Green aware of any relevant pre-existing medical conditions when on activities and to control and supervise the storage and administration of medicines. Lea Green staff will only issue medicines with direct parental consent.	Low
Lost or absconding young persons	Young people	Code of conduct for participants on courses at Lea Green. Visiting staff briefed in regard to adequate supervision during 'free time' periods. Visiting members of staff to initiate head count as appropriate during the day and prior to bedtimes. Young people encouraged to socialise as part of a group and younger groups to have a minimum 2-persons together rule in the grounds if appropriate.	Low
Drowning	Participants & staff	Pond area to be placed out of bounds to groups during initial briefing. Pond area fenced and gate to be kept closed. Visiting staff briefed in regard to adequate supervision during 'free time' periods	Medium
Low and High Ropes courses & climbing wall.	Young people	Groups are briefed that all ropes courses and climbing areas are out of bounds unless being used during activity periods and accompanied by a member of Lea Green staff. Visiting staff briefed in regard to adequate supervision during 'free time' periods	Medium
Injury arising from slipping on wet floors and/or inappropriate behaviour in shower areas.	Young people	Group briefing on behaviour expectations during showers and visiting staff supervision.	Low
Burns/scalds from hot food and drinks.	Young people	No hot drinks to be carried around the centre in mugs, use of trolleys, care taken when moving trolleys. Use kettles located in rooms. Warning given by kitchen staff if food is particularly hot.	Low
Scalds from hot water in showers.	Young people	Safety briefing, appropriate supervision of younger children.	Low
Splinters.	Young people.	Safety briefing to wear something on feet at all times in the centre and awareness of rough nature of some wooden surfaces.	Medium
Allergic response to eating food.	Young people.	Awareness of staff in dining room. Accurate completion of medical forms. Notification of kitchen staff of particular allergies.	Medium

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This risk assessment should be read in conjunction with the Activity Safety Policy.