

**DERBYSHIRE COUNTY COUNCIL  
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS  
CHILDREN & YOUNGER ADULTS (CAYA)**



**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

Residential Living at Lea Green

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre

Date of Assessment	7/10/13	Date of Issue	1 January 2014
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Assessment carried out by

Don Smith

Signature

Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
Nov/Dec 2014	Don Smith	17/11/14	Y	
Nov/Dec 2015	Janine Price	10/2/16	Y	
Feb 17	Vicky Green	3/2/17		N
Dec 17	Vicky Green	Nov 17	Y	

Affected persons:

Young People/Clients

Staff

Visitors

Contractor

Others (specify)

Name of Manager confirming and agreeing Assessment:

Ian Price

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

# RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><b>Vehicles on site and traffic.</b></p> <p><b>Baggage on arrival and departure</b></p> <p><b>Slips, trips, falls and injuries from collisions. (inside)</b></p>	<ul style="list-style-type: none"> <li>• Site speed limit of 5 mph for all vehicles on site.</li> <li>• Coaches to pick up and drop off only.</li> <li>• Parking of vehicles only in designated areas.</li> <li>• Appropriate supervision and briefing for groups on arrival by Lea Green and visiting staff - use of muster areas on arrival.</li> <li>• Safety briefing on moving around the site.</li> <li>• Appropriate supervision of loading, unloading and carrying of baggage through centre.</li> <li>• Use of multiple journeys to carry baggage if needed.</li> <li>• Assistance from staff on stairs where appropriate.</li> <li>• Staff awareness of group and individual limitations and load size.</li> <li>• Initial briefing for visiting groups should 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 and the need to wear appropriate footwear.</li> <li>• Notification of specific hazards such</li> </ul>	✓	Instructor leading the residential.			

<p><b>Slips, trips, falls and injuries from collisions. (outside within the grounds)</b></p>	<p>as slippery floors, trolleys, hot food etc.</p> <ul style="list-style-type: none"> <li>• Visiting staff briefed in regard to adequate supervision during free time.</li> <li>• Initial briefing for visiting groups should highlight the need for awareness of traffic, other users and appropriate care and behaviour whilst moving around and using the site.</li> <li>• Groups to be briefed on all out of bounds areas and equipment and informed of any work taking place on site and special arrangements in place, and any specific hazards.</li> </ul>					
<p><b>Electrical equipment.</b></p>	<ul style="list-style-type: none"> <li>• Lea Green equipment should be PAT certified.</li> <li>• Visitors to receive a briefing on the need to follow safe procedures when using electrical equipment.</li> <li>• Information for visiting groups to highlight that group have responsibility for safe use of their own equipment.</li> </ul>					
<p><b>Choking when eating.</b></p>	<ul style="list-style-type: none"> <li>• Awareness during meals and adequate supervision.</li> <li>• First aid trained staff on hand.</li> </ul>					
<p><b>Reaction to allergens in food</b></p>	<ul style="list-style-type: none"> <li>• Information on parental consent forms.</li> <li>• Contact with school prior to residential.</li> <li>• Catering dept made aware of visitors with allergies and alternative</li> </ul>					

<p><b>Inappropriate behaviour.</b></p>	<p>food/meals prepared. Information on display in the kitchen and dining room.</p> <ul style="list-style-type: none"> <li>• Use of colour coded wrist bands and laminated cards.</li> <li>• Identification of visiting staff with responsibility for group members with allergies.</li> <li>• Group members with allergy to meet key staff with responsibility for menus.</li> <li>• Visiting staff to be epipen trained and the most suitable person to carry epipen.</li> </ul> <ul style="list-style-type: none"> <li>• Code of conduct for participants of courses.</li> <li>• Visiting staff briefed in regard to adequate supervision during 'free time' periods.</li> <li>• All staff to be aware of behaviour in terms of bullying and or group or individual behaviour that could cause concern.</li> <li>• Appropriate sanctions to be used as per centre rules and Safeguarding Policy to protect users.</li> <li>• Bedrooms are to be restricted to being accessible only by bedroom members and staff.</li> <li>• Young people and visitors briefed that mobile phones and cameras are not to be used in changing and bedroom/bathroom areas.</li> <li>• There should be no use of recreational drugs at Lea Green. Use of alcohol is dependent on the age and nature of the group and must be appropriate.</li> </ul>			<p>Designated smoking area to be identified for appropriate groups</p>		
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<p><b>Fire.</b></p>	<ul style="list-style-type: none"> <li>• Lea Green and visiting staff should have awareness of these issues.</li> <li>• All attendees to receive an initial briefing on fire and associated hazards at Lea Green. Unless prevented by individual or group needs, course leaders should ensure all groups undertake a fire drill prior to their first night of a residential stay.</li> <li>• All bedrooms will display fire and emergency information and location of muster points.</li> <li>• Fire alarm system to be checked regularly by qualified staff.</li> </ul>					
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• All visitors must report to reception on arrival at Lea Green.</li> <li>• Non resident adults must have registered with reception and wear ID badges.</li> <li>• Visiting adults DO NOT have access to bedrooms without prior approval.</li> <li>• Sports users and users of grounds facilities do not have access to the main house as per letting procedures and guidelines.</li> <li>• Lea Green staff to wear uniform and / or name tags to identify themselves.</li> <li>• Staff photo board to allow young people to be confident in dealing with Lea Green staff.</li> <li>• Unidentified adults to be challenged as appropriate by Lea Green and visiting staff.</li> <li>• The building is to be secured and</li> </ul>			<p>Resident groups to be made aware of any non-resident groups visiting during their stay.</p>		

<p><b>Infections.</b></p>	<p>checked by the duty member of staff each evening prior to sleep-in.</p> <ul style="list-style-type: none"> <li>• Lea Green safeguarding procedures should be operated by all staff.</li> <li>• Consent forms will highlight any person suffering recent contagious disease or having been in contact with a contagious third party.</li> <li>• Group to be briefed to wash hands after activity session.</li> <li>• Any cuts to be cleaned well.</li> <li>• Briefing on Weil's disease when appropriate.</li> </ul>					
<p><b>Illness / Injury</b></p>	<ul style="list-style-type: none"> <li>• Staff awareness of pre-existing medical conditions/allergies etc. through completion of consent forms.</li> <li>• Use of coloured cards and wrist bands at meal times to identify those at risk from allergies.</li> <li>• Accessibility of first aid kits during activities.</li> <li>• Centre staff trained and qualified in First Aid and defibrillator use</li> <li>• Access to on site defibrillator.</li> <li>• Careful management of illnesses that occur including hygiene. Possibility of ill participants / staff returning home to prevent spread of illness.</li> </ul>			<p>Individuals to have access to own inhalers, EpiPen or appropriate medication.</p>		