

**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

DS

Signature

Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
26/11/20	VG		Y	
Nov/Dec 2021	IW,GN,DH,PV	10/11/21	Y	
Nov 22	IW/PV/GN	3/11/22	Y	
Nov 2023	IW,GN,DH,PV	14/11/23		N

Affected persons:

Young People/Clients

Staff

Visitors

Contractor

Others (specify)

Name of Manager confirming and agreeing Assessment:

IP

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 – not stay onsite all day.</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> </ul>	✓ X	Instructor leading the residential.			

<p><b>Slips, trips, falls and injuries from collisions. (outside within the grounds)</b></p>	<ul style="list-style-type: none"> <li>• Notification of specific hazards such as slippery floors, trolleys, hot food etc.</li> <li>• Visiting staff briefed in regard to adequate supervision during free time.</li> <li>• All activities will be either supervised by Lea Green members of staff or will require adult/parental supervision. This may be remote supervision.</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</b></p>	<ul style="list-style-type: none"> <li>• Information on parental consent forms.</li> </ul>					

<p><b>allergens in food</b></p>	<ul style="list-style-type: none"> <li>• Contact with school and/or parents prior to residential.</li> <li>• Catering dept made aware of visitors with allergies and alternative food/meals prepared. Information on display in the kitchen.</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 adrenalin injector trained and the most suitable person to carry the injector identified.</li> </ul>			
<p><b>Inappropriate behaviour.</b></p>	<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</li> </ul>		<p>Designated smoking area to be identified as appropriate</p>	

<p><b>Fire</b></p>	<p>and nature of the group and must be appropriate.</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 or conference leader.</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</li> </ul>		<p>Resident groups to be made aware of any non-resident groups visiting during their stay. – visiting staff from these groups not permitted free access to the house</p>	

<p><b>Infections.</b></p>	<p>visiting staff.</p> <ul style="list-style-type: none"> <li>• The building is to be secured and checked by the duty member of staff each evening prior to sleep-in.</li> <li>• Lea Green safeguarding procedures should be operated by all staff.</li> </ul>					
<p><b>Illness / Injury</b></p>	<ul style="list-style-type: none"> <li>• any person suffering recent contagious disease or having been in contact with a contagious third party must inform the centre prior to attending.</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> <ul style="list-style-type: none"> <li>• Staff awareness of pre-existing medical conditions/allergies etc. through completion of consent forms..</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 appropriate hygiene measures. Possibility of ill participants / staff returning home to prevent spread of illness.</li> </ul>			<p>Individuals to have access to own inhalers, Adrenalin auto injector or appropriate medication.</p>		

<p><b>Additional potential hazards associated with a person's disability</b></p>	<ul style="list-style-type: none"> <li>Additional measures may need to be taken to enable visitors with a disability to access the house, Grounds and bedrooms.</li> </ul>		<p>Use of meadow lodge or the Flat recommended</p> <p>Additional staff may be required.</p> <p>Individual needs of the participant discussed prior to arrival</p> <p>Use of changing places toilet available</p> <p>Transport arrangements may need to be discussed prior to arrival</p>		
<p><b>No Knowledge Of Medical issues</b></p>	<p>All participants required to fill in Medical/consent forms</p> <p>Course co-ordinator to have an overview of medical issues and pass this information to relevant instructors</p> <p>Medical details kept in the Course file in the main office</p> <p>Medicines kept locked in staffroom</p> <p>Students also asked if they are allergic to plasters</p>				
<p><b>Incorrect administration of medication</b></p>	<p>Centre Policy for administration of meds to be adhered to.</p>				
<p><b>Accident</b></p>	<p>First aid given. All instructors are First aid qualified</p> <p>First aid recorded in the first aid book</p> <p>Ongoing monitoring recorded in the incident book</p>		<p>Regular health and safety meetings review incidents to recognise trends.</p>		