

Dunfield House General Risk Assessments

*A life without adventure is likely to be unsatisfactory;
a life without limits on adventure is likely to be short*
Bertram Russell

Our General Risk Assessments

Aim to help group leaders by raising awareness of possible hazards and control measures in and around the Dunfield estate. The assessments recommend good practice that can be shared and adapted by group leaders and members to ensure a common understanding of expected standards and requirements whilst remaining responsible for your group members whilst onsite.



Please ask the manager on duty at the start of your visit if there have been any amendments to this document

The assessments [if adhered to] will:

Protect all guests, by highlighting ways of improving safety standards on their visit

Safeguard leaders from the threat of litigation, by providing clear written evidence of the risk assessment and management measures that have been taken (as required by law);

Save considerable time and effort, by providing an initial framework of ideas for discussion rather than starting with a blank sheet of paper!

Any additional assessments will be recorded and documented if a risk of significant harm is identified and has been omitted from this document.

General Risk Assessments provide a useful starting point for discussion and consideration, BUT they must never be regarded as:

- **foolproof** - accidents can still happen! (but the risk assessments do give written evidence to help show that leaders have given reasonable prior thought to the risks and control measures involved!);
- **comprehensive** - whilst generic risk assessments seek to identify and highlight key hazards and control measures, it should never be assumed that all significant issues have been recognised and included. It is still up to the leaders to identify and add any other hazards or control measures that may appropriate for their visit
- **rigid** - generic risk assessment forms are flexible, and must be adapted to each group's own circumstances by adding further hazards/control measures that may be relevant, or deleting those hazards/control measures that are not appropriate or acceptable, or cannot practically be implemented for some reason. Indeed, whilst the control measures suggested might all be worthy of consideration, it is understood that they are not all universally applicable for all groups and situations. However, if an accident were to occur as a consequence of a control measure not being adopted, a court of law might expect the leader to justify that decision
- **one person's sole responsibility** - all risk assessments should be shared and discussed in advance with all the other leaders (including volunteer helpers). Wherever possible, the young people from the group should also be involved in this process;
- **an opt out** - whilst Risk Assessments should significantly ease the workload of leaders, considerable thought, discussion, and interaction are still required to complete the forms. A risk assessment is not complete unless it has been suitably adapted (see above), the residual level of risk evaluated, and the hazards, control measures, and risk ratings agreed as acceptable by all those responsible for the visit (evidenced by written and dated signatures);
- **complete** - in addition to using relevant risk assessments, a 'Specific Visit Risk Assessment' form should be completed to identify hazards and control measures that are unique to precise locations, activities, and individuals within the group;
- **ongoing process** - furthermore, it must be clearly understood by all leaders that risk assessment and management is an ongoing process that involves far more than written documents. Therefore, during a visit, all leaders must maintain a 'Dynamic or Ongoing Risk Assessment' (this is NOT a form!!!) by remaining alert to, and responding to, changing circumstances or additional unforeseen hazards

Are risk assessments compulsory?

By law, those who are responsible for organising and leading visits should be able to show evidence of the risk assessments they have undertaken, and of the preventative control measures they have established to safeguard those in their care. There is no single acceptable method for this, and it would ultimately be up to the law courts to decide what level of risk assessment and management is deemed 'reasonable'.

SPECIFIC ASSESSMENT AREA: VEHICLES ON DUNFIELD PROPERTY							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
0.1	Task: Parking of cars and movement of cars during visit to Dunfield Hazard: Injury from contact with slow moving vehicles, both forward moving and reversing	Guests Dunfield Staff Coach Drivers Delivery Drivers	Cars park at either side of the driveway past the Stables and on left of drive [arrival] on grassed area. Group leaders advised to put in place monitoring systems dependent on type of guests arriving Advisory slow down – children playing signs on driveway Sole use groups: access to Stables without crossing car park		[3x4] M		Long term plan to mark out specific parking bays and have car park upgraded with identified pedestrian walkways Group leader responsible for managing their group at all times
0.2	Task: Coaches accessing driveway Hazard: Injury from contact with slow moving vehicle both forward moving and reversing	Guests Dunfield Staff members of the public	Coach drivers advised to reverse up the drive due to limited turning circle at house. Group leader advised to keep group members away from coach/s Check coaches have audible warning for reversing both at arrival & departure.		[2x3] M		Group leader responsible for managing their group at all times
0.3	Task: Movement of coaches on the property Hazard: Injury from contact with slow moving vehicle both forward moving and reversing	Guests Dunfield Staff Coach Drivers members of the public	Group leaders are advised to put in place monitoring systems to manage their own identified risk dependent on specific needs of group, to include: <ul style="list-style-type: none"> On arrival guests remain seated on coach until engine is switched off Movement of their guests on/off coach during arrival & departure Liaison with Coach company prior to arrival 		[2x3] M		Group leader responsible for managing their group at all times
0.4	Task: Delivery vehicles Hazard: Injury from contact with slow moving vehicle both forward moving and reversing	Guests Dunfield Staff Coach Drivers members of the public	Please reduce speed to 10 miles an hour on Dunfield property - children onsite Group leader to advise coach drivers of nature of business at Dunfield - children onsite Dunfield staff to advise delivery drivers to report to office Dunfield staff advise on place to leave goods Deliveries to front of house must have a member of staff present for the whole delivery Drivers verbally asked to rectify if their driving is not acceptable Drivers asked not to deliver if speed is not rectified		[2x4] M		Additional information: Companies requested to document on order sheet these requirements for all drivers instruction Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: MOVEMENT IN AND AROUND DUNFIELD HOUSE AND STABLES ON ARRIVAL							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
1.1	<p>Task: Carry luggage up/down to/from bedrooms</p> <p>Hazard: slips, trips, falls, manual handling</p>	<p>Guests Dunfield Staff Authorised Personnel</p>	<p>Clear, well lit corridors and stairwells</p> <p>Lights put on before guests arrive</p> <p>Group leader responsible for coordinating movement of luggage to and from vehicles to bedrooms and rehearsal rooms. May need different controls for for multi age groups</p>		[2x3] M		<p>Group leader responsible for managing their group at all times</p>
1.2	<p>Task: Tripping over luggage, musical instruments, craft materials etc.</p> <p>Hazard: slips, trips, falls & bumps</p>	<p>Guests Dunfield Staff Authorised Personnel</p>	<p>There is appropriate storage space in all rooms on all floors to ensure trip hazards are kept to a minimum</p> <p>Group leader responsible for ensuring all rooms are kept tidy</p> <p>Group leader responsible for ensuring all fire exits are clear at all times</p> <p>Dunfield staff will notify manager on duty if risks identified</p>			[2x2] L	<p>Group leader responsible for managing their group at all times</p>
1.3	<p>Task: Climbing up/down top bunk bed, falling off beds</p> <p>Hazard: Impact injury from fall from top bunk, collapse of bed</p>	<p>Guests</p>	<p>All top bunks fitted with safety rail</p> <p>Children under 7 advised not to sleep on top bunk if parents are not present. Group leader to obtain written consent from parents</p> <p>Weekly visual inspection of bed rails by Dunfield staff during cleaning is carried out</p>		[3x4] M		<p>Group leader responsible for managing their group at all times</p>
1.4	<p>Task: People accessing a new environment in the buildings</p> <p>Hazard: slips, trips bumps from over excitement and lack of familiarity</p>	<p>Guests</p>	<p>Information in group leaders pack & verbally discussed</p> <p>General information during welcome talk as soon after arrival as possible</p> <p>Individual group leaders ongoing care, supervision & responsibility</p> <p>Risk is initial medium but may become low risk following familiarity and settling down of group</p> <p>Group leader takes responsibility for managing group at all times.</p>			[2x2] L	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: MOVEMENT AROUND MAIN HOUSE AND STABLES ON ARRIVAL							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
1.5	<p>Task: People accessing a new environment outside</p> <p>Hazard:</p> <ul style="list-style-type: none"> Slips, trips, bumps from over excitement and lack of familiarity Bumps, bruises, fractures from falls [especially from trees] [separate assessment for adventure playground, trampoline & campfire areas risk of infection from streams and vegetation: cuts, ingestion [resulting in sickness/diarrhoea] 	<p>Guests Authorised Visitors</p>	<p>information in group leaders pack & verbally discussed</p> <p>General information during welcome talk as soon after arrival as possible</p> <p>Regular grounds maintenance to keep lawns and pathways tidy. Trees checked visually, fences & gates kept in good repair</p> <p>Good practice guidelines on hand washing, with signs in the building</p> <p>Guests encouraged not to drink the stream water but that play in the stream is OK</p> <p>Individual group leaders retain ongoing care, supervision & responsibility at all times</p>			[2x2] L	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND THE BUILDINGS AT DUNFIELD HOUSE							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
2.1	<p>Task: Walking/sleeping/playing in areas with low beams and doors around property – especially on the top floor of the main house</p> <p>Hazard: Bump, cuts, bruises, especially contact with the head</p>	Guests Dunfield staff	<p>Signage in place where low beams or doors are considered a hazard</p> <p>Centre assistants to monitor that signs stay in position.</p> <p>Group leader advised of low beams and doorways</p> <p>Monitoring of accident book for pattern of injury – signage to be added if risk identified</p> <p>Group leader responsible for group behaviour on the property at all times</p>			[2x2] L	Group leader responsible for managing their group at all times
2.2	<p>Task; Fall from Window</p> <p>Hazard; fall from height injury</p>	Guests Dunfield Staff	<p>Windows fitted with restrictors to prevent accidental fall from window</p> <p>Window restrictors cleaned & visually checked by centre assistants prior to group arriving</p> <p>Risk assessment carried out yearly on restrictors</p>			[1x5] L	Group leader responsible for managing their group at all times
2.3	<p>Task: Inappropriate allocation of bedrooms [re gender] and inappropriate access to rooms</p> <p>Hazard: increased risk of violating persons space, trauma & distress,</p>	Guests Dunfield Staff	<p>Group leaders are given floor plans and bedroom lists prior to visit</p> <p>Recommend separate male and female sleeping rooms/areas [unless couples or families]</p> <p>Bedroom doors in main house do not have locks. Group leader to determine access for their group to bedrooms</p> <p>Dunfield staff clean rooms during group activities, staff knock on doors before entering</p>			[1x1] L	Group leader responsible for managing their group at all times
2.4	<p>Task: Safety of guests from intruder access at Night</p> <p>Hazards: Injury , shock or abduction by unauthorised people on premises</p>	Guests	<p><u>Group leader responsible for:</u></p> <ul style="list-style-type: none"> • Locking front door, checking chapel & dining room 2 & 3 doors & [if using] all Stable doors • Checking all ground floor windows are closed • Checking that all fire doors are closed and lights are switched off • Checking that all fire exits are accessible <p><u>Manager on duty responsible for:</u></p> <ul style="list-style-type: none"> • Ensuring staff lock back door at end of shift • Locking back & office door • External check of all buildings 			[1x5] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND THE BUILDINGS AT DUNFIELD HOUSE							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
2.5	Task: Use of showers and risk of scalding Hazard: Slips & trips, bangs to body, risk of scalds if sensitive skin	Guests Dunfield Staff Authorised visitors on site	All showers have lockable doors Temperature is managed via thermostat Showers fitted with non-slip trays/mats – visual check made prior to group arriving Mats washed & replaced on regular basis All showers have shower mat outside shower to reduce risk of slips, washed & replaced on regular basis – responsibility of person using shower to use mat provided			[2x2] L	Group leader responsible for managing their group at all times
2.6	Task: Inappropriate use of showers Hazard: trauma & distress	Guests Dunfield Staff Authorised visitors on site	Group leaders must ensure supervision of children/students at all times All showers have doors that lock			[1x1] L	Group leader responsible for managing their group at all times
2.7	Task: Risk of cross infection in bathrooms Hazard: illness related to cross infections	Guests Dunfield Staff Authorised visitors on site	Showers, toilets and bathrooms are methodically cleaned prior to and on a daily basis during visit using cleaning materials specific for each area All taps and showers run prior to group arriving in line with legionnaire disease best practice Staff training held yearly			[1x1] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND KITCHEN AND DINING ROOM AREAS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
3.1	Task: Unauthorised access to general kitchen areas Hazards: Scalds from hot water boiler Electric shock Injury following unauthorised use of equipment	Guests Dunfield Staff	Signage on kitchen door restricting access at unauthorised times to guests Restricted access [barrier] to main kitchen area Checks by staff when leaving kitchen at night ensure that all machinery/ovens are switched off and dangerous equipment is locked away [i.e. knives, blades etc]			[2x2] L	Group leader responsible for managing their group at all times
3.2	Task: Use of the water boiler [house and Stables] 24 hour access Hazards: Scalds, burns, electric shock	Guests Dunfield Staff	Signage limits use to guests 18 and over Group leaders informed in group leaders notes			[2x2] L	Group leader responsible for managing their group at all times
3.3	Task: Using the dishwasher Hazard: Steam, Scalds, Electric shock Injury from stored chemicals	Guests Dunfield Staff	Minimal action required to use the machine, instruction sign next to dishwasher Only to be used by persons over 18 years old Instruction given at induction or to group leaders and significant others (i.e. designated people)			[2x2] L	Group leader responsible for managing their group at all times
3.4	Task: Carrying of food and crockery from kitchen to dining rooms to washing up room Hazards: trips and spills, cuts & bruises	Guests Dunfield Staff	Servers verbally requested to walk to the left at all times Tables & chairs positioned to give easy access through all dining areas Children restricted from carrying dirty crockery on trays due to risk of overloading & risk to other users Group leaders to assess whether children are able to carry food to tables, group leaders to carry food if children assessed as too young/vulnerable			[2x2] L	Group leader responsible for managing their group at all times
3.5	Task: Risk of burns & scalds from carrying/moving hot food & liquids Hazard: Burns & scalds	Guests Dunfield Staff	Warning notices on hot surfaces Trays and padded cloths provided Group leader notified if kitchen staff have concerns about young children and ability to carry hot foods Tea pots carried to tables by kitchen staff at breakfast time – group leader to assist with refills if needed			[2x2] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: GENERAL MOVEMENT AROUND KITCHEN AND DINING ROOM AREAS

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
3.6	<p>Task: Food Safety Risks</p> <p>Hazards: illness due to food poisoning</p>	<p>Guests Dunfield Staff</p>	<p>All Staff have basic food hygiene certificate as a minimum. Standards in place to ensure good practice</p>			[2x2] L	<p>Group leader responsible for managing their group at all times</p>
3.7	<p>Task: Slips on wet servery & dining room floors</p> <p>Hazards: Slips, bumps & bruises</p>	<p>Guests Dunfield Staff</p>	<p>Routine mopping carried out during times when guests do not have to access kitchen/dining areas Wet floor caution signs used Spills during meal times cleaned up and caution signs used if floor remains wet</p>			[2x2] L	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: DUNFIELD HOUSE/STABLES AND GROUNDS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
4.1	<p>Task: Centre staff/maintenance staff working onsite whilst group in residence</p> <p>Hazard: Injury caused by staff or equipment being used [bumps, trips, slips, falls, chemical burns, trips on wet floors etc]</p>	<p>Guests Dunfield Staff Authorised Visitors</p>	<p>Staff training on appropriate behaviour (eg; knocking on bedroom doors to gain access, vulnerability of guests and staff when onsite)</p> <p>Staff use appropriate signage when cleaning (i.e. caution wet floor)</p> <p>Staff report damages/dangerous practice/incident in written form and verbally to house manager on duty</p> <p>Group leader notified if staff working onsite</p> <p>Ongoing staff training</p>			<p>[2x2] L</p>	<p>Group leader responsible for managing their group at all times</p>
4.2	<p>Task: Safety of guests from intruder access during the day</p> <p>Hazards: Injury , shock or abduction by unauthorised people on premises</p>	<p>Guests Dunfield Staff Authorised Visitors</p>	<p>Staff on duty wear uniforms</p> <p>Visitors to the site can wear badges if group leader prefers this</p> <p>Staff & group leaders are given responsibility to challenge any person onsite that does not appear have permission to be there</p> <p>Ongoing staff awareness training</p>			<p>[2x2] L</p>	<p>Group leader responsible for managing their group at all times</p>
4.3	<p>Task: Movement of stacking chairs and stacking of chairs in all public rooms</p> <p>Hazards: Impact injury from falling chair, back injury from carrying chairs</p>	<p>Guests Dunfield Staff Authorised Visitors</p>	<p>Chairs to be correctly stacked 5 high and facing the wall to reduce risk of chairs falling on guests</p> <p>Chairs to be moved using chair trolley after individuals have carried out personal risk assessment</p>			<p>[1x2] L</p>	<p>Group leader responsible for managing their group at all times</p>
4.4	<p>Task: Movement of large heavy items – e.g. piano, organ, tables</p> <p>Hazard: Back injury, trips and falls, injury to passing people</p>	<p>Guests Dunfield Staff Authorised Visitors</p>	<p>Group leader to determine risk and then act accordingly</p> <p>all person move equipment following own personal risk assessment</p> <p>trolleys to be used where possible to reduce manual handling</p>			<p>[2x2] L</p>	<p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: DUNFIELD HOUSE/STABLES AND GROUNDS

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
5.1	<p>Task: Dunfield Grounds</p> <p>Hazard: Trips, slips, abrasions, Impact injury</p>	Guests maintenance staff	<p>Group leader has access to general risk assessments at Dunfield House</p> <p>Ongoing maintenance of public areas</p> <p>Area's presenting with significant risk (eg: lake area) are suitably fenced off and warning signs in place</p> <p>Risk assessments to be written by group leader prior to group using grounds</p> <p>Good practice identified in group leader notes – not an exhaustive list</p> <p>Group leader to notify manager on duty if any facilities or areas in the grounds are deemed unsuitable for their group</p> <p>Group leader is responsible for managing group at all times – group members must be supervised if risk is identified in group leaders risk assessment</p>			[1x2] L	Group leader responsible for managing their group at all times
5.2	<p>Task: Climbing over fenced off areas in grounds.</p> <p>Hazard: impact injury, cuts to guests trying to climb over fences</p>	Guests	<p>Fencing in situ where required</p> <p>Signage in situ where risk is identified</p> <p>Information given verbally to group by manager or group leader</p> <p>Information written in group leaders notes</p>			[1x2] L	Group leader responsible for managing their group at all times
5.3	<p>Task: Playing on the adventure playground</p> <p>Hazard: Head injury, fractures, impact injury, falls, trips and slips</p>	Guests	<p>Written guidelines signed by group leader who takes absolute responsibility for group members using the adventure playground</p> <p>Children not allowed in area without staff supervision.</p> <p>Regular inspection and maintenance checks carried out by house management</p> <p>Height restriction in operation</p>		[3x2] M		<p><i>No unsupervised accidents recorded</i></p> <p>Group leader responsible for managing their group at all times</p>

SPECIFIC ASSESSMENT AREA: DUNFIELD HOUSE/STABLES AND GROUNDS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
5.5	Task: Outdoor play in Dunfield grounds Hazards: Slips, falls and impact injury	Guests, especially children and older people	Risk assessments for planned and free play activities must be completed and approved by group leader before any activities take place in the Dunfield grounds Facilities are checked on a daily basis and group leader notified of any concerns. Group leader responsible for preventing group members going to any area of the grounds that they deem unsafe Group leaders to notify manager on duty of any problems, issues that arise during outdoor play – immediately restricting access by the group if concern is raised.		[3x3] M		Group leader responsible for managing their group at all times
5.6	Task: Hanging baskets & window boxes around property Hazards: Risk of injury from basket falling	Guests Dunfield Staff Volunteers	Hanging baskets secured to wall or hung on brackets. Out of reach of children Window boxes placed on floor in high winds			[1x2] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: RECREATION/GAMES/REHEARSAL HALL							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
6.1	Task: Access to recreation hall from main house or stables Hazard: Trips, stumbles, falls across pathway or up/down steps	Guests & Staff	Sensor lights come on at dusk and remain on all night Steps are highlighted with contrasting strip Pathways are cleaned to ensure safe surface grip Pathway may be icy in winter			[1x4] L	Group leader responsible for managing their group at all times
6.2	Task: Walking to recreation hall when wet Hazard: Trips and falls when walking to hall, slips in floor in hall	Guests & Staff	Regular cleaning of steps and ramp Guests encouraged not to run to and from the building Effective heating to dry floor if wet from footwear			[3x1] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: SWIMMING POOL [MUST REMAIN LOCKED AT ALL TIMES WHEN NOT IN USE]

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
7.1	<p>Task: Groups & Visitors using swimming pool</p> <p>Hazard: Slips, trips, risk of drowning</p>	<p>Guests Private Bookings</p>	<p>Pool to be kept locked when not in use – responsibility of group leader, key assigned to designated person</p> <p>If used privately it is the responsibility of house manager to check pool is locked</p> <p>Normal Operating Procedure and Emergency Action Plan written in group leaders notes and group leader signs to confirm they have read the guidelines</p> <p>Responsible persons appointed by group leader who have to sign that they have read and understood the Normal Operating procedures & Emergency Action Plan above.</p> <p>Telephone in situ [by changing rooms] for calls to main house in emergency or direct to emergency services [call 9999 for emergency services]</p> <p>Non slip flooring throughout the building</p> <p>Whistles provide to gain attention</p> <p>Signage in place re: no diving, no jumping, no running, no jewelry, no outdoor shoes</p> <p>If educational visit: please ensure you meet the requirements of your own education authority guidelines</p>			[1x5] L	<p>Group leader responsible for managing their group at all times</p> <p><i>House manager on duty has the right to enter the pool building at any time.</i></p> <p><i>Any deviation from the Normal Operating Procedure & Emergency Action Plan will result in the pool being closed for the duration of that swimming session.</i></p> <p><i>Discussion with group leader or person booking from the community will take place to determine correct use of pool and building</i></p>

SPECIFIC ASSESSMENT AREA: GRASS CUTTING & STRIMMING AROUND DUNFIELD HOUSE STABLES AND GROUNDS							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
8.1	Task: Grass cutting – Mower and Hover Mower Hazard: Impact injury	Guests Dunfield Staff Authorised Visitors	All grass cutting to be completed (where possible) when guests are offsite If grass cutting does take place with guests onsite, member of Dunfield staff to discuss with group leader and agree area to be cut with guests excluded from the site Member of staff to let group leader know when finished			[1x4] L	Group leader responsible for managing their group at all times
8.2	Task: Strimmer Hazards: Impact Injury	Guests Dunfield Staff Authorised Visitors	All strimming to be completed (where possible) when guests are offsite If strimming does take place with guests onsite, member of Dunfield staff to discuss with group leader and agree area to be cut with guests excluded from the site Member of staff to let group leader know when finished			[1x4] L	Group leader responsible for managing their group at all times
8.3	Task: Hedge Trimming Hazards: Impact Injury	Guests Dunfield Staff Authorised Visitors	All hedge cutting to take place when no groups are onsite All Dunfield staff to be notified hedge cutting is taking place and to avoid the area			[1x1] L	

SPECIFIC ASSESSMENT AREA: UTILITY SERVICES AT DUNFIELD							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
9.1	Task: Interruption of water supply to the house Hazard: Inconvenience, risk of infection	Guests Dunfield Staff Authorised Visitors	action plan following disruption: Identify why the supply has stopped, track back from known supply Use bottled water and arranged for supplies to come in if needed Liaise with group leader at all times			[1x1] L	Group leader responsible for managing their group at all times
9.2	Task: Testing of water supply Hazards: Contaminated Water Supply, increased risk of sickness/diarrhoea/gastro enteritis	Guests Dunfield Staff Authorised Visitors	Water is tested daily by designated member of Dunfield staff and result recorded Water is tested by Herefordshire Council on a 6 monthly basis If controls fail group leader and staff onsite notified immediately advice is sought and followed from Hereford Council			[1x3] L	Group leader responsible for managing their group at all times
9.3	Task: Interruption to electrical supply Hazards: Inconvenience, limited lighting, limited cooking facilities	Guests Dunfield Staff Authorised Visitors	Identify whether electric disruption is localised or widespread and liaise with emergency services Liaise with group leader to keep updated – assist with revised programme in interim Ensure safety of guests at all times Provide ‘wind up’ lanterns if dark Evaluate risk assessment if disruption is widespread and notification of delay is given – reduce activity of group, arrange for replacement meals etc			[1x1] L	Group leader responsible for managing their group at all times
9.4	Task: Interruption of gas supply Hazards: Inconvenience, limited cooking facilities,	Guests Dunfield Staff Authorised Visitors	Gas supply is in tank or bottles Tanks checked and filled on regular basis Spare bottles stored and available for replacement			[1x1] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: UTILITY SERVICES AT DUNFIELD							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
9.1	Task: Interruption of water supply to the house Hazard: Inconvenience, risk of infection	Guests Dunfield Staff Authorised Visitors	action plan following disruption: Identify why the supply has stopped, track back from known supply Use bottled water and arranged for supplies to come in if needed Liaise with group leader at all times			[1x1] L	Group leader responsible for managing their group at all times
9.2	Task: Testing of water supply Hazards: Contaminated Water Supply, increased risk of sickness/diarrhoea/gastro enteritis	Guests Dunfield Staff Authorised Visitors	Water is tested daily by designated member of Dunfield staff and result recorded Water is tested by Herefordshire Council on a 6 monthly basis If controls fail group leader and staff onsite notified immediately advice is sought and followed from Hereford Council			[1x3] L	Group leader responsible for managing their group at all times
9.3	Task: Interruption to electrical supply Hazards: Inconvenience, limited lighting, limited cooking facilities	Guests Dunfield Staff Authorised Visitors	Identify whether electric disruption is localised or widespread and liaise with emergency services Liaise with group leader to keep updated – assist with revised programme in interim Ensure safety of guests at all times Provide 'wind up' lanterns if dark Evaluate risk assessment if disruption is widespread and notification of delay is given – reduce activity of group, arrange for replacement meals etc			[1x1] L	Group leader responsible for managing their group at all times
9.4	Task: Interruption of gas supply Hazards: Inconvenience, limited cooking facilities,	Guests Dunfield Staff Authorised Visitors	Gas supply is in tank or bottles Tanks checked and filled on regular basis Spare bottles stored and available for replacement			[1x1] L	Group leader responsible for managing their group at all times

SPECIFIC ASSESSMENT AREA: FIRE PRECAUTIONS, MANAGEMENT AND SAFETY [campfires 9.4]

HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
10.1	<p>Task Risk of Fire</p> <p>Hazard Burns, smoke inhalation, falls, trips and slips, panic, hysteria</p>	<p>Guests Dunfield Staff Authorised Visitors & Volunteers Emergency Personnel</p>	<p>Fire Risk Assessment carried out by external service</p> <p>Fully tested fire prevention system in place, fire extinguishers, smoke & heat detectors emergency lights and fire alarm.</p> <p>Appropriate signs displayed to the nearest safe final exit to outdoors.</p> <p>Full evacuation procedure verbally given and evacuation carried out to manager & group leaders approval on first day <i>[if group leader assesses that their group do not need to carry out evacuation eg; group have already carried out an evacuation on previous visit this is recorded in group notes]</i></p> <p>The appointment of fire marshals and provision of appropriate training in safe evacuation and the use of extinguishers for all Dunfield House staff is given</p> <p>There is no smoking in buildings – <i>designated areas for smoking only</i></p> <p>General housekeeping [group members & Dunfield staff] ensures all exits remain clear, no accumulation of rubbish or waste in or around buildings. Reporting any visual defects to building immediately</p> <p>Routine clearance of waste/litter carried out daily</p> <p>Appropriate storage facilities for flammable goods/products to ensure safe working practices with monitoring checks in place</p> <p>Kitchen risk assessments completed, staff trained in fire prevention & initial firefighting procedures</p> <p>Main office desk and floor area to be kept clear and free of unnecessary flammable goods</p>			[1x3] L	<p>Group leader responsible for managing their group at all times</p> <p>Annual check of all Fire Alarm System</p> <p>Annual check of fire extinguishers</p> <p>Annual check of emergency lights</p> <p>Annual inspection of health & safety [to include fire notices]</p> <p>Annual Fire marshal training for staff</p>

SPECIFIC ASSESSMENT AREA: FIRE PRECAUTIONS, MANAGEMENT AND SAFETY							
HAZARD NUMBER	TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
				HIGH	MED	LOW	
10.2	<p>Task Management of Guests onsite</p> <p>Hazard Burns, smoke inhalation, falls, trips and slips, panic, hysteria if groups are not clear about their responsibilities</p>	<p>Guests Dunfield staff Authorised visitors Emergency personnel</p>	<p>Group leaders pack given to all groups and All groups to provide bedroom list on arrival</p> <p>All group leaders advised to keep updated bedroom list on their person at all times</p> <p>Full evacuation procedure explained by house manager and full evacuation carried out to managers approval –</p> <p>Group leader signs to confirm appropriate information is shared</p>			[1x3] L	<p>Group leader responsible for managing their group at all times</p>
10.3	<p>Task Injury from Electrical Equipment</p> <p>Hazard Electric shock, burns, death</p>	<p>Guests Dunfield staff Authorised visitors Emergency personnel</p>	<p>Annual testing of all portable electrical appliances takes place for equipment owned by Dunfield House</p> <p>All guests and Dunfield staff instructed to unplug electrical appliances when not in use – if charging phones please ensure this takes place in the room the person is working in – not bedrooms</p> <p>Care to be taken with personal electrical equipment especially hair straighteners</p> <p>The use of multi-gang extension sockets and adaptors is not encouraged</p>			[1x5] L	<p>Group leader responsible for managing their group at all times</p> <p>Annual Portable Appliance Testing of equipment</p>
10.4	<p>Task Group Campfires</p> <p>Hazard Burns, caused by trips, slips and falls, smoke inhalation, general horseplay, poor staffing, fire getting out of control</p>	<p>Guests Dunfield staff Authorised visitors Emergency personnel</p>	<p>Designated person to liaise with house manager prior to lighting campfire [managers decision is final]</p> <p>Designated person to collect fire extinguisher from office and ensure that fire buckets [2] are filled with water from the stream prior to lighting the fire. However, in the event of a fire the safety of children and adults is paramount. Do not tackle an out of control fire unless safe to do so</p> <p>Competent person assigned to the building and management of the fire when lit, Matches to be kept away from the fire. No flammable liquids to be used on the campfire</p> <p>All children to be supervised & told that the fire may be hot, especially the embers which do not look hot</p> <p>Cage available at the site if young children attending or concerns about the behaviour of older children</p> <p>Designated person to be first aider</p> <p>Designated person to ensure that fire is safely out prior to leaving area</p>			[2x4] M	<p>Group leader responsible for managing their group at all times</p> <p>Designated person to contact emergency services if fire is out of control</p>

Full evacuation procedure in case of emergency

[copy of document held in group leaders notes and completed following manage on duty's welcome talk & fire safety instructions]

It is a requirement of your booking that the house manager shares the following information with your group on arrival during the welcome session.

FIRE INFORMATION

- There are fire information signs in all rooms [if a sign is missing please let us know]
- Please read the fire information in your bedroom and make yourself aware of your main route out of the building should the fire alarms sound during your stay
- We also want you to walk through your second escape route before you go to bed tonight and identify the exit door you will use.
- We will ask you to go up to your rooms when we have completed this information sharing
- The fire alarm will be set off, to allow you to hear what the alarm sounds like and to allow you to practice evacuating the building
- Please leave the building quietly, without running, pushing, jumping etc and assemble on the top lower lawn. You can make your way down onto the top lower lawn by going down the steps or following the natural walk way round.
- You must then assemble quietly in whatever grouping is agreed with your leader. [Either bedroom groups or school groups]
- A check will then be made to see if you are all there. If the evacuation is not satisfactory then you will be asked to carry it out again, please help your group leader and staff by listening and carrying out instructions as quickly as possible.
- It is the managers decision as to whether the practice has been successful

Note for group leaders: The house manager during the welcome introduction has to share the fire evacuation information with your entire group staff must also participate in this evacuation. A practice will be completed on your first day once your group has had time to familiarize themselves with the building. Depending upon the weather and the state of the grass the assembly point for the practice could be moved to the tarmac area on the front of the house. However, the group will be informed that in an emergency they must make their way to the grassed area. **Information sharing by the manager and a full evacuation is compulsory**

PLEASE SIGN BELOW AND RETURN TO THE MANAGER

The house manager has shared all the above information with every member of our group:

Group leader Signed _____ Print _____

Fire practice completed how many times was the evacuation undertaken

Date Completed _____ Managers Signature _____

Action plan if a fire is discovered or suspected *[this information is in the group leaders pack]*

Group leaders must ensure that they have a copy of the bedroom list [with any amendments made daily and given to the house manager] with them at all times – this list will be used to establish that everyone is safe and will be used to look for people if they are not at the designated meeting area [lower front lawn]

Group leader responsibility

- To raise the alarm if a fire is discovered or suspected
- To telephone the emergency services if the house manager is not in the building [between 7pm – 8am]
- To evacuate the house and congregate group on lower front lawn
- To take a roll call and notify fire officer if anyone is missing
- To ensure that nobody re-enters the building without permission of the fire officer
- To keep group on lower front lawn until permission is given to move people to a safe area

House manager on duty responsibility

- To raise the alarm if a fire is discovered or suspected
- To telephone the emergency services
- To ensure that the group have responded to the fire alarm and to assist with directing group members to the lower front lawn
- To issue fire blankets [dependent on weather] and make available first aid equipment
- To fight the fire if safe to do so
- To liaise with the fire services and keep group leader informed of situation as it develops
- To make available alternate rooms if needed

RISK ASSESSMENT GUIDELINES

The following matrix is used to complete our risk assessments. The person completing your risk assessment needs to enter their group name, date, review date, assessor name, level of risk and any further action required. Risk is calculated by using the table below and all areas identified will need a risk 'score'.

- | | | |
|----|--|---------------|
| 1. | If all existing controls are in place | = low risk |
| 2. | If there are some existing controls in place | = medium risk |
| 3. | If there are no existing controls in place | = high risk |

Where existing controls are not in place the *'further action required'* column should be completed

To identify the level of risk you can use the following calculation:

<i>Likelihood of injury or illness</i>		<i>Times by</i>	<i>Severity of injury or illness</i>	
Very likely	=5		Death or fatal illness	=5
Likely	=4		Major injury/disability	=4
Possible	=3		Lost time injury	=3
Unlikely	=2		First aid treatment	=2
Very unlikely	=1		Non treatment injury	=1

Risk Matrix

LIKELIHOOD	SEVERITY				
	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Level of Risk: 15 to 25 indicates HIGH RISK, 6 – 12 indicates MEDIUM RISK, 1 – 5 indicates LOW RISK

NAME OF GROUP:		PERSON COMPLETING ASSESSMENT:			DATE	
SPECIFIC ASSESSMENT AREA:						
TASK & HAZARD	PEOPLE AFFECTED	EXISTING CONTROLS	LEVEL OF RISK			FURTHER ACTION REQUIRED
			HIGH	MED	LOW	

VERIFICATION OF RISK ASSESSMENTS:

Please note: risk assessment and management is an ongoing process that involves far more than written documents. Therefore, all staff at Dunfield adopt a '*Dynamic or Ongoing Risk Assessment*' of the premises and the groups visiting by remaining alert to, and responding to, changing circumstances or additional unforeseen hazards.

Any additional assessments will be recorded and documented if a risk of significant harm is identified and has been omitted from this document. Please ask the manager on duty at the start of your visit if there have been any amendments to this document.

Action	Lead responsibility	Signature	Dated
Risk Assessments completed by:	Sue Norton (house manager)	<i>Held in Dunfield Office</i>	05.02.17
Risk Assessments checked and verified by:	Paul Norton (house manager) Mike Byrne (assistant manager) Joan Goode (duty manager)	<i>Held in Dunfield Office</i>	08.02.17
Risk Assessments authorised by:	Richard Chapman (managing director of Dunfield House Limited)	<i>Held in Dunfield Office</i>	25.02.17
Signed Copies:	<i>Original signed copies of the above risk assessments are held in the main office at Dunfield house</i>		
Next review:	<i>December 2017</i>		