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**Risk Assessment**

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| **Activity:** | **General Areas** | | |
| **Description:** | *General Areas where groups are allowed to go.*  ***Tithe Barn:*** *Entrance area, Dining Area, Sitting Room, Meeting Room*  ***Granary****: Undercover Area, Granary toilet*  ***House****: Cellar, Flat (See separate RA for Flat Kitchen)*  ***Packhouse****: Meeting Room, Games Room, Sports Hall*  ***Other****: Garden toilet, Stable 3 Sitting room* | | |
| **Completed By:** |  | **Position:** | Centre Manager |
| **Completion Date:** | 19/11/2022 | **Review Date:** | ***19/11/2023*** |

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| **Severity of Outcome (S)** | **Likelihood (L)** | **Risk Factor (R = S X L)** | |
| 1 - Delay only | 1 - Very Unlikely | 1 - 2 | Negligible Risk. Monitor |
| 2 - Minor Injury/ Minor Damage | 2 - Unlikely | 3 - 6 | Low Risk. Action may be required. Monitor |
| 3 - Lost time injury/ Illness/ Damage | 3 - May happen | 7 - 9 | Medium Risk. Further action to be planned and systems introduced. Monitor |
| 4 - Major injury/ Illness/Major damage | 4 - Very Likely | 10 - 20 | High risk. High priority. Action to be taken immediately to reduce the risk from the activity. |
| 5 - Fatality | 5 - Certain or Imminent | 21 - 25 | Unacceptable risk. Activity to Stop |

**Hierarchy of Control**

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| Most Effective | Eliminate | Ask yourself if the activity needs to be carried out. |
|  | Reduce | Ask yourself if you can use less of something, or limit the time etc. |
| Isolate | Make sure that the risk is contained to the smallest possible area. |
| Control | Safe systems of work, method statements and permits are ways of controlling the hazards. |
| PPE (Personal Protective Equipment) | PPE should be the final resort for controlling hazards if no other means are suitable. |
| Least Effective | Discipline | Installation of training and supervision and where necessary appropriate means of discipline. |

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| **Hazard**  *Describe the activity and the ways in which it could pose a risk* | **How may they be harmed**  *e.g. personal injury, electric shock, people or objects falling from height, crushing* | **Persons at risk** | **Risk before control measures** | | | **Control Measures**  Describe controls used to reduce risk to a tolerable or preferably acceptable rating | **Residual Risk after control measures** | | | **Additional Controls**  *Describe controls used to reduce risk to a tolerable or preferably acceptable rating* | **Owner**  Person responsible for the controls |
| **S** | **L** | **R** | **S** | **L** | **R** |
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| Slips and Trips –  Loose cabling across the floor or between furniture.  Low level obstructions in walkways e.g. waste bins, bedside cabinets, chairs etc  Loose or damaged carpet or flooring  Liquid Spills  Poor lighting  Sloping or uneven floors | People may slip or trip over items or wet floors resulting in cuts, dislocations, or fractured bones. | Staff, Contractors, guests. | 3 | 3 | 9 | Secure all permanent cables at a suitable height or using clip cables to skirting boards.  Hide or cover any temporary cables which have to be on the floor. Use signage where risk of tripping is clear, and the cable can’t be relocated.  Make sure everything has a designed storage place and is returned there immediately after use so that the walkways are always kept clear. Centre Staff to ensure this happens and group leaders to ensure this happens when staying at the poplars.  Signage making guests aware how to report issues are located around the site.  Mops and wet floor signs are available and should be used to clean up any spillages immediately. Wet floor signs should be put up until the floor is dry.  Appropriate hazard signs displayed near steps in rooms / corridors. | 3 | 1 | 3 | Centre Manager to review any accidents reported to see if improvements are needed. Following the Hierarchy of control above. | Centre Manager,  Group Leaders,  Contractors |
| Falls –  Caused by improper use of furniture to access high level storage  Improper use of ladders  Use of damaged or poor-quality items to gain access to height  Using Benches or other unsuitable items.  Unauthored access to scaffold or high level ladders | -  People may be injured causing then to have fractured bones, head injuries, loss of consciousness, cuts to body | Staff, Contractors , Guests | 5 | 3 | 15 | A suitable step- ladder or stool should be provided and kept in all areas where high level storage is needed to enable safe moving/ handing of items.  Ladders or stools should be checked by the person using them to ensure they are safe to do so. If unsure they should not use them and move them to a safe place and report to centre manager.  When using ladders ensure both ends are stable and are grounded in a fixed point by ties or by a person footing the ladder. Ensure the person footing the ladder knows how to do this correctly and does not add to the movement of the ladder.  Centre staff will regularly check the condition of seats and benches, and these are not used to gain access to high areas.  Access to roofs should only be done with permission of the centre manager and after considering any weather conditions  High level ladders should only be used by those the centre manager has agreed to use and requires a safe method of work to be agreed and placed in a risk assessment. These should be safety out of use when the site has visitors who may use them without permission. | 5 | 1 | 5 | Centre Manager will work with Group leaders to ensure guests do not gain access to high level areas which are unsafe. | Centre Manager,  Group Leaders,  Contractors |
| Falling Objects  Unstable storage at high levels ( Eg Top of cabinets , top bunk)  Window ledges | Items falling onto people heads causing loss of consciousness, cuts , | Staff, Contractors, Guests | 3 | 3 | 9 | Only store small, lightweight, stable and infrequently used articles at high levels and check regularly.  Centre Staff to ensure that only small items are on the window ledges in places such as the dining room and TB siting room.  Rooms to be checked regularly for items which are unsuitable to be stored in this way | 3 | 1 | 3 |  | Centre Manager,  Group Leaders,  Contractors |
| Manual Handing | All Staff, Contractors or Guests could suffer from back injury and long term pain if lifting/ carrying heavy or awkward objects | Staff, Contractors , Guests | 3 | 4 | 12 | The poplars site has sack trucks for use and visitors should back items in suitable weights. Items which would need to be moved by forklift truck should be agreed with centre manager and should only be used using the RA for the forklift truck. Available on request. | 3 | 1 | 3 | Everyone to be instructed not to lift outside of HSE guides on weights.  Link at bottom of Risk Assessment | Centre Manager,  Group Leaders,  Contractors |
| Burns / Scalds | Injury may be caused by hot water, urns toasters food and hot drinks especially when transporting from the kitchen. | Staff, Contractors and Volunteers | 3 | 4 | 12 | Wear suitable oven gloves or use an oven cloth when moving hot food from the kitchen. Be aware of potentiality hot plates and bowls.  Washing up only done in the kitchen sinks ( Not using extra bowls)  The poplars will ensure that urns, microwaves and toasters are maintained. Any issues should be reported to the centre manager. Details located around the site.  Ensure catering teams are of the dangers of boiling water/steam. Signage is on the equipment warning of hazards. Kitchen lead to remind all helpers of the risks of helping in the kitchen.  Toasters are not to be moved from location unless agreed first with centre manager. Toasters should be always on a stable table. | 3 | 1 | 3 | Centre Manager to decide if the works require a specialist contractor. | Centre Manager,  Group Leaders,  Contractors |
| Hazardous Substances –  Misuse due to inadequate knowledge, splashing, accidental ingestion and improper storage. | - Poisoning, fire, trips, incorrect storage causing issues | Staff, Contractors, Volunteers and Visitors | 5 | 2 | 10 | The poplars have a COSHH assessment with more detail. Guests should only bring household cleaning products with them and should have the data sheets in case of a first aid incident.  High risk or professional use items should not be used by guests without providing a risk assessment to the poplars in advance of arrival.  Store all hazardous substances and waste away from general walkways and well used areas.  The correct PPE should be used when using any hazardous substances. The poplars have rubber gloves on site. If anything, which requires extra PPE these should be provided in advance of use by visitors or contractors. | 5 | 1 | 5 | Centre manager to work with contractors and groups in advance of visitors/ contractors. | Centre Manager,  Group Leaders,  Contractors |
| Fire | Risk of Fire, | Staff, Contractors and Visitors | 5 | 3 | 15 | These are covered in more detail in the fire risk assessment.  Everyone has duty of care to ensure fire is not used in a uncontrolled way. The use of candles should only be done in agreement with centre manager.  Fire exits should be always kept clear.  Firefighting equipment must not be misused and if used for any reason should be reported to centre manager as soon as possible.  Manual Fire System is operation in the packhouse. | 5 | 1 | 5 | Group leaders should be aware of all activities involving fire and work with centre manager.  Camp Fire and Fire Risk Assessments available on request. | Centre Manager,  Group Leaders,  Contractors |
| Electrical Shock General | Electrical Equipment  -Risk of electric shock | Staff, Contractors and Visitors | 5 | 3 | 15 | All items should be checked for clear signs of damage before use. All electrical equipment should be Pat tested if over a year old . Any item found to be unsafe must be removed. Tape to cover plug to avoid future use and inform the centre manager.  Staff, contractors, and visitors should not any damaged equipment for any reason these must be switched off and reported to centre manager as soon as possible.  All new appliances must be fitted with a plug by the manufacturer.  Hoovers are checked weekly ( leads / plugs etc ). | 5 | 1 | 5 |  | Centre Manager,  Group Leaders,  Contractors |
| Biological Hazards | Risk of illness from human blood, animal waste, human bodily matter, molds yeasts , organic matter |  |  |  |  | Visitors should follow rules regarding use of toilets to ensure human waste is not backed up in any toilet system. Bins are provided for other items.  First Aid kits include gloves for use and are checked weekly. Animal waste should be cleaned as soon as possible and handwashing also done. |  |  |  | Any issues should be reported to centre manager | Centre Manager,  Group Leaders,  Contractors |

**Manual Handing Guide HSE** [**https://www.hse.gov.uk/pubns/indg143.pdf**](https://www.hse.gov.uk/pubns/indg143.pdf)

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