

**Risk Assessment**

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| **Activity:** | **Dormitories**  |
| **Description:** | *This Risk Assessment covers to sleeping areas for guests at the poplars apart from the caravans*  |
| **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 etcLoose 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 climbing into bunk beds Improper climbing into bunk beds Use of damaged or poor-quality bedsClimbing out of Velux WindowsFalling down stairs  | - People may be injured causing then to have fractured bones, head injuries, loss of consciousness, cuts to body  | Staff, Contractors, Guests  | 5 | 3 |  15 |  Ensure securely attached ladders are available for bunk beds Centre Staff to check rooms before and after every visitor has gone and replace any damaged beds. Guests are reminded to report any faults as they occur. Prohibit climbing out of Velux windows, except for authorised access to the roof. This should only be done with the permission of the centre manager after considering any weather conditionsEnsure all stairs have rails and are always kept clear. All Velux windows to have poles, making them accessible from the floor.  | 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 (top bunk)  | Items falling onto people heads causing loss of consciousness, cuts ,  | Staff, Contractors, Guests  | 3 | 3 | 9 | Discourage all visitors from placing heavy items on the top bunk.  | 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 | Encourage group leaders to help with the carrying of heavy suitcases to and from dormitories. They should also encourage safe places to store the suitcases | 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 |
| 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. Fire Point in the Garden of the Main House Everyone must leave the buildings if the fire alarm is activated.  | 5 | 1 | 5 |  Group leaders should be aware of all activities involving fire and work with centre manager.  |  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  |  |  |  |  | Any person who becomes sick. Details of any possible biological hazard should be made way to centre manage, if persons are sick in the night suitable cleaning equipment is available to support.  |  |  |  | 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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