| **Number** | **Hazard Description and activities giving rise to risk** | **Who may be harmed** | **Control Measures** | **Risk Rating** |
| --- | --- | --- | --- | --- |
| 1 | Trips slips and fall | All | a) Remove all object that present a hazard  b) Participants only allowed in designated areas and supervised by visiting staff.  c) The use of inside areas for wet play days is recommended  d) A no running rule to be enforced inside the buildings by visiting staff.  e) All large drops or steep banks to fenced off.  f) Running down hill is forbidden and must be enforced by visiting members of staff.  g) Use lights when appropriate  f) Make sure lawns are free from any obstructions and sharp objects. | Low |
| 2 | Trapped figures in doors | All | a) Warn people about heavy doors and self-close fire doors. | Low |
| 3 | Windows and glass panels | All | a) All windows to be safety glass or have safety film on.  b) All windows above ground floor to only open a minimal amount  c) all ball games to be conducted away from buildings | Low |
| 4 | Injury from activity equipment | All | a) Make sure all equipment is fit for purpose.  b) Only use play equipment suitable to the age of the participant. | Low |
| 5 | Burns and scolds | All | a) Set mixers in taps to the correct level.  b) Make the party leader aware of the kitchens areas and how to use them.  c) Do not leave fan heaters in rooms where children are un supervised | Low |
| 6 | Falls from beds | All | a) All bunk beds to be fitted with a hand rail on the top bunk.  b) Ladders to be fitted to all bunk beds  c) make children aware of not jumping down from beds | Low |
| 7 | Access to medicine | All | a) All medicine to be in locked room away from children.  b) Management of the distribution of medicine to be party leader responsibilities. | Low |
| 8 | Electrical items and over loading sockets | All | a) All electrical items must be unplugged or turned off before leaving the building.  b) The use of large domestic appliances must be PAT tested before use on site.  c) Ensure all breakers and fuses are working and switched on.  d) Ensure there is no multi sockets in the rooms.  e) All Centre equipment to be PAT tested every year. | Low |
| 9. | Hygiene | All | a) All areas to be cleaned once the group have left and remove any rubbish.  b) Daily clean to be conducted in areas on communal us i.e bathrooms, common rooms.  c) Rubbish to be taken out when needed.  d) Legionella testing to be conducted every week.  e) Recycling to taken away from the buildings when needed. | Low |
| 10. | Chemicals | All | a) All cleaning chemicals to be lock away under COSHH regulations.  b) Only use cleaning chemical that have been designated safe for use near children.  c) All chemicals not related to cleaning to be stored away from residential accommodation. | Low |
| 11. | Machinery and Centre Equipment | All | a) All equipment and machinery to be lock away after use.  b) Limited access to heavy or dangerous machinery only to Centre trained staff. | Low |
| 12. | Out of hours emergencies | All | a) All Centre phones are able to access the emergence services.  b) A duty member of staff to be on site when a group of children are staying.  c) 24/7 cover for all Centre emergencies by on site Centre staff  d) all Centre instructional staff are first aid trained | Low |
| 13. | Fire | All | a) All groups to do a fire drill on arrival.  b) an active fire alarm system in all buildings  c) Visiting staff to be aware of emergence procedures and exits.  d) a member of staff to assist in emergencies 24/7 | Low |