

BASELINE RISK ASSESSMENT		GENERAL AREAS		Ref No.	F06
Activity covered by this assessment:	All 'free time' outside of the scheduled activity and learning programmes, including use of buildings, accommodation, dining areas and the wider site in general			Hazard References: F06/01 – F06/03	
Assessors:	Internal: John Robson (H&S Advisor)	External:			
References:	Kingswood General Areas Baseline Risk Assessment 2011 (withdrawn)				
Date of issue:	27/02/12	Planned review date:	End February 2013		

Description of activities, processes, etc. covered by the assessment:

Guests staying at the centres will spend part of their time outside the formal supervised activity and learning programmes. These periods may be break times, meal times or the start and end of the days.

During these times, guests are under the supervisory responsibility of the accompanying adults. These can be teachers/adult leaders for Kingswood visitors or Group Leaders during Camp Beaumont summer camps.

Time may be spent in the dining hall during meal service, in the dormitory and accommodation areas, or in general free time outdoor areas around the centre.

Hazard		General areas		Hazard reference:		F06/01	
Persons exposed to the hazard		Team		Legal references		17	
Potential injuries, damage, etc.		Cuts, bruises, fractures, crush injuries					
Part 1: Activities giving rise to health and safety risks							
<ol style="list-style-type: none"> Entry into out of bounds areas, such as maintenance and catering areas, and activity areas when not accompanied by a staff member, potentially exposes visitors to hazardous substances, equipment and processes without the supervision or protective equipment necessary to ensure their safety. Vehicle movements on site include staff and visitors arriving and departing from car parking areas, coaches picking up and dropping off guests, kitchen deliveries, couriers and waste disposal vehicles. Uneven surfaces causing slips, trips and falls The possibility of strangers/intruders accessing the site with the intention of committing an illegal act, such as property damage, violence against a person or kidnap. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> All hazardous service or activity areas must, <ul style="list-style-type: none"> be, if possible, secured against unauthorised casual access have appropriate "No Entry" or "Authorised Personnel Only" signs displayed be indicated on the initial visitor site tour as being out of bounds areas Wherever possible vehicles and pedestrians must be segregated, with vehicle movements contained in designated areas. In addition to this: <ul style="list-style-type: none"> a 5mph speed limit operates at all sites, indicated by warning signs at entrances and other points vehicles must display hazard warning lights when moving on site a traffic marshal must supervise pedestrian and vehicle movements when guests are arriving or departing the centre visitors must be made aware of vehicle hazards on the initial site tour on their arrival day Uneven surfaces must be repaired or removed. If this is not reasonably practicable, they should be access restricted or made highly visible. All adults must be issued with and wear an approved security badge at all times when on site. Anyone not wearing one must be challenged immediately. Accompanying adults must have the division of supervisory responsibility explained to them as part of the initial welcome briefing to ensure they understand who is responsible for looking after guests during non-activity time. Where site layout and local conditions will allow, the centre's boundary must be defined by a perimeter fence, wall or other structure. All buildings must be secured by Duty personnel against unauthorised access during the night. All ground floor windows must be fitted with restrictors to prevent them being pushed wide open. 							
MSDS required for hazardous substances:				n/a			
Probability	Medium (2)	Severity	Minor (2)	Risk	Marginal (4)		

Hazard		Buildings		Hazard reference: F06/02	
Persons exposed to the hazard	Team	Legal references	17		
Potential injuries, damage, etc.	Cuts, bruises, fractures, burns				
Part 1: Activities giving rise to health and safety risks					
<ol style="list-style-type: none"> High spirits and horseplay from young guests in the dormitory areas raises the likelihood of minor injury from e.g. falls from bunk beds, pillow fights, slammed doors, tripping over luggage, etc. Floors in corridors, bathrooms, toilets, etc. can become slippery from cleaning or as a result of splashes from basins and showers. Windows at first floor level and above introduce a fall from height risk if it is possible to open them wide. Placing too many occupants into a single room can cause overcrowding, and increase the likelihood of other minor injury through lack of storage space, restricted movement, etc. Fire Bacterial colonisation of water systems, e.g. <i>Legionella</i> bacteria 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Each visiting group's Group Leader must brief the group as part of their initial induction on rules for dormitory areas, including keeping the floors clear of luggage and other trip hazards, and on sensible conduct. Bathrooms and toilets should be fitted with textured non-slip floor coverings. Cleaning of these areas should take place in periods when they are unlikely to be used, with appropriate warning signs placed to indicate cleaning is underway. Excessive splashes and spills must be reported as soon as possible so they can be cleaned. All large windows above the ground floor must be fitted with restrictors to prevent individuals climbing or falling out. Bunk beds must not be placed against windows on any floor, unless suitable guards prevent an occupant falling against the glass. Room occupancy must be limited by the requirement to have a minimum of 76cm/30" between beds. Sufficient space must be available that the room's occupants can store their belongings in wardrobes/lockers/shelves without having to spread items across the floor. All accommodation areas are fitted with smoke detectors and an alarm system. A fire safety plan will be in place at all premises, and a fire drill will be conducted on a group's first evening at the site. A legionella management programme is in place based on regular testing of water temperatures and periodic cleaning of facilities prone to scale deposits. 					
MSDS required for hazardous substances:		n/a			
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)

Hazard		Dining Hall		Hazard reference: F06/03	
Persons exposed to the hazard	Team	Legal references	17		
Potential injuries, damage, etc.	Burns, slips and trips				
Part 1: Activities giving rise to health and safety risks					
<ol style="list-style-type: none"> The serving facility becomes intentionally hot to maintain food temperatures. Team members serving or being served food can be exposed to hot surfaces. Spilt food and drinks can become a slip hazard on smooth floors. Food and drinks served at high temperatures risk burns and scalds if consumed while they are still hot or if spilled. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Where hot surfaces are present, where possible these should be guarded from accidental contact. If this is not possible, signs should be placed prominently warning of the danger Staff must be made available with sufficient equipment and materials to clear up large spills as soon as they are reported, or to place out of bounds large spills while clear up takes place Food and drinks must not be served to young guests at such a temperature that they could cause burns or scalds. 					
MSDS required for hazardous substances:		n/a			
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)