

**Rotary Centre Castleton  
Risk Assessment - Site and Facilities**

<b>Date of Risk Assessment</b>	Written 25.1.18 Review 17.1.19 Review 28.3.20 Review 22.6.21	Review 19.9.21 Review 28.9.23 Review 25.10.24	<b>Name of person/s making the Risk Assessment</b>	Melany Holmes Jeremy Holmes
<b>Hazard &amp; Risk</b>	<b>Those at Risk</b>	<b>Control Measure</b>	<b>Further Action</b>	<b>Notes</b>
<b>Trips Slips Falls</b>  Various injuries such as cuts, bruises, sprains & broken bones	Everyone	<ul style="list-style-type: none"> <li>• Regular reviews and inspections by Centre Manager to ensure floors and grounds are in good condition</li> <li>• Grit and snow clearing shovels available in bad weather</li> <li>• Sufficient lighting (including outside)</li> <li>• Children using climbing frame should be supervised by a responsible adult</li> <li>• Young people should be briefed about running in and around the buildings and the need to wear suitable footwear at all times</li> <li>• Caution signs are used to indicate wet floors</li> <li>• Maximum stack of 6 chairs in 'chair corner' when not in use</li> <li>• Dining room tables should only be lifted by at least 2 adults</li> </ul>	None at this stage	
<b>Traffic Safety</b>  Injuries caused by collision with a moving vehicle	Everyone	<ul style="list-style-type: none"> <li>• There is dedicated car parking. No vehicles allowed on the grass</li> <li>• Vehicles are only permitted to drive on the main access road and car park</li> <li>• There is appropriate signage requesting drivers to take care when approaching the centre</li> <li>• Children should be briefed by Group Leader about awareness of car park - deliveries, minibuses, refuse collection</li> <li>• Drivers to be aware of uneven surfaces and pot holes in the driveway</li> <li>• Cars to be parked appropriately to allow access for refuse collection vehicles and emergency vehicles needing access to the field</li> </ul>	None at this stage	

<b>Use of Kitchen &amp; Kitchen Equipment</b>  Scalding, Burns Cuts, Slips Trips	Anyone using the kitchen	<ul style="list-style-type: none"> <li>• Adult supervision of young people using the kitchen at all times</li> <li>• High standard of cleanliness and hygiene expected at all times</li> <li>• Any spillages of liquid or food must be cleared up immediately and disposed of accordingly</li> <li>• Signage on hot water boiler</li> <li>• Hot water boiler tap springs to off</li> <li>• All equipment maintained in good working order (PAT testing of electrical appliances)</li> <li>• Groups are responsible for the safe set up of their kitchen including safe storage of food</li> <li>• Group leaders are given briefing by Centre Manager on operation of cooker</li> <li>• Groups are responsible for their own first aid provision. However, there is a first aid kit located in the kitchen containing appropriate dressings</li> <li>• Signage available to indicate wet floor</li> </ul>	None at this stage	
<b>Bunk Beds</b>  Various injuries	Everyone	<ul style="list-style-type: none"> <li>• All top bunks have guards fitted</li> <li>• Centre Manager checks furniture weekly for damage and undertakes any repairs</li> <li>• Preference for using lower bunks whenever possible</li> </ul>	None at this stage	
<b>Bacteria</b>  Risk of illness or disease	Everyone	<ul style="list-style-type: none"> <li>• Use good hygiene practices</li> <li>• Good supply of toilet paper, soap and hand drying facilities</li> <li>• Visitors to clean bathroom and kitchen facilities regularly</li> <li>• All taps and showers to be run weekly when there are no lettings to reduce the risk of Legionella</li> </ul>	None at this stage	
<b>Rubbish &amp; Litter</b>  Risk of fire, injury, attracting	Everyone	<ul style="list-style-type: none"> <li>• Supply of bin bags provided</li> <li>• Keep the centre litter free, emptying bins on a daily basis</li> <li>• Ensure all rubbish is put into the large bins as soon as possible after collection to avoid animals getting into waste bags</li> </ul>	None at this stage	

vermin				
<b>Stranger Danger</b>  Inappropriate behaviour between adults & young people	Young people	<ul style="list-style-type: none"> <li>Centre Manager has an up-to-date advanced check through the DBS process</li> <li>Group leaders will be informed by the Centre Manager when there will be other adults on site i.e. contractors.</li> <li>Such instances will be avoided wherever possible</li> <li>No one will visit the site without the prior agreement of the Group Leader</li> <li>External security lighting in place</li> <li>Window restrictors fitted to ground floor windows</li> <li>All external doors to be secured to prevent authorised access during the night</li> </ul>	None at this stage	
<b>Electricity</b>  Electrocution Fire	Everyone	<ul style="list-style-type: none"> <li>All equipment is checked regularly and well maintained</li> <li>All electrical items are PAT tested annually</li> <li>Any defects should be reported to the Centre Manager and put out of use as appropriate</li> <li>Ensure fire extinguishers are in date and free from obstructions</li> <li>Smoke detectors fitted in all buildings</li> <li>No portable heaters to be brought on site by visitors</li> </ul>	None at this stage	
<b>Gas</b>  Leak Explosion Fire	Everyone	<ul style="list-style-type: none"> <li>Gas tank is away from buildings and fenced off and is inspected annually by gas supplier</li> <li>Annual service to heating system</li> <li>Ensure fire extinguishers are in date and free from obstructions</li> <li>Smoke detectors fitted in all buildings</li> </ul>	None at this stage	
<b>Cleaning chemicals</b>  Poisoning	Everyone	<ul style="list-style-type: none"> <li>Main supply of cleaning products kept locked in Centre Managers Office.</li> <li>COSHH data sheets for potentially hazardous products</li> <li>Small supply of non toxic cleaning materials for group use</li> </ul>	COSHH assessments in place	Hirers notified about removing their own cleaning products at the end of the letting

Burns		kept in a box with clear signage <ul style="list-style-type: none"> <li>• Read labels carefully before use</li> </ul>		
<b>Self Closing Doors</b>  Trapped fingers	Everyone	<ul style="list-style-type: none"> <li>• Dormitory block doors with self closing mechanisms have finger guards fitted</li> </ul>	Nothing at this stage	
<b>Fire</b>  Fatal injury Burns Smoke inhalation	Everyone	<ul style="list-style-type: none"> <li>• Separate Fire Risk Assessment</li> <li>• Fire alarm checked weekly</li> <li>• Sufficient appropriate fire extinguishers maintained annually and free from obstructions</li> <li>• Appropriate signage and exits</li> <li>• Fire exits kept clear of obstructions</li> <li>• Fire assembly point clearly marked</li> <li>• No smoking site</li> <li>• Refuge bins stored away from buildings</li> <li>• Smoke detectors fitted in all buildings</li> <li>• No naked flames (eg candles, tea lights, camp fires and BBQs allowed on site)</li> <li>• No portable heaters to be brought on site by visitors</li> </ul>	None at this stage	
<b>General</b>	Everyone	<ul style="list-style-type: none"> <li>• All groups are required to provide the Centre Manager with a complete list of the names &amp; contact details of all persons staying or visiting the centre during the hire period</li> <li>• Any faults or breakages should be reported by the Group Leader via the Pre Departure Checklist</li> <li>• It is the responsibility of groups to provide their own first-aid kit and first-aider. There is a first-aid kit located in the kitchen.</li> <li>• Any accident/near miss caused as a result of faulty fixtures/fittings/appliances should be recorded in the Accident Book (located in the kitchen). The book is checked after every hire and appropriate action will be taken as required</li> <li>• Contact details of the Centre Manager (or deputy) are left</li> </ul>	None at this stage	

		<p>with Group Leaders if a major problem arises</p> <ul style="list-style-type: none"> <li>• The Management Committee of the centre will continue to seek and share good practice with similar facilities</li> </ul>		
Lost sheep & injuries to sheep	Tenant farmers livestock	<ul style="list-style-type: none"> <li>• All gates to be kept shut at all times</li> <li>• No dogs permitted on site at any time</li> </ul>	None at this stage	