

Rotary Centre Castleton
Risk Assessment - Site and Facilities

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

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

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

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

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