

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

Hazard	Risk	Control Measure	Further Action	Notes
Trips Slips Falls	Various injuries such as cuts, bruises, sprains & broken bones	<p>Regular reviews and inspections by Centre Manager to ensure floors and grounds are in good condition</p> <p>Grit and snow clearing shovels available in bad weather</p> <p>Sufficient lighting (automatic outside)</p> <p>Children using climbing frame should be supervised by a responsible adult</p> <p>Young people should be briefed about running in and around the buildings and the need to wear suitable footwear at all times</p> <p>Caution signs are used to indicate wet floors</p>	None at this stage	
Traffic Safety	Injuries caused by collision with a moving vehicle	<p>There is dedicated car parking</p> <p>Vehicles are only permitted to drive on the main access road and car park</p> <p>There is appropriate signage requesting drivers to take care when approaching the centre</p> <p>Children should be briefed by Group Leader about awareness of car park - deliveries, minibuses, refuse collection</p>	None at this stage	

<p>Kitchen equipment</p>	<p>Scalding, Burns Cuts, Slips Trips</p>	<p>Signage on hot water boiler</p> <p>Hot water boiler tap springs to off</p> <p>All equipment maintained in good working order (PAT testing of electrical appliances)</p> <p>Groups are responsible for the safe set up of their kitchen including safe storage of food</p> <p>Group leaders are given briefing by Centre Manager on operation of cooker</p> <p>Groups are responsible for their own first aid provision. However, there is a first aid kit located in the kitchen containing appropriate dressings</p> <p>Signage available to indicate wet floor</p>	<p>None at this stage</p>	
<p>Bunk beds</p>	<p>Various injuries</p>	<p>All top bunks have guards fitted</p> <p>Centre Manager checks furniture weekly for damage and undertakes any repairs</p> <p>Preference for using lower bunks whenever possible</p>	<p>None at this stage</p>	

<p>Stranger danger</p>	<p>Inappropriate behaviour between adults & young people</p>	<p>Centre Manager has an up-to-date advanced check through the DBS process</p> <p>Group leaders will be informed by the Centre Manager when there will be other adults on site i.e. contractors. None at this stage</p> <p>Such instances will be avoided where ever possible</p> <p>No one will visit the site without the prior agreement of the Group Leader</p> <p>External automatic security lighting in place</p> <p>Window restrictors fitted to ground floor windows</p> <p>All external doors to be secured to prevent authorised access during the night</p>		
<p>Electricity</p>	<p>Electrocution Fire</p>	<p>All equipment is checked regularly and well maintained</p> <p>All electrical items are PAT tested annually</p> <p>Any defects should be reported to the Centre Manager and put out of use as appropriate</p>	<p>None at this stage</p>	
<p>Gas</p>	<p>Explosion Fire</p>	<p>Gas tank is away from buildings and fenced off and is inspected annually by Flo Gas</p> <p>Gas cookers have safety cut off and ventilation system</p>	<p>None at this stage</p>	

		Annual service to gas cookers and heating system		
Cleaning chemicals	Poisoning Burns	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 kept in a box with clear signage	COSHH assessments in place	Hirers notified about removing their own cleaning products at the end of the letting
Self closing doors	Trapped fingers	Doors with self closing mechanisms have finger guards fitted	Finger guards purchased and fitted	
Fire	Fatal injury Burns Smoke inhalation	Separate Fire Risk Assessment Fire alarm checked weekly Sufficient appropriate fire extinguishers maintained annually Appropriate signage and exits Fire assembly point clearly marked No smoking site with the exception of designated smoking area Refuge bins stored away from buildings	None at this stage	

General	Various	<p>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</p> <p>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.</p> <p>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</p> <p>Contact details of the Centre Manager (or deputy) are left with Group Leaders if a major problem arises</p> <p>The Management Committee of the centre will continue to seek and share good practice with similar facilities.</p>	None at this stage	
---------	---------	---	--------------------	--