 

Risk Assessment for

Mills Holiday Home

Blackmore Campsite Worcestershire

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risk** | **Who is affected?** | **Risk Level** | **Prevention** | **Re-view**  **Date** |
| Floors;  Non slip flooring  Carpet tiles  Carpet | Slips/Trips and falls | Hirers/Parents and Visitors | M | Ensure lighting is in good working order.  Hirer to wear appropriate footwear.  Spillages to be moped up immediately. Use yellow Signs to notify Girls.  Any Items in walk way to be removed.  Report any problems to Warden/Office. |  |
| **Bedrooms** |  |  |  |  |  |
| Bunk beds  Ladders | Injury  Falls | Hirer/Girls | H | Ensure that hirer tells girls on top bunk that they need to have footwear on when climbing ladder.  Check Mattress are not above recommended Manufacture line. |  |
| Girls Luggage | Injury  Trips and Falls | Girls | H | Ensure that hirer let girls know they are responsible for their own kit.  Don’t leave in walk-ways  Or in front of exit doors. |  |
| Exit doors | Trips and Fall.  Trapped in room. | Hirer/Girls | H | Ensure that no items are left in front of doors. |  |
| Plug Sockets | Injury | Hirer/Girls | M | Hirer could bring Child socket covers with them.  Remove any mobile phone chargers when not in use. |  |
| **Bathrooms** |  |  |  |  |  |
| Sinks/Toilets | Spread of  Infection | Hirer/Girls | M | Ensure these are checked regularly during groups stay.  Advise that a housework Rota should be place during stay.  Adult supervision suggested if girls are helping with cleaning. |  |
| Showers | Spread of Infection |  | M | Ensure Water temperature is checked regular. |  |
| Fire Exit Door | Trapped in Building | Hirer/Girls | H | Ensure that hirer unlocks the padlock on the door at start of their Holiday.  Ensure that no items block exit door at all times during the hirers stay. |  |
| **Dining Area** |  |  |  |  |  |
| Service Counter | Burns  Injury | Hirer/Girls | H | Make sure that Hot food/drinks containers are away from the edge of counter. |  |
| Trolley | Spillage  Burns | Hirer/Girls | H | Only responsible adult to move trolley when full with hot food. |  |
| Tables | Trapped Fingers | Hirer/Girls | M | Ensure that girls are supervised by Adult when moving tables. |  |
| Chairs | Injury  Falls | Hirer/Girls | M | Ensure that girls don’t swing on chairs.  Never stack the chairs more than 5 high. |  |
| Sliding Doors | Injury to Fingers | Hirer/ Girls | M | Only Adults to open or close doors. |  |
| **Lounge area** |  |  |  |  |  |
| Open fire | Burns | Hirer/Girls | H | Ensure fire guard is in place at all times.  This area must be supervised by Adult at all times when in use. |  |
| Chairs | Injury  Falls | Hirer/Girls | M | Ensure that girls don’t climb on chairs. |  |
| Double  Fire Exit | Trapped in Building | Hirer/Girls | H | Ensure that hirer unlocks the padlock on this door at start of their Holiday.  Ensure that no items block exit door at all times during the hirers stay. |  |
| Play Equipment | Trips/ Falls | Hirer/Girl | M | When using equipment adult supervision. Advise the girls that they must clear away play equipment when not in use. |  |
| **Craft Area** |  |  |  |  |  |
| Chairs/Tables | Injury  Falls | Hirer/Girls | M | Ensure that girls don’t swing on chairs.  Never stack the chairs more than 5 high.  Only Adults to stack tables, only two high. |  |
| Sink | Burns  Slips | Hirer/Girls | M | If Girls are using this sink then adult supervision required.  Spillages should be moped up immediately.  Use yellow Signs to notify Girls. |  |
| **Kitchen** |  |  |  |  |  |
| Hot Water  (Kettles and urns) | Scalds | Hirers/Girls | H | When pouring boiling water ensure that there is sufficient space available. |  |
| Gas Oven/Rings | Burns | Hirer/Girls | H | Only Adults to use the oven and rings, use oven gloves provided.  Girls should be closely supervised whilst in the area  Ensure girls know what the dangers are in this area. |  |
| Cleaning  Products | Ingestion  Inhalation  Skin irritation | Hirer/Girls | H | Keep all cleaning products in lockable cage when not in use. Use Gloves.  If Girls using cleaning products adult supervision at all times. |  |
| Kitchen Equipment | Injury | Hirer/Girls | H | For some equipment Adults supervision needed. |  |
| Step Ladder | Fall | Hirer/Girls | H | Hirer to discourage girls from using step ladder.  When using them it is a two man job. |  |