



RISK ASSESSMENT - SEAHOUSES HOSTEL
157 MAIN STREET, NORTH SUNDERLAND NE68 7TU

SCOPE OF ASSESSMENT –ALL EXTERNAL AND INTERNAL AREAS ACCESSED BY THE PUBLIC OR THE STAFF.

DATE OF ASSESSMENT: 5th October 2018.

NEXT ASSESSMENT: 5th October 2020

RESPONSIBLE MANAGER – Karen Leadbitter, Warden.

APPROVED BY: Peter J.A. Robinson

SIGNED: *Peter J.A. Robinson*

DATE: 4th December 2018

RISK FACTOR RATINGS

Severity of harm/ loss	Superficial	Minor	Major	Death/ Catastrophic
Likelihood				
Very likely	Medium Risk	Medium Risk	High Risk	High Risk
Likely	Low Risk	Low Risk	Medium Risk	High Risk
Remote	Insignificant Risk	Insignificant Risk	Insignificant Risk	Low Risk

1. External Areas

Hazards	Current Controls	Severity	Likelihood	Risk Level	Additional Controls req.
Laundry Wet floor, Detergents.	Staff mop up spills immediately. All detergents kept in cupboard and laundry locked during visiting times	Minor	Likely	Low	Ensure Leaders briefed about laundry security by Warden on arrival. <i>Ongoing</i>
Proper use of external playing equipment	Leaders responsibility	Minor	Likely	Low	Ensure Leaders briefed about safe & proper use by Warden on arrival. <i>Ongoing</i>
Fire Alarm testing	All youth groups offered fire drill by warden on arrival. Fire alarm tested once a week by Warden.	Minor	Remote	Insignificant risk	Ensure all groups complete firecheck list with signature. Weekly fire alarm test logged on check list with date, time & Warden's signature.
Glass panels – Hall entrance	Frosted circular safety stickers on window panels; frosted adhesive warning signs on each panel.	Minor	Likely	Low	Ensure Leaders made aware of the existence of glass panels by Warden on arrival. <i>Ongoing</i>

2. Kitchen, Dining Room, Hall Kitchen

Hazards	Current Controls	Severity	Likelihood	Risk Level	Additional Controls req.
Cooking & Ventilation equipment not maintained within regulations	Bi annual safety inspections. Authorised users only. Food hygiene rating.	Major	Remote	Insignificant risk	Maintenance contract maintained. Group Leaders briefed on arrival on correct use of equipment. Ongoing
Cooker & hob. Fire and burns.	Fire blanket and extinguisher. First Aid Box.	Major	Remote	Insignificant risk	As above Equipment only to be used by Group Leaders.
Slips and trips	Keep floor dry and free of obstacles and grease	Minor	Remote	Insignificant risk	Hazard sign after washing. Leaders requested to keep area free of obstacles. Ongoing

3. Dormitories and corridors

Hazards	Current Controls	Severity	Likelihood	Risk Level	Additional Controls req.
Water on toilet /shower floors	Some mats for showers	Minor	Remote	Insignificant risk	Bathmats supplied to absorb spillage and group leaders informed by Warden on arrival. Mop provided for en-suite wet room. Ongoing
Locks on bedroom doors	Leaders' responsibility to ensure children do not lock doors from the inside.	Minor	Likely	Low risk	Ensure Leaders briefed about locks by Warden on arrival. Ongoing

4. Security

Leaders must ensure the premises are secured during their stay; all doors and windows to be checked each night.

- **Required level of provision for first aid: All visiting groups to bring own first aid essentials.**
- **Supervision Arrangements: all young people under the age of 18 to be supervised by a suitably qualified adult with current DBS certificate.**
- **A minimum ratio of 1 Leader to 10 children is required between ages of 10–18.**
- **Under 10 years: 1 leader to 5.**
- **Groups are informed they are responsible for good housekeeping whilst staying in the Hostel.**
- **Where necessary, individual risk assessments must be carried out by the organisation prior to the individual attending.**
- **Any external activity must be Risk Assessed by the organisation.**