



Seahouses Hostel – Risk Assessment

Scope of Assessment – All external and internal areas accessed by the public of staff.

Date of Assessment: 9th November 2022.

Next Assessment: 9th November 2024

Responsible Manager: Karen Leadbitter, Warden.

Approved by: Canon Tony Macpherson

Signed: Tony Macpherson

Date: 9 November 2022. Signed electronically

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 fire check list with signature. Weekly fire alarm test logged on check list with date, time & Warden's signature. |

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. <i>Ongoing</i> |
| 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. <i>Ongoing</i> |

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. <i>Ongoing</i> |
| 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. <i>Ongoing</i> |

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.**