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**Seahouses Hostel – Risk Assessment**

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

Date of Assessment: 20th May 2024.

Next Assessment: 20th May 2026

Responsible Manager: Karen Leadbitter, Warden.

Approved by: Canon Tony Macpherson - Chairman

A black and white drawing of a pair of arrows

Description automatically generated with medium confidence

Signed: Date: 1/6/24

(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.  *Ongoing* |
| Proper use of external playing equipment | Leaders’ responsibility | Minor | Likely | Low | Ensure Leaders briefed about safe & proper use by Warden on arrival.  *Ongoing* |
| 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 | Biannual 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.**