

Activity Area:	Walesby Lodge
Minimum Staffing Level	N/A
Staff/Pupil Ratio	N/A
Staff Qualifications	N/A
Maximum Number of Participants	N/A
Role of Accompanying Adult:	Controller of building while resident

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Location hazards	Instructors Observers Participants Contractors	High 8	Area kept clear of obstruction, tables and chairs moved back as appropriate.	Medium 6
Vehicle traffic, car park	Instructors Observers Participants Contractors	High 16	Grounds are to be clear of all obstacles. Site speed limits of 5mph. Car park fenced off to avoid children running into traffic.	Medium 13
Ignition Sources				
Electrical appliances Gas boiler Kitchen equipment Electrical system Smokers' materials Arson	Instructors Observers Participants Contractors	High 16	All electrical appliances PAT tested. All Gas appliances serviced every year by LPG Gas Engineer. All fire alarms tested once a month and serviced twice a year. Emergency lighting tested once a month. CCCTV in operation around site and staff resident on site security.	Medium 13
Fuel Sources				
LPG gas supply Cooking oils Cigarette lighters etc. Curtains/mattresses Sleeping bags/ covers Litter/waste Chairs/tables Building materials	Instructors Observers Participants Contractors	High 16	Visitors - 'Visitor Code of Practice' Staff – Site induction/ on-going training. Safety Notice/ test certificate. Building maintenance weekly checks. All non-COSH chemicals removed.	Medium 13

Building				
Uneven surfaces	Instructors Observers Participants Contractors	High 12	Residents encouraged not to run. Leaders issue warnings with regards to hazardous areas. Safety notices on display in main living room.	Medium 9
Steps entrance and fire exit	Instructors Observers Participants Contractors	High 12	Residents encouraged to walk while using stairs.	Medium 10
Bunk Beds	Participants	High 8	Residents encouraged not to be messing around on beds. Leaders issue warnings with regards to the hazards of bunk beds.	Medium 6
Showers/hot water taps.	Participants Instructors Contractors	High 8	All Gas appliances serviced every year by LPG Gas Engineer. Temperature checks carried out every month and adjustments made where needed.	Low 5
Decking area	Instructors Observers Participants Contractors	High 8	Safety rail in place to stop residents going over the edge. Centre staff observation, and leaders advised of risk. Lighting in area to ensure safe walkway.	Medium 6
Outside space immediately outside the accommodation	Instructors Observers Participants Contractors	High 8	Speed limit of 5 miles on campus. A first aid box is available in the reception which is always available. A first aider can be contacted by phoning the Duty Manager.	Low 5
Smoking	Instructors Observers Participants Contractors	High 8	Walesby Forest has a Smoking Policy which forbids smoking on any of its buildings, including residences, except for designated smoking shelters. The nearest smoking shelter to Kemp Lodge is in the beer garden in camp centre. E-cigarettes may only be used outside on residential buildings. Smoke detectors are fitted in all bedrooms and hallway / stairwell areas. (Heat detectors are fitted in kitchen)	Low 5
Noise	Instructors Observers Participants Contractors	Medium 4	The duty manger (Security) can be contacted in the event of nuisance noise from other Residential guests or users of the centre. Residential guests are not permitted to leave guests and visitors unattended and are held responsible for their behaviour. As per Walesby Forests Terms and conditions of booking which all group bookings agree to, guests must act in a proper and orderly manner, and not create any nuisance or disturbance, giving due consideration for other users or our residents, and will comply with any reasonable request made by Walesby Forest staff. As per Walesby Forest Terms and Conditions of Bookings which all group bookings agree to, Walesby Forest reserves the right to refuse admission or event any person from the premises – in the event of repeat offenders re nuisance noise this may actioned.	Low 1
Pest infestations	Instructors Observers Participants Contractors	Medium 4	Walesby Forest has a contract with a Pest Control Company whose technicians attend when pests are reported. Walesby Forest has a “Biting Insect Procedure” to be followed whenever Residential guests report receiving bites.	Low 1

			The Pest Control Technicians carry out appropriate treatments by agreement with Cleaning Services depending on their findings following their inspections, and make recommendations, to eradicate and prevent the spread of the pests.	
Water borne infections including Legionella	Instructors Observers Participants Contractors	High 16	Water tanks are treated by Maintenance in accordance with statutory requirements. Water samples are tested on a regular basis by Maintenances in accordance with SOP. All drinking water taps are labelled as such. Taps in vacant areas are run weekly by Maintenance.	Medium 13
Hazardous substances	Instructors Observers Participants Contractors	High 16	All cleaning materials are stored away in locked cleaning cupboard only accessible by cleaning staff. Cleaning staff are trained in the safe use and storage of the cleaning materials they use. Manufacturer Safety data sheets can be made available if required when seeking medical assistance. Waste material is bagged and disposed of and not allowed to accumulate in the building.	Medium 13
Electrical		High 16	Fixed installations are inspected by a competent person according to a planned inspection programme and maintained as necessary. Ensure electrical equipment in supply intake rooms visually complies with BS7671. Restricted access to supply intake rooms. Portable appliances supplied by the Walesby Forest are subject to PAT testing e.g., microwaves, toasters, fridges, and kettles. Residential guests are responsible for ensuring their personal electrical appliances are maintained in a safe condition with a resilient suitable sized plug and / or adaptor fused and suitable for use in the UK – the standard domestic supply in the UK is 240 volts.; this is detailed in the Organisers Pack sent to group organisers in advance of their stay. Residential guest can purchase adaptors at the reception should they need one. <input type="checkbox"/> Residential guests own toasters; fan heaters and deep fat fryers are not permitted.	Medium 13
Fire		High 16	Disciplinary action may be taken against any guest found to have tampered with fire safety equipment. Anyone found to have covered a smoke detector will be required to leave Walesby Forest. PEEPS will be arranged for Residential guests with known disabilities / impairments. Fire safety procedures are displayed in the main kitchen and rear fire door. Kitchens and the electrical appliances supplied in them are cleaned weekly by Cleaning Services No smoking, including the use of e cigarettes, is allowed on the premises which is strictly enforced. The use of candles, incense sticks are not allowed in any buildings. The use of residential guests own toasters, deep fat fryers and fan heaters are not permitted Group organisers receive an Information Park prior to their stay with Fire Safety Information and as per the Terms and Conditions which all group bookings agree to, it is the organisers responsible for ensuring each member of the group is familiar with, and understands Walesby Forests health & safety procedures, including fire safety. Evacuation.	Medium 13

			Fire blankets and suitable extinguishers are provided in the main kitchen and corridor. Suitable extinguishers are provided in hallways and entrances. Automatic heat detectors are fitted in the main kitchen. Automatic multi sensors are fitted in bedrooms and hallways. Weekly fire alarm testing is carried out.	
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