

JARMAN CENTRE RISK ASSESSMENT



Please report all Accidents or Near Misses in one of the Accident Books, located in the phone cupboard in Foyer of House, Solid Shelter or Archery Shed

First-aid kits are also available in the Kitchen, Galley, Solid shelter and Archery shed

The Emergency Muster Point is by the Car Park

General

Hazard	Risk	Risk Level	Control Measures
Mobile phone reception can be poor (O2 has the best coverage)	No reception	Medium	Go to main gates where reception tends to be better or for Emergencies there is a landline phone situated in a cupboard in foyer of house available to all (Chubb key and Yale with red or purple fob opens main door of house)
The dark	Not being able to see and tripping over		Bring a torch if you are arriving, leaving or plan to be walking around outside in the dark (PIR lights around building perimeter)
Wi-fi access	Inappropriate material	Medium	Allow access only by adults (Passwords given only to leader of group or another known adult)
Fast traffic on Duchess Drive	Injury	Low	Keep gates shut when children are on site. Sign warning those leaving site of the danger.
Intruders	Attack		Keep gates shut to deter others coming on site. Security company patrols site regularly and its signs are on gate and perimeter fence.
Dogs	Bites		Dogs not allowed on site unless specific permission has been given by Estate Manager
Use of electrical equipment	Electric shock		All Jarman Centre-owned electrical appliances are PAT tested every two years
Hygiene	Possible infection		Soap, hot water and hand towels available at all hand wash sinks. Additional hand sanitisers available around site

Vehicles on Site

Hazard	Risk	Risk Level	Control Measures
Car parked at bottom of drive	Emergency vehicle will not be able to gain access to house	Medium	Remove vehicles to parking space as soon as contents are unloaded
Ice and/or snow on drive	Not being able to get out of gates or back up drive		Don't take cars down drive in icy weather and go no further than car park. Keep gates shut and instruct parents to park on road. Use grit in bin by the gates
Parking areas (spaces for 32 vehicles when parked considerably)	Injury to people or vehicles	Low	Be aware of vehicle and people movements. Consider having a parking marshal if expecting a lot of traffic trying to enter and leave at the same time
Congestion on Duchess Drive	Irrate locals and Injury	Medium	If parents are dropping off or collecting from an event of more than 50 consider using a one-way system on Duchess Drive with cars only coming from Newmarket town and leaving towards Cheveley. Only allow cars to stop on Jarman Centre side of road to drop or collect and have marshals to receive/release children. Do not allow parents to block driveways of our neighbours

The House – Downstairs

Hazard	Risk	Risk Level	Control Measures
General			
Fuse trips power	No electricity	Medium	Fuse boards in marked cupboard in large room of The Loft. (Chubb key and Yale with pink fob will open external door to The Loft). Call one of the contacts listed on inside of phone cupboard door in foyer if help needed
Water leak	Damage to building	Low	Stop cock is in marked cupboard in corridor. Call one of the contacts listed on inside of phone cupboard door in foyer
Trips	Injury		Do not leave clutter on the floor and do not trail electric leads
Fingers trapped in door hinges		Medium	Door hinge protectors on kitchen and dormitory doors. Do not allow children to run and slam doors
Kitchen			
Cooker and Oven	Burns and gas	Medium	Only adults to operate. Supervision of any children using it
Kettles & water urn	Scalds		Supervision of children
Very hot water to large sink			
Sharp knives	Cuts		Kept in a locked cupboard. Supervision of children
Collision with doors to/ from hall	Injury	Low	Observe signs indicating one way system
Hall			
Wood burning stove	Burns and fire	Medium	Keep fire guard around it. Supervise children. Chimney/flue is swept regularly. After use clean out grate and ensure ash is cold before scattering outside among trees. Only wood that has been cut at least two years and allowed to dry can legally be burnt
Matches and firelighters			Keep out of reach on shelf to right of stove
Wood baskets by stove			Do not leave paper and cardboard. Please dispose of in recycling bin
Axe and Saw	Injury	Low	Only adults to use
Chairs			Supervise children when removing and replacing on rack
Tables			Only to be stacked by adults and no more than five high
Trefoil Room			
Wall heater	Burns and fire	Low	Do not cover. Supervise children in room when heater on. Move chairs away from heater before switching it on
Washrooms			
Slippery floors when wet	Slipping over	Low	Check regularly
Dormitories			
Falling out of windows	Injury	Low	Make sure children do not undo restrainers on windows allowing them to fully open
Falling from bunk beds	Falling and injury		Do not allow children to play in dormitories
Heaters	Fire		Do not cover. Do not leave on at night
External Doors			
Sleep walkers	Escape from building	Low	Use door alarm on external door from dormitory corridor at night
Incorrect use of door snibs	Getting locked out		Follow snib instructions and take keys when all going outside. If locked out, spare keys should be available from Warden

The House – Loft

Hazard	Risk	Risk Level	Control Measures
Fuse trips power	No electricity	Low	Fuse boards in marked cupboard in large room. Call one of the contacts listed on Galley notice board if help needed
Water leak	Damage to building		Stop cock is in marked cupboard in corridor downstairs under stairs. (Chubb key and Yale with purple fob will open main door of house). Call one of the contacts listed on inside of phone cupboard door in foyer
Trips	Injury		Do not leave clutter on the floor and do not trail electric leads
Stairs	Falling		Use the provided stair gate
Sleep walkers	Escape from building		Use door alarm on external door at bottom of stairs at night
Restricted room in Galley	Injury		Maximum of 4 people in the area at any one time
Kettles & water urn	Scalds		Do not over-crowd area. Supervise children
Sharp knives	Self-harming		Galley door can be locked if children in Loft are unsupervised
Window to the left in smaller main room	Escape and falling		Be aware that it opens fully as it used to be a fire exit
Fuse cupboard	Turning something off		Keep locked but leave key in lock

Around the outside of House

Hazard	Risk	Risk Level	Control Measures
Steps and slabs to/from play area slippery when wet	Slipping or falling	Medium	Take care and instruct children not to run
Slabs near air handling unit (outside kitchen) slippery when wet			
Kitchen extractor fan	Adults banging head	Low	Marked with hazard marker tape
Windows and shutters open over paths	Knocking into them		Ensure shutters are clipped back with padlock when open
Tripping over in the dark	Injury		PIR Lights around building perimeter

Solid Shelter

Hazard	Risk	Risk Level	Control Measures
Cooking	Fire	Medium	Cooking is not allowed as this is a wooden building
Toilets	Distance from campsites at night	Low	Outside lights provided (but not along path). Consider having a chemical toilet on site for night use
Trolleys	Injury		Do not allow people to ride on them. Supervise children
Kettles & water urn	Scalds		Supervise children
Fuse trips power	No electricity		Do not overload sockets. Fuse board is in back right-hand corner. Call one of the contacts listed on the noticeboard if help needed

Water leak	Flood Solid Shelter		Stop cock is under bench in front right hand corner of main shelter (underneath noticeboards). Call one of the contacts listed on the noticeboard
Elsan Disposal Point/ Cess pit	Overflowing if full		Use water in basins sparingly. DO NOT leave taps running. If disposal point looks full, or areas around any drain cover outside are wet call one of the contacts listed on the noticeboard
Lid of Elsan Disposal Point	Trapping fingers		Lid is very heavy - only to be lifted by adults

Storage Container

Hazard	Risk	Risk Level	Control Measures
Lock casing at head height	Banging head	Medium	Marked with hazard marker tape
Heavy door	Injury	Low	Keys given only to groups doing Lumberjack work. Children should not be allowed to operate door or enter the container
Tripping or slipping on entry			
Tools			
Chemicals, Paint, Petrol etc	Ingestion or Fire		

Outdoor Activities

Hazard	Risk	Risk Level	Control Measures
Trampolines	Injury	Medium	Follow instructions attached to each trampoline
Archery			Follow instructor's directions and separate Risk Assessments.
Woodland Skills Activity sessions			Provide adult/s to supervise and act as First Aider
Geocaching, Orienteering and Photo trail		Low	Children should be sent out in groups and told to stay together, be aware of their surroundings and not to run
Path down centre of Estate (CUSAGC Way)			Be aware as it crosses the Archery Range which, if in use, must not be crossed until instructor says it is safe to do so. Ropes and signs are in place to stop children running onto area
Activities provided in Activity Store			Supervise children and replace tidily in labelled spaces
Traversing Wall			Bark Safety Surface. Do not allow anyone to climb over the top. Supervise children
'Ned' Wooden Horse			Rubber Safety Surface. Supervise children
Fires and Barbecues		Medium	Keep fire bucket of cold water available at all times. Use only altar fires, barbecues or the paved areas provided. Supervise fires and children. Scatter ashes of any previous fire but leave your own
Disposable barbecues			Only to be used on fire bases. DO NOT use on benches, barbecue worktops or grass
Folding worktops attached to Barbecues	Trapping fingers		Only to be operated by adults

The Estate

Hazard	Risk	Risk Level	Control Measures
Naked flames	Out of control fire		Fires, barbeques or gas rings should not be used on bare earth or grass. Please use the fire bases or altar fires provided
Wood Piles	Logs falling, stab wounds & splinters	Medium	Not to be climbed on and children to be supervised
Trips	Injury to feet		Open-toed sandals should not be worn on the campsites or around the estate
Tent pegs	Injury		Do not put tent pegs where access is required. Check ALL tent pegs have been removed before leaving
Tree stumps	Tripping		Take care in all wooded areas especially those recently cleared
Brambles	Scratches and eye injuries		Regular maintenance to keep paths clear
Nettles	Stings		Control methods in place in well-used areas but they are covered by a Woodland preservation Order. Wear trousers and long sleeved tops when exploring the site
Vermin	Disease	Low	Ongoing contract with a Pest Control Company. Do not touch bait boxes around site. Correctly discard all rubbish as per instructions in House, Loft, Solid Shelter and on bins
Fruits and berries	Potentially poisonous		Instruct girls not to pick and eat anything from the estate unless under adult supervision
Tree safety	Crushing injuries		Ongoing maintenance of woodland by contractor but in high winds it is advised to stay out of wooded areas
High winds			Because our campsites are surrounded by tall trees it is not safe to camp in winds over 45 mph
Tree climbing	Falling		Trees are not to be climbed. All our trees are covered by a Woodland Preservation Order
Unmarked paths	Getting lost		All boundaries are fenced (but we are not saying you couldn't escape if you wanted too). Do not allow children to cross our boundaries onto neighbouring land
Uneven surfaces	Tripping		The Estate is a protected woodland environment – please take care when exploring

Reviewed by Toni-ann Hammond 15 May 2023