



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

The Emergency Muster Point is by the Car Park

General

Hazard	Risk	Risk Level	Control Measures
Mobile phone reception can be poor (O2 has good coverage)	No reception	Medium	Go to main gates where reception tends to be better or for Emergencies there is a 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 and solar lights down drive)
Wi-fi access	Inappropriate material	Medium	Allow access only by adults
Traffic on Duchess Drive	Injury	Low	Keep gates shut when children are on site
Intruders	Attack		Keep gates shut to deter others coming on site. Security company patrols site regularly and its signs are on gate
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

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 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 30 vehicles when parked considerately)	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

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
Kitchen			
Cooker and Oven	Burns and gas	Medium	Only adults to operate. Supervision of any children using it
Water urn	Scalds		Only to be used by adults
Kettles			Supervision of children
Very hot water to large sink	Cuts		
Sharp knives	Cuts	Low	Observe signs indicating one way system
Collision with doors to/ from hall	Injury		
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.
Matches and firelighters			Keep out of reach on shelf to right of stove
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			
Doors	Injury	Medium	Fitted with hinge protectors. Do not allow children to run in and out of dormitories
Falling out of windows		Low	Make sure children do not undo restrainers on windows allowing them to fully open
Falling from bunk beds	Falling and injury	Low	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 - please make sure it is fastened securely
Restricted room in Galley	Injury		Maximum of 4 people in the area at any one time
Kettles	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 slippery when wet		Low	
Kitchen extractor fan	Adults banging head		Marked with hazard marker tape
Windows and shutters open over paths	Banging into them		Ensure shutters are locked back when open
Tripping over in the dark	Injury		PIR Lights around building perimeter

Solid Shelter

Hazard	Risk	Risk Level	Control Measures
Toilets	Distance from campsites at night	Low	Outside lights provided (but not along path). Have a chemical toilet on site for night use
Trolleys	Injury		Do not allow people to ride on them. Supervise children
Kettles	Scalds		Supervise children
Fuse trips power	No electricity		Fuse board is in back right hand corner high above freezer. 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	Low	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 Risk Assessment. Follow instructor's directions. Provide a First Aider
Woodland Skills Activity sessions		Low	Be aware 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
Path down centre of Estate (CUSAGC Way)			Supervise children
Activities provided in Activity Store and Ball Box	Bark Safety Surface. Supervise children		
Climbing Frame	Bark Safety Surface. Do not allow anyone to climb over the top. Supervise children		
Traversing Wall	Rubber Safety Surface. Supervise children		
'Ned' Wooden Horse	Burns and Fire	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
Fires and Barbecues			Only to be operated by adults
Folding tables attached to Barbecues	Trapping fingers	Medium	

The Estate

Hazard	Risk	Risk Level	Control Measures
Wood Piles	Logs falling	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 along paths and 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. Wear trousers and long sleeved tops when using areas with nettles
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 Bin Store
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
Tree climbing	Falling		Trees are not to be climbed. All our trees are covered by a Woodland Preservation Order
Un marked paths	Getting lost		All boundaries are fenced
Uneven surfaces	Tripping	Medium	The Estate is a protected woodland environment - please take care when exploring

Toni-ann Hammond
Last updated: 01 March 2015