

LA GRAND'FERME

**SITE SPECIFIC RISK ASSESSMENTS FOR
GROUNDS / BUILDINGS / ACCOMMODATION**

OBJECTIVE STATEMENT AND INTRODUCTION

Detailed risk assessments have been completed and produced to offer guidelines relating to the potential hazards and risks within the general environment of La Grand' Ferme. These risk assessments relate to OUT OF ACTIVITY times for guests. All activity sessions have comprehensive and site-specific risk assessments included in operational procedures documents.

All risk assessments and control measures should be reviewed, updated as required and communicated on an ongoing basis taking into account accident / incident reports, weather conditions, other changes in environment, working practices, etc.

It should be noted that it is not possible or desirable to eliminate all potential hazards and their associated risks, to do so would be both unrealistic and also remove an essential element of the residential outdoor education experience. Rather it is preferable that all involved understand and work to manage the risks so that they are minimised to an acceptably low level.

RISK RATINGS

Probability of Risk Occurring	
Low	Acceptable risk as unlikely to occur however if the potential injury / risk is severe, ie. Death / major injury, then additional control measures may be put in place to reduce likelihood of incident occurring to very low level
Medium	Usually not acceptable and additional control measures needed to manage and reduce risk to an acceptably low level
High	NOT acceptable. Additional control measures required to control / manage risk to an acceptably low level

LA GRAND'FERME RISK ASSESSMENTS (June 2022)

SITE / GROUNDS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Vehicles / Traffic/ guests leave	Serious accident / fractures/ cuts and grazes/	Guests and staff	High	<ul style="list-style-type: none"> Maximum speed limit for vehicles of 5 KM/H to be enforced Signage for drivers at the entrance 	Low
2 Wells	Drowning / Fractures	Guests and staff	Medium	<ul style="list-style-type: none"> Warning signs placed on them Heavy cover placed over the holes. Out of bounds areas clearly communicated during site orientation with all new guests 	Low
Pool	Drowning	Guests and staff	High	<ul style="list-style-type: none"> Warning post with information placed in front of the door Self closing door Fence all around the pool with locking door Cover over the water Children cannot use the pool without an adult Out of bounds areas clearly communicated during site orientation with all new guests 	Low
Guests leave our center and go on the road	Serious accident / fractures	Guests	Low	<ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests 	Low
Sport court	Cuts and grazes	Guests and staff	low	<ul style="list-style-type: none"> Warning post with information placed over the door Closing door which is locked when not in use Fence all around pitch Children cannot use the football pitch without an adult. 	Low
Maintenance areas	Serious injury	Guests and staff	Medium	<ul style="list-style-type: none"> Out of bounds areas clearly communicated to guests during site orientation Areas provided with locks are secured at end of sessions Staff vigilance 	
Marquee	Serious	Guests and	Low	<ul style="list-style-type: none"> Marquee securely anchored with storm-proof straps 	

(from May to October)	injury / bad weather	staff		<ul style="list-style-type: none"> In case of extreme weather conditions guests are advised not to use and checks are to be made to anchor points Staff vigilance 	
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SECURITY / FIRE

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Security of site and dormitories	Serious incident / injury	Guests and staff	Medium	<ul style="list-style-type: none"> Most external doors self closing All other doors are locked by the night duty person All staff to be aware of 'stranger danger' and confront / question any persons who they believe should not be on site or are acting in a suspicious manner Digital key pad entry systems on most external dormitory doors with unique codes. Codes changed on a regular basis. Teachers to check during dorm patrol that all external entrances are secure Anti-escape door alarm system offered to supervising adults 	Low
Fire	Serious incident / death / injury	Guests and staff	Medium	<ul style="list-style-type: none"> Fire alarm installed and recorded fire alarm test to take place weekly Smoke detectors linked to fire alarm in all indoor areas Break glass points in strategic areas Evacuation notices in all Accommodation areas / bedrooms (In English) Fire evacuation routes clearly marked in all rooms / offices / classrooms / etc. Fire doors kept closed at all times Fire exits clearly marked and kept clear at all times Fire training for all staff Fire evacuation plan in place Fire evacuation practice takes place with all new guests within 24 hours of arrival 	Low

				<ul style="list-style-type: none"> Smoking only permitted in certain designated outdoor areas and appropriate metal containers provided for cigarette butts Adequate fire extinguishers of the correct type are in place and inspected regularly Where cooking takes place additional fire control measures in place - fire blankets, etc. 	
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ACCOMMODATION

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Bunk beds	Major accident / fractures	Guests	Medium	<ul style="list-style-type: none"> Guests to be briefed to the dangers of jumping from top bunks Top bunks fitted with guard rails Accompanying teachers to enforce discipline during stay 	Low
'Falling from' high level windows	Major accident/ fractures	Guests	Medium	<ul style="list-style-type: none"> Guards or restrictors on windows Risk clearly communicated during site orientation with new guests Window keys for non-guarded windows to be left under the responsibility of a supervising adult. 	Low
Hot water	Scalding	All	Medium	<ul style="list-style-type: none"> All shower and bath faucets to be of the regulated type 	Low
Bacterial contamination	Illness	All	Medium	<ul style="list-style-type: none"> All bathroom / toilet surfaces to be cleaned on a regular basis 	Low
Cleaning products/ chemicals	Injury – burning or ingestion	All	Medium	<ul style="list-style-type: none"> ALL cleaning products to be kept in designated storage areas when not in use 	Low

CATERING / KITCHEN / DINING AREAS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Kitchen	Injury	Guests	Medium	<ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests 	Low
Bacterial contamination	Illness	All	Medium	<ul style="list-style-type: none"> All dining room surfaces to be cleaned on a regular basis and before each meal 	Low
Food poisoning / contamination	Illness	All	High	<ul style="list-style-type: none"> ALL kitchen staff to be trained in the safe storage and preparation of food HACCP or similar guidelines to be followed at all times with regard to kitchen operating procedures and the safe storage and preparation of food Kitchen and all equipment to be cleaned on a regular basis and before the preparation of food Regular food hygiene inspections by external assessors 	Low

GENERAL

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Electrical cupboards / housings allowing ease of access to high voltage areas	Major electric shock	Guests and staff	Medium	<ul style="list-style-type: none"> Staff to ensure cupboards are locked at all times when not in use Risks and out of bounds areas clearly communicated during site orientation with all new guests 	Low
Electrical apparatus	Minor electric shock	All	Medium	<ul style="list-style-type: none"> All electrical appliances in use for both staff and guests are to be inspected and tested on an annual basis by a person qualified to do so. All tests to be recorded. 	Low
Slips, trips and falls on uneven ground / drainage covers	Fractures, cuts and grazes	Guests and staff	Medium	<ul style="list-style-type: none"> Risk clearly communicated during site orientation with all new guests 	Low

/ etc.					
Alcohol accessible to pupils situated in teachers retreat area in games room	Minor accident/ illness	Pupils visiting la Grand' Ferme	Medium	<ul style="list-style-type: none"> • Out of bounds areas clearly communicated during site orientation with all new guests • Staff vigilance 	