

# **LA GRAND'FERME**

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

**Version 5**

## 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

## SITE / GROUNDS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Vehicles / Traffic/ guests leave	Serious accident / fractures	Guests and staff	High	<ul style="list-style-type: none"> <li>Maximum speed limit for vehicles of 5 KM/H to be enforced.</li> <li>Signage for drivers at the entrance.</li> </ul>	Low
2 Wells	Drowning / Fractures	Guests and staff	Medium	<ul style="list-style-type: none"> <li>Warning signs placed on them.</li> <li>Heavy cover placed over the holes.</li> <li>Out of bounds areas clearly communicated during site orientation with all new guests</li> </ul>	Low
Pool	Drowning	Guests and staff	High	<ul style="list-style-type: none"> <li>Warning post with information placed in front of the door.</li> <li>Fence all around the pool with locking door.</li> <li>Cover over the water.</li> <li>Children cannot use the pool without an adult.</li> <li>Out of bounds areas clearly communicated during site orientation with all new guests.</li> </ul>	Low
Guests on the road	Serious accident	Guests	Low	<ul style="list-style-type: none"> <li>Out of bounds areas clearly communicated during site orientation with all new guests.</li> </ul>	Low
Sport court	Cuts and grazes	Guests and staff	Low	<ul style="list-style-type: none"> <li>Fence all around pitch and warning post with information placed over the door.</li> <li>Closing door which is locked when not in use.</li> <li>Children cannot use the sports pitch without an adult.</li> </ul>	Low
Aeroball	Serious accident/ falls	Guests	Medium	<ul style="list-style-type: none"> <li>Out of bounds areas clearly communicated to guests during site orientation.</li> <li>Fence around the activity area and clear signage in place forbidding access without a qualified instructor.</li> </ul>	Low
Archery range	Serious injury	Guests and staff	Medium	<ul style="list-style-type: none"> <li>Out of bounds areas clearly communicated to guests during site orientation.</li> <li>Equipment to be kept in secure locked areas.</li> <li>Staff to thoroughly verify the range after activity for arrows.</li> <li>During the activity, clear signage + staff vigilance to avoid guests entering the area.</li> </ul>	Low
Maintenance areas	Serious injury	Guests and staff	Medium	<ul style="list-style-type: none"> <li>Out of bounds areas clearly communicated to guests during site orientation.</li> <li>Areas provided with locks are secured at end of sessions.</li> <li>Staff vigilance.</li> </ul>	Low
Marquee (from May to October)	Serious injury	Guests and staff	Low	<ul style="list-style-type: none"> <li>Marquee securely anchored with storm-proof straps.</li> <li>In case of extreme weather conditions guests are advised not to use and checks are to be made to anchor points.</li> <li>Staff to decide to take down the marquee in accordance with national weather alerts.</li> <li>Staff vigilance</li> </ul>	Low

## 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"> <li>• Most external doors self-closing.</li> <li>• All other doors are locked by the night duty person.</li> <li>• 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.</li> <li>• Digital keypad entry systems on most external dormitory doors with unique codes.</li> <li>• Codes changed on a regular basis.</li> <li>• Staff to indicate during check-in to teachers which doors are to be secured at night by a member of their team.</li> <li>• Teachers to check during dorm patrol that all external entrances are secure.</li> <li>• Anti-escape door alarm system offered to supervising adults.</li> </ul>	Low
Fire	Serious incident / death / injury	Guests and staff	Medium	<ul style="list-style-type: none"> <li>• Fire alarm installed and checked regularly by competent body.</li> <li>• Smoke detectors linked to fire alarm in all indoor areas.</li> <li>• Break glass points in strategic areas.</li> <li>• Evacuation notices in all Accommodation areas / bedrooms (In English).</li> <li>• Fire evacuation routes clearly marked in all rooms / offices / classrooms / etc.</li> <li>• Fire doors kept closed at all times.</li> <li>• Fire exits clearly marked and kept clear at all times.</li> <li>• Fire training for all staff.</li> <li>• Fire evacuation plan in place.</li> <li>• Recorded fire evacuation practice takes place with all new guests within 24 hours of arrival.</li> <li>• Smoking only permitted in certain designated <b>outdoor</b> areas and appropriate metal containers provided for cigarette butts.</li> <li>• Adequate fire extinguishers of the correct type are in place and inspected regularly.</li> <li>• Where cooking takes place additional fire control measures in place - fire blankets, etc.</li> </ul>	Low

## 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"> <li>• Guests to be briefed to the dangers of jumping from top bunks.</li> <li>• Top bunks fitted with guard rails.</li> <li>• Accompanying teachers to enforce discipline during stay.</li> <li>• Beds to be inspected regularly by trained staff.</li> </ul>	Low
Bedbugs	Bites/ irritations	Guests	Low	<ul style="list-style-type: none"> <li>• Regular inspections by trained staff.</li> <li>• Deep cleaning to take place quarterly.</li> <li>• Bed upgrades – new metal beds and fully-encompassing mattress protectors being installed which are less susceptible to infestation.</li> <li>• In the unlikely event of a suspected infestation, guests to be moved to another room where possible and room to undergo a series of disinfection treatments. Any wooden furniture affected to be destroyed and replaced.</li> <li>• Preventive treatment to take place in neighbouring rooms following any suspected infestations.</li> </ul>	Low
'Falling from' high level windows	Major accident/ fractures	Guests	Low	<ul style="list-style-type: none"> <li>• Guards or restrictors on windows.</li> <li>• Risk clearly communicated during site orientation with new guests.</li> <li>• Window keys to be left under the responsibility of a supervising adult.</li> </ul>	Low
Hot water	Scalding	All	Medium	<ul style="list-style-type: none"> <li>• All shower taps to be of the regulated type.</li> <li>• Water heaters to be regulated by a thermostat.</li> </ul>	Low
Bacterial contamination	Illness	All	Medium	<ul style="list-style-type: none"> <li>• All bathroom / toilet surfaces to be cleaned on a regular basis.</li> </ul>	Low
Cleaning products/ chemicals	Injury – burning or ingestion	All	Medium	<ul style="list-style-type: none"> <li>• ALL cleaning products to be kept in designated storage areas when not in use.</li> <li>• All chemical pool products to be kept in locked designated storage area.</li> </ul>	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"> <li>• Out of bounds areas clearly communicated during site orientation with all new guests.</li> <li>• Door to main kitchen to be closed at night.</li> <li>• Teachers and pupils in the gite to be briefed on the dangers of the kitchen.</li> </ul>	Low
Bacterial contamination	Illness	All	Medium	<ul style="list-style-type: none"> <li>• All dining room surfaces to be cleaned and disinfected on a regular basis and before each meal.</li> </ul>	Low
Food poisoning / contamination	Illness	All	High	<ul style="list-style-type: none"> <li>• ALL kitchen staff to be trained in the safe storage and preparation of food.</li> <li>• HACCP or similar guidelines to be followed at all times with regard to kitchen operating procedures and the safe storage and preparation of food.</li> <li>• Kitchen and all equipment to be cleaned on a regular basis and before the preparation of food.</li> <li>• Regular food hygiene inspections by external assessors.</li> </ul>	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"> <li>Risks and out of bounds areas clearly communicated during site orientation with all new guests.</li> <li>Only trained staff to access electrical cupboards.</li> </ul>	Low
Electrical apparatus	Minor electric shock	All	Medium	<ul style="list-style-type: none"> <li>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.</li> </ul>	Low
Slips, trips and falls on uneven ground / drainage covers / etc.	Fractures, cuts and grazes	Guests and staff	Medium	<ul style="list-style-type: none"> <li>Risk clearly communicated during site orientation with all new guests.</li> <li>Staff vigilance.</li> <li>Regular maintenance of grounds.</li> </ul>	Low
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"> <li>Out of bounds areas clearly communicated during site orientation with all new guests.</li> <li>Staff vigilance.</li> <li>Alcohol to be stored out of sight of pupils.</li> </ul>	