


Risk Assessment and Risk Management Record

Establishment: The Hardenlot Centre, Hardenlot, France

Location / purpose: Residential visit – School group

Identifying the hazards – assessing the risk	Risk rating	Control Measures – reducing the risk	Outcome
<p>Fire</p> <p>Open fire: Physical, chemical, biological hazards for group Personal safety Environment-al impact</p>	<p>High</p>	<p>All visitors thoroughly briefed with regards to Fire Safety: Fire safety briefing includes whole site no smoking, reference to escape routes (notices in all public rooms and bedrooms) alarm sounding and fire drill (recorded in fire safety log) and location of muster point. Leader briefing and welcome pack include how to summon emergency services, location and operation of the alarm system control panel. Open fires outdoors can only be lit in the designated area. They must be managed at all times by visiting staff and are under the direct supervision of the group leader. If an open fire is to be lit in the designated area, water supplies and first aid must be in place before fire is lit. Any fire must be kept small and easily manageable at all times and extinguished before leaving the area. Only adults will fuel/stoke the fire if needed and young people will not be permitted to throw objects on to the fire. Only timber will be used (no plastics etc) Young people will be kept at a safe distance from the fire at all times. The assistance and/or presence of Centre staff can be provided.</p>	<p>Low</p>
<p>Injury on site</p>	<p>Med</p>	<p>All visitors briefed with regard to size and nature of the site. All visitors briefed at welcome talk to ensure they do not roam unaccompanied or without letting their group leader know their whereabouts. Leader briefing and welcome pack includes location of first aid, location of hospital and how to summon emergency services. All groups briefed that challenge course is out of bounds unless supervised by member of staff.</p>	<p>Low</p>

			<p>All groups briefed that paths and gangways may be slippery when wet. Non-slip tape / wire netting applied to exterior wooden surfaces.</p> <p>All visitors reminded of direction of traffic flow as they leave the site irrespective of whether on foot or driving.</p> <p>No vehicles are permitted in front of the accommodation/ restaurant (except visitors). Coach access restricted to parking area at gate.</p> <p>Groups recommended to have a First Aid qualified person with them.</p>	
Drowning	Med		<p>All visitors briefed with regard to the danger posed by the small lake on site. Lake is fenced by padlocked gate.</p> <p>An emergency throw line and life belt are permanently located just inside the gate, and are checked regularly.</p> <p>All groups advised that the dipping platform must not be used.</p>	Low
Getting lost on site	Low		<p>All visitors briefed with regard to size and nature of site, particular reference is made regarding boundary demarcation and areas requiring supervised access.</p> <p>Lights installed along the main pathway and floodlights in front of buildings.</p>	Low
Site security and Intervention from non-residential person/s	Med		<p>All visitors briefed at welcome talk to ensure that they do not roam unaccompanied or without letting their group leader know their whereabouts.</p> <p>Group leaders to be reminded of the open nature of this site and the need to be aware of the whereabouts of their group members.</p> <p>The privacy of all on-site residents must be reinforced. Ground floor windows and doors to be securely locked at night or periods of absence. Fire doors at ends of corridors should not be used except in emergencies and should be kept closed and locked from the inside</p> <p>Electronic gate at site entrance prevents entry by unauthorised vehicles.</p> <p>Windows in accommodation comprise system to block entry from outside.</p> <p>Lockable bedroom doors with group leader access to door keys if necessary.</p> <p>Accommodation block is lockable.</p> <p>All staff CRB checked (in France or UK)</p>	Low

Injury in residential accommodation	Med	Leaders of groups briefed about use of wood burning fire in house. Leaders and groups briefed about no entry to kitchen areas. Reference to be made with regard to sleeping in bunks	Low
Food poisoning	Med	All kitchen staff trained in Food Hygiene Level 1. Regular on-site hygiene training Practice of HACCP in kitchen areas Entry to kitchen area limited to kitchen staff only	Low
Employer – RA/ guidance used			
-KCC Regulations and Guidance for Safe Practice of Offsite Activities (CD) Section A7 and A6			
Establishment – RA/guidance used			
- Generic Risk Assessment for Residential Visits			
Alternative plans (Plan B/ Plan C)			
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Emergency contacts and procedures			
Centre Manager and/or caretaker, and full instructions given on arrival to group leader concerning emergencies			
RA carried out by:	Myriam Caron (Centre Manager)		Date: 16/06/17
			Date of next RA: June 2018
Visit leader Name and signature	Visit Leader :	Authorising Officer/ Role:	
	Date:		