

Risk Assessment and Risk Management Record

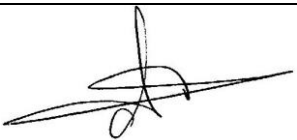
Establishment: The Hardelot Centre, Neufchâtel-Hardelot, France

Location / purpose: Residential

This is a generic Risk Assessment for Local Authorities to issue to leaders and other staff involved in a Residential Visit. It sets out general hazards and control measures for a Residential Visit. It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific undertaking.

Identifying the hazards	Risk rating	Control Measures – reducing the risk	Outcome	Further action by School
Fire	High	<ul style="list-style-type: none"> • 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. • There are: <ul style="list-style-type: none"> ○ automatic fire alarms in each building. ○ fire extinguishers available in each building. ○ fire exits clearly marked. ○ more than one exit in each building. • A group list is held by staff to ensure registration of whole party after an evacuation of the building. 	Low	
Open fire – Camp fire on site	High	<ul style="list-style-type: none"> • Open fire 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 always kept at a safe distance from the fire. • The assistance and/or presence of Centre staff can be provided. 	Med	
Injury on site	Med	<ul style="list-style-type: none"> • 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. 	Low	

		<ul style="list-style-type: none"> • 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. • All groups briefed that paths and gangways may be slippery when wet. Non-slip tape / wire netting applied to exterior wooden surfaces. • All visitors reminded of direction of traffic flow as they leave the site irrespective of whether on foot or driving. • No vehicles are permitted in front of the accommodation/restaurant (except visitors). Coach access restricted to parking area at gate. • Groups recommended to have a First Aid qualified person with them. 		
Drowning	Med	<ul style="list-style-type: none"> • All visitors briefed with regard to the danger posed by the small lake on site. Lake is fenced by padlocked gate and out of bound for all visitors. • An emergency life belt is permanently located just inside the gate and are checked regularly. 	Low	
Getting lost on site	Low	<ul style="list-style-type: none"> • All visitors briefed with regard to size and nature of site, particular reference is made regarding boundary demarcation and areas requiring supervised access. • Lights installed along the main pathway and floodlights in front of buildings. 	Low	
Accommodation		<ul style="list-style-type: none"> • School has exclusive use of sleeping accommodation. • Separate male and female sleeping accommodation. • Staff accommodation adjacent and same floor as pupils. • Students can easily contact staff throughout night. • Students are checked into rooms at 'lights out'. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/changing areas etc are agreed. • Pupils know what to do if concerned. • Fingers in door 	Low	
Site security and Intervention from non-residential person/s	Med	<ul style="list-style-type: none"> • All visitors briefed at welcome talk to ensure that they do not roam unaccompanied or without letting their group leader know their whereabouts. • 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. • 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. • Electronic gate at site entrance prevents entry by unauthorised vehicles. 	Low	

		<ul style="list-style-type: none"> • Windows in accommodation comprise system to block entry from outside. • Lockable bedroom doors with group leader access to door keys if necessary. • Accommodation block is lockable. • All staff CRB checked (in France or UK) • All intervenient is registered 		
Injury in residential accommodation	Med	<ul style="list-style-type: none"> • Leaders and groups briefed about no entry to kitchen areas. • Reference to be made with regard to sleeping in bunks. 	Low	
Food poisoning	Med	<ul style="list-style-type: none"> • 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. • Allergies and special diets are requested prior to arrival on site for staff to prepare alternatives. 	Low	
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: 24/04/2023	
			Date of next RA: 24/04/2024	
Visit leader Name and signature	Visit Leader :	Authorising Officer/ Role:		
	Date:			