


Hautbois Activity Centre Risk Assessment			
House Risk Assessment			
Assessment Code: RA-HOUSE2	SOP Code: N/A	Lesson Plan Code: N/A	
Review Date: January 2024	Assessor: Fiona Hunter CIEH Level 3 H&S in the Workplace	Tech Advisor: The Red Cat Partnership	

### Property Description

Hautbois House is a 19<sup>th</sup> century converted Rectory comprising 11 bedrooms (57 beds) arranged over the first and second floors. The ground floor comprises 3 meeting rooms, 3 Offices, a Shop, a Kitchen, a Laundry Room, a Pantry and communal areas. The property was converted between 1984 and 1988 into a residential activity centre.

### General Statement of Policy

It is the policy of Girlguiding Anglia to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which may arise from work activities.

Girlguiding Anglia will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

Girlguiding Anglia give a high level of commitment to health & safety and will comply with all statutory requirements. For information on general Health & Safety, please refer to the Girlguiding Anglia Health & Safety policy.

SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

LH=Likelihood Rating 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)

**RR= Risk Rating; A (Acceptable Risk) RR (Residual Risk remains despite controls- 'occupational hazard') U (Unacceptable Risk, action to be taken immediately)**

Significant Hazard	Persons at Risk	Controls	Severity	Likelihood	Risk Rating
Slips, trips and falls	Users and guests of Hautbois may suffer injury if they slip e.g. on spillages or trip over objects.	<p>Car park surface maintained and gravel raked at regular intervals.</p> <p>Tarmac path laid up to House from car park to reduce trip hazards.</p> <p>Surface to be inspected regularly to check for damage by tree roots or cracking and repaired as necessary.</p> <p>Parking spaces for guests or users with disabilities available at entrance to House. Spaces to be available for those with disabilities only. Surface to be inspected regularly to check for damage or cracks and repaired as necessary.</p> <p>Good lighting in car park and in all rooms and corridors in House. Check that light bulbs have not blown and that the lights are turned on at dusk.</p> <p>Spillages are cleared up as quickly as possible and guests made aware of where equipment is kept to do this.</p> <p>Mats or non-slip surfaces at entrance ways to reduce rainwater being carried into the House. Ensure that mats are regularly beaten or vacuumed to ensure effectiveness.</p> <p>Trailing cables or leads held out of the way. Ensure that cables are stored in cable management systems and do not cause a trip hazard.</p> <p>Corridors and emergency exits kept clear of blockages.</p> <p>The risk of falling from the half landing (between first and second floors) is controlled by the addition of a second rail about 8" above bannister rail.</p>	2	3	RR

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Working at height - e.g. changing light bulbs / cleaning	Anyone working at height could suffer injuries, possibly serious, should they fall.	Appropriate commercial stepladders securely stored and available for use. Printed copies of HSE guidance on safe use of stepladders and make available to those who may use a stepladder. System in place for checking condition of stepladder. Relevant staff are trained and aware of how to use stepladders and work at height safely. Staff using ladders do not work alone.	2	1	A
Vehicular movement	Pedestrians could suffer serious injury if struck by cars entering / leaving car park or site or moving in it.	Entrance to car park clearly marked. Apply 5 mph speed limit on site and signs in place. Speed bumps installed to encourage adherence to speed limit. For large events, parking controlled by marshals wearing high visibility vests. Barrier controlled driveway to control limit vehicle access to house and courtyard areas. Car park and pathway to house well lit - lighting is checked to ensure in good working order and maintain appropriately. Deliveries are delivered to the designated area only. Clear signage is provided to warn of moving vehicles and staff available to assist with reversing if needed. Collection of refuse bins located outside the grounds to minimise risk of danger to pedestrians. Pedestrians routed via rear of house wherever possible	2	3	RR
Hazardous Substances - E.g. Cleaning products	The housekeeping team and others cleaning risk skin problems e.g. dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves provided for use. Remind staff to check for dry, red or itchy skin on hands and, if finding any, to report to Line Manager and seek medical attention. Cleaning products to be as mild as possible, those which are an irritant to be stored in original packaging and clearly marked. Cleaning staff and line manager to be aware of, and follow, COSHH regulation requirements. Cleaning staff trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. Staff to be trained in handling/storage. Cleaning products stored securely in COSHH cupboard with coded entry.	3	1	A
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Duty staff know where the fuse boxes are and how to switch off the supply in an emergency. Portable electrical equipment is tested periodically and visually inspected at 3 monthly intervals. Less portable items are tested according to the portable appliance testing plan. Fixed installations are inspected at intervals specified in BS 7671:1992 (every 5 years) or more frequently if the installation changes. Any electrical equipment brought in by staff must be visually inspected and, if possible, PAT tested. Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 amps.)	3	1	A

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		Ensure guests know they are responsible for any electrical equipment brought onsite for use (e.g. hairdryers, CD players)			
Light Bulbs	Staff and guests could be injured by bulbs shattering or by changing bulbs if not following correct procedures.	Power must be switched off at fuse board if necessary. Careful handling, particularly of fluorescent tubes, and stepladders used correctly when replacing bulbs at height. Change to low energy LED lamps wherever possible - most now changed.	2	1	A
Boiler	Staff and guests could be burnt if care is not taken when near the boiler.	New boiler installed located in external locked cupboard. Serviced regularly. No external heat.	2	1	A
Stored Equipment	Staff and guests could be injured by collapsing stacks or falling equipment not stored appropriately	Staff and guests to be made aware that they must stack tables and chairs carefully. Ensure that equipment stores are kept in a tidy, safe and ordered state. At risk groups- tables and chairs are laid out and put away by staff.	2	2	A
Manual Handling	Users may suffer injury if they try to lift objects that are too heavy or awkward.	Operatives to be aware that they must not exceed their own personal capacity for lifting and handling. Use a mechanical aid wherever possible e.g. sack barrow. Two-man lifting - ensure operatives do not attempt unsuitable operations on their own. Ensure the load is stable before lifting commences and that lifting occurs with load close to the body. Reduce, to a minimal amount, the distance through which the load must be lifted. Avoid twisting, stooping or stretching the body when moving the load. Try to avoid repetitive movement where possible - allow sufficient operator rest and, where possible, rotate this work between different operatives. Avoid a poor working environment such as inadequate lighting and uneven floors. Staff trained in Manual Handling techniques; assistance required if object too large, e.g. loads split for ease of handling.	2	2	A
Fire	If trapped, staff or guests could suffer fatal injuries from smoke inhalations / burns.	Fire Risk Assessment carried out regularly. Have installed a suitable and sufficient fire detection and alarm system which is maintained and tested regularly. FD30 fire doors installed and maintained. Fire drills are carried out with each group and logged. Staff receive in house awareness training carried out by Fire marshals.	5	1	A

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Alcohol	Guests becoming intoxicated increasing risk of injury.	No alcohol sold by Hautbois Activity Centre. Group leaders to be made responsible for their own consumption. Staff to follow rules as set out in the Staff Handbook.	2	1	A
Stairs	Guests and staff, suffering injury from trips and falls.	Groups warned not to run on the stairs. Bannister rails regularly checked for secure fixings, carpet kept clean and stairways not obstructed.	3	1	A
Cellar	Guests and staff suffering injury from falling down stairs or banging head on low roof.	Warning signs displayed at low ceiling points. Cellar door kept locked. Only staff allowed down cellar steps.	2	2	A
Showers	Guests using showers suffering injury from slipping or tripping on wet floors.	Non-slip flooring surfaces installed in en-suite shower rooms. Non-slip wooden or plastic slats inside communal shower cubicles.	2	1	A
Emergency exits	Guests and staff risk injury or death if unable to exit the building in case of emergency.	Emergency exits clearly marked and kept clear at all times. Emergency lighting serviced annually and checked monthly by staff. Guests and staff briefed on emergency exit procedure on arrival or at induction.	5	1	A
Hot water still	Guests and staff may be scalded by steam or hot water.	Machines serviced annually and warning sign displayed.	2	2	A
Knives	User may suffer cuts from incorrect use / lack of care and attention.	Only to be used by adults. Stored safely, Staff trained in appropriate use.	2	2	A
Food handling	Users and staff may suffer food poisoning due to poor food handling techniques.	Catering staff trained to Food Hygiene level 2 or above. Safe preparation, storage and handling procedures followed. Regular cleaning of all cupboards and surfaces. Staff to follow correct personal hygiene guidelines. Ongoing staff training. Refrigeration temperature checks done and recorded daily, hot food checks done and recorded regularly.	5	1	A
Oven	Guests and staff suffering respiratory problems due to gas leak. User suffering burns from hot surfaces and pans.	Gas bottles changed regularly by Calor Gas provider. Gas appliances serviced annually. Oven gloves provided. Users trained and warned of risks particularly when moving heavy pans.	5 3	1 1	A A

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Dishwasher	User may suffer scalds from the steam.	Users trained in safe usage Equipment serviced annually and regulated to ensure temperature not too high.	2	1	A
Legionnaires' Disease	All users but particularly the frail and elderly, the very young (infants) and groups with compromised immunity.	Legionella risk assessment carried out and reviewed regularly, with recommendations carried out as required. Regular monitoring, cleaning and running water systems in place and implemented.	5	1	A

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