



Risk Assessments

Site and Facilities

Contained in the following pages are the risk assessments for Dukes Barn Site and Facilities. These risk assessments have been carried out by the staff of Dukes Barn taking into account any entries to our accident / near miss report folder.

Reviewed periodically

Site and Facilities

What are the hazards?	Who might be harmed and how	What we are already doing / control measures	Further action required	Action required Responsibility/dates due and completed
Slips and falls	Staff and visitors - may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> ■ Floors and grounds are kept in reasonable condition ■ Grit available for use outdoors when icy ■ Sufficient interior and exterior lighting ■ Non-slip flooring and good housekeeping, including signage when wet. Young people are briefed not to run around and wear suitable footwear. ■ All floor and passageways kept tidy and clear ■ All spillages are cleaned up immediately 	No further action at this time	
Door finger trap	Staff and visitors - finger injury	<ul style="list-style-type: none"> ■ Doors considered to have a significant risk of finger entrapment are fitted with finger guards 	No further action at this time	
Fire	Staff and visitors - burns and smoke inhalation	<ul style="list-style-type: none"> ■ Dukes Barn is a NO SMOKING building ■ Bi-annually, the Fire Service is invited to carry out an audit and advise ■ Appropriate fire extinguishers are located throughout the building. These are serviced annually. ■ Fire escape doors are signed ■ Fire procedure notices are posted throughout the building ■ A visual and audible fire alarm is fitted and connected to heat and smoke sensors ■ The alarm is checked weekly, and a service contract is in place ■ On arrival at the Centre, as part of the introduction, the fire procedure is explained to each group ■ As part of the introduction to the Centre - a walk around the Centre to familiarise and identify hazards, escape routes and the fire assembly point ■ A register of the sleeping arrangements for the group is kept on top of the fire panel ■ Visiting staff are briefed on emergency /fire procedure 	No further action at this time	

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Vehicle movement	Staff and Visitors - Collision with moving vehicle	<ul style="list-style-type: none"> ■ All regular delivery vehicles are instructed to drive slowly and with extreme care ■ During the introduction, visitors are made aware of the hazard ■ Whenever possible mini buses are reversed into parking slots with children still on-board ■ Only vehicles connected to the Dukes Barn need access to the site ■ Activity staff vigilant to vehicle movement whilst loading their minibus ■ When a large vehicle is reversing, a banks man should be used 	No further action at this time	
Unauthorised visitors	Staff and visitor - inappropriate activity	<ul style="list-style-type: none"> ■ All visitors are asked to report to the office when coming on site ■ Maintenance contractors are on-site only when considered appropriate ■ CCTV coverage to the front of the property ■ Visiting staff are briefed on how to secure the building at night ■ Adequate nighttime security lighting ■ All Duke Barn staff asked to be vigilant and challenge strangers 	No further action at this time	
Familiarisation with the centre	Visitors - Various injuries	<ul style="list-style-type: none"> ■ As part of the introduction to the Centre, we carry out a walk around the Centre to: <ul style="list-style-type: none"> - Familiarise and identify hazards, escape routes and the fire assembly point - To make aware of the boundaries where they can and cannot go - Made aware that the ropes course area is out of bounds. There are also signs on the ropes course saying no unauthorised use. - Made aware the allotment area is out of bounds unless a Dukes Barn staff member has given permission. - Visiting staff are made aware that the tunnel and hill should only be used under supervision - Made aware of the potential hazard of delivery vehicles 	No further action at this time	

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Lighting	Staff and visitors - trips and falls	<ul style="list-style-type: none"> ■ There is adequate lighting throughout the Centre ■ Emergency lighting throughout the building – illuminating all escape routes and illuminating many areas for up to 3hrs ■ Tests of emergency lighting are carried out every six months ■ Automatic lighting of outside areas 	No further action at this time	
Electricity	Staff and visitors - Shocks or burns from faulty electrical equipment. - Electrical faults can also lead to fires	<ul style="list-style-type: none"> ■ All electrical equipment is kept in good condition and maintained ■ Any faulty equipment is immediately removed from use ■ Annual testing of portable appliances (PAT) ■ 5 yearly audits of electrical installations by qualified electricians ■ Annual test of emergency lighting and fire alarm by a qualified electrician ■ Except for minor repairs (replacement plugs, fuses and bulbs), all electrical work is carried out by a qualified electrician 	No further action at this time	
Gas	Staff and visitors - Could suffer serious/fatal injuries as a result of an explosion or release of gas	<ul style="list-style-type: none"> ■ All gas appliances have an annual inspection by qualified Gas Safe registered engineers ■ A locked door prevents boiler room access. Only authorised Dukes Barn staff to have access ■ Boiler room is adequately ventilated ■ Kitchen gas appliances are connected to a gas interlock ventilation system ■ Gas appliances have an easily accessible safety cut-off valve 	No further action at this time	
Legionnaires Disease	Staff and visitors	<ul style="list-style-type: none"> ■ Water supply is via a mains water supply ■ Quarterly inspection by an external contractor to confirm correct water temperature for the prevention of legionnaires disease 	No further action at this time	

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Hot water system	Staff and visitors - Scalding	<ul style="list-style-type: none"> ■ Quarterly inspection by an external contractor of thermostatic mixer valves to ensure hot water is at a safe temperature ■ Annual inspection of 2 x hot water cylinders 	No further action at this time	
Hot water urn	Staff and visitors - Scalding	<ul style="list-style-type: none"> ■ Positioning of urn to prevent accidental knocking of the water tap ■ Signage ■ Children to be supervised ■ Tap spring-loaded to the off position 	No further action at this time	
Chemicals COSHH	Staff and visitors - Staff risk skin irritation or eye damage from direct contact with cleaning chemicals - Vapour from cleaning chemicals may cause breathing problems	<p>Where possible, cleaning products are of the type you would find in a domestic household.</p> <ul style="list-style-type: none"> ■ Staff are shown how to use and store cleaning products safely and never to transfer chemicals to an unmarked container ■ Mops, brushes and protective gloves are provided and used ■ Cleaning chemicals are either locked in the cleaning cupboard or kept in the kitchen ■ Chemicals other than cleaning materials are kept in a locked shed ■ A safety data sheet is on file for all chemicals 	No further action at this time	
General	Staff and visitors	<ul style="list-style-type: none"> ■ All accidents and near-misses are recorded, and the appropriate action taken ■ Staff are informed immediately of any changes to our risk assessment/procedures 	No further action at this time	