



CHATEAU DE LA BAUDONNIERE

SITE SPECIFIC RISK ASSESSMENTS FOR GROUNDS / BUILDINGS / ACCOMMODATION

**Version 10
Updated Jan 2019**

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 The Chateau. 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

CHATEAU DE LA BAUDONNIERE RISK ASSESSMENTS (Jan 2019)

SITE / GROUNDS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Lakes	Drowning	Guests and staff	Medium	<ul style="list-style-type: none"> Warning signs placed at strategic points around lake Out of bounds areas clearly communicated during site orientation with all new guests Life rings with ropes placed at strategic points around lake 	Low
Maintenance areas	Serious injury	Guests and staff	Medium	<ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests All areas to have OUT OF BOUNDS signs in place All maintenance areas, including paint store, should be secure when not in use. 	Low
Vehicles / Traffic	Serious accident / fractures/ cuts and grazes	Guests and staff	High	<ul style="list-style-type: none"> Speed humps / sleeping policeman in strategic areas Maximum speed limit for vehicles of 10 KPH to be enforced Signage for drivers and pedestrians in strategic areas Risk to pedestrians to be communicated during site orientation with all new guests 	Low
Activity areas	Injury	Guests	Medium	<ul style="list-style-type: none"> Warning signs placed as appropriate Out of bounds areas clearly communicated during site orientation with all new guests Areas / storage provided with locks are secured at end of sessions Staff vigilance 	Low

Uneven log bridge between lakes	Fractures / cuts and grazes	Guests and staff	Medium / High	<ul style="list-style-type: none"> Risk identified and out of bound areas clearly communicated during site orientation with all new guests Staff vigilance 	Low
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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"> Digital Key Pad entry systems on all external dormitory doors with unique codes Codes changed on a regular basis All external doors self closing 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 Teachers to check during dorm patrol that all external entrances are secure Staff and visitors to wear ID badges 	Low
Fire	Serious incident / death / injury	Guests and staff	Medium	<ul style="list-style-type: none"> Fire alarm installed and recorded fire alarm test to take place weekly Break glass points in strategic areas Smoke detectors linked to fire alarm in all indoor areas Evacuation notices in all Accommodation areas / bedrooms (In English) Fire evacuation routes clearly marked in all rooms / offices / classrooms / etc. Fire doors kept closed at all times Fire exits clearly marked and kept clear at all times Fire training for all staff Fire evacuation plan in place Fire evacuation practice takes place with all new guests within 24 hours of arrival Smoking only permitted in certain designated outdoor 	Low

				areas and appropriate metal containers provided for cigarette butts <ul style="list-style-type: none"> • Adequate fire extinguishers of the correct type are in place and inspected regularly • Where cooking takes place additional fire control measures in place - fire blankets, etc. 	
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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"> • Guests to be briefed to the dangers of jumping from top bunks • Top bunks fitted with guard rails • Guard rails to be checked weekly • Accompanying teachers to enforce discipline during stay 	Low
'Falling from' high level windows	Major accident / fractures	Guests	Medium	<ul style="list-style-type: none"> • Guards or restrictors on windows • Risk clearly communicated during site orientation with all new guests 	Low
Cleaning products / chemicals	Injury – burning or ingestion	All	Medium	<ul style="list-style-type: none"> • ALL cleaning products / chemicals to be kept in locked / secure storage areas when not in use 	Low
Hot water	Scalding	All	Medium	<ul style="list-style-type: none"> • All shower and bath faucets to be of the regulated type 	Low
Bacterial contamination	Illness	All	Medium	<ul style="list-style-type: none"> • All bathroom / toilet surfaces to be cleaned on a regular basis 	Low
Slipping / falling whilst using spiral staircases in wet/icy weather	Fractures / cuts and grazes	All	Medium	<ul style="list-style-type: none"> • Risk to be communicated to all persons staying in Versailles and Les Combles. 	Low

BUILDINGS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
'Falling from' high level windows	Major accident / fracture	All	Medium	<ul style="list-style-type: none"> Guards and restrictors on windows Risk clearly communicated to all persons 	Low
Out of bounds areas	Fractures, cuts and grazes	Guests	Medium	<ul style="list-style-type: none"> All areas where pupils are NOT allowed without a teacher or member of staff clearly communicated during orientation 	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"> Out of bounds areas clearly communicated during site orientation with all new guests Kitchen area to be locked when unattended 	Low
Bacterial contamination	Illness	All	Medium	<ul style="list-style-type: none"> All dining room surfaces to be cleaned on a regular basis and before each meal 	Low
Food poisoning / contamination	Illness	All	High	<ul style="list-style-type: none"> ALL kitchen staff to be trained in the safe storage and preparation of food HACCP or similar guidelines to be followed at all times with regard to kitchen operating procedures and the safe storage and preparation of food Kitchen and all equipment to be cleaned on a regular basis and before the preparation of food Regular food hygiene inspections by external assessors 	Low
Lift	Getting trapped in it / Injury – trapped fingers etc / Fire hazard	All	Medium	<ul style="list-style-type: none"> Don't overload the lifts, with people or kitchen goods. Children to be accompanied by an adult when using the lifts. All guests/staff to be informed to NOT use the lifts in the event of a fire Lifts to be serviced regularly. 	Low

GENERAL

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Alcohol accessible to pupils situated in teachers retreat area in games room	Minor accident / illness	Pupils visiting Chateau	Medium	<ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests Staff vigilance 	Low
Cleaning products / chemicals	Injury – burning or ingestion	All	Medium	<ul style="list-style-type: none"> ALL cleaning products / chemicals to be kept in locked / secure storage areas when not in use All staff using chemicals to receive COSHH or similar training 	Low
Electrical cupboards / housings allowing ease of access to high voltage areas	Major electric shock	Guests and staff	Medium	<ul style="list-style-type: none"> Risk and out of bounds areas clearly communicated during site orientation with all new guests Staff to ensure cupboards are locked at all times when not in use 	Low
Electrical apparatus	Minor electric shock	All	Medium	<ul style="list-style-type: none"> 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. 	Low
Electric barrier surrounding mini farm / horse enclosure	Minor electric shock	Guests and staff	Medium	<ul style="list-style-type: none"> Risk and out of bounds areas clearly communicated during site orientation with all new guests Staff vigilance Warning signs in place 	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"> Risk clearly communicated during site orientation with all new guests 	Low