

<b>What are the hazards?</b> What can cause harm?	<b>Who might be harmed</b>	<b>What Beaudesert is already doing?</b>	<b>What you can do as the person in charge of the Visiting Group</b>
<ul style="list-style-type: none"> <li>• Fires</li> <li>• Fires when people are asleep</li> <li>• Slips trips &amp; falls</li> <li>• Increased trips and falls in darkness at night</li> <li>• Falling out of bunk beds</li> <li>• Over occupancy &amp; crowding</li> <li>• Falling down steps outside buildings</li> <li>• Injuries caused by door (e.g. trapped fingers)</li> <li>• Falling off top bunk</li> </ul>	<ul style="list-style-type: none"> <li>• Children and young people</li> <li>• Visiting Staff &amp; Volunteers</li> <li>• People with learning or physical disabilities may be at higher risk of being hurt</li> </ul>	<ul style="list-style-type: none"> <li>• We consider Fire Safety very important. As you would expect we have taken independent expert advice and have a robust management system which we regularly review.</li> <li>• We have strict rules and signs against smoking in the buildings.</li> <li>• Electric and gas appliance are inspected regularly.</li> <li>• We regular test fire alarms and emergency lighting.</li> <li>• We have a building maintenance plan including weekly checks. We ask customers to inspect buildings on arrival and report any concerns. We have a 'Fix-it Note' system which all staff, volunteers and customers can use to report defects.</li> <li>• Beds have guard rails.</li> <li>• We advise groups to bring torches.</li> <li>• To stop occupancy/crowding we have set occupancy rates for each accommodation building.</li> </ul>	<ul style="list-style-type: none"> <li>• We recommend a pre-arrival visit for you to familiarise yourself with the buildings you are using.</li> <li>• Consider the age, maturity, additional needs and conduct of the group you are bringing.</li> <li>• Please use appropriate levels of supervision for your group. We know many accidents happen on Residential Visits through 'horse-play' in 'free-time'. We recommend you set appropriate ground rules for your group.</li> <li>• Communicate any Beaudesert rules which are set out in our Terms &amp; Conditions and the Welcome Pack to your group.</li> <li>• Inform your group on the importance of Fire Safety including the nearest fire exits, fire assembly points and have a practice fire drill as soon as possible after arrival.</li> <li>• Ensure that routes to and from fire doors are kept clear and are not blocked in any way.</li> <li>• Inspect the building on arrival and highlight any of your concerns to Reception immediately. We have a 'Fix-it Note' system which you use to report defects during your stay. 'Fix It' notes are available in your building and in Reception.</li> <li>• To stop over occupancy and overcrowding, and the associated hazards, we have set occupancy rates for each building. We ask all groups to adhere to these.</li> <li>• Provide your own qualified first aider and bring a first aid kit.</li> <li>• If you would like an induction to the building please ask at Reception.</li> </ul>
Risk Assessment Written by: Richard Irvine, 17/11/2017		Risk Assessment Approved by: Richard Irvine Reviewed 12/3/2019	

This is a generic risk assessment for all of our buildings and is designed to support the development of your own risk assessment when you take in the needs of your group members and the activities that will take place within the building.