

**THE BARNSTONDALE CENTRE – SITE RISK ASSESSMENT**

<b>Assessment Ref No:</b>	<b>001</b>	<b>Area or Activity Assessed:</b>	<b>Company-wide</b> (all departments and services)
<b>Assessment Date:</b>	29 Jul 2021		
<b>Person who may be affected by this activity</b>	Staff, Visitors, Contractors, Service Users and anyone else who may physically come into contact with the business		

**Section 1 – Safeguarding Procedures**

- All staff and adults taking part or having contact with the pupils at Barnstondale have enhanced CRB status.
- The Senior Designated Officer for safeguarding at Barnstondale is Mark Radcliffe - Schools additionally have their own Senior Designated Officers (SDO) for safeguarding. All teaching staff to be given their school SDO contact number should the need arise for guidance in regard to any concerns or allegations. The school SDO will have Barnstondale SDO number should the incidence involve a member of Barnstondale.
- All visits should have at least 1 member of staff who is paediatric first aid trained. Staff must have minimum of 1 contact telephone number from their school for day and night. Daytime/Evening Barnstondale contact is: - 0151 648 1412 Mobile phone coverage is either good or very good for these mobile phone networks: Orange, O2, 3, Vodafone, T-Mobile, Virgin. If your network is different the post code, you need to check for coverage is CH61 1BX.

**Section 2 – Travel to and from centre**

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Post-Control Risk Rating (Likelihood x Severity)
1	Suitability of vehicle and competence of drivers. Identify main hazards for	Schools, Staff, Children, Drivers, Pedestrians due to traffic accidents.	2x1 = 2	School will need to obtain a risk assessment from the coach company they book before transporting their children. All party members made aware of emergency procedures on the coach.  <ul style="list-style-type: none"> <li>• Seat belts worn at all times when vehicle is moving</li> <li>• Hand Luggage safely stored</li> </ul>	1x2 = 2

	journey and stopping points			<ul style="list-style-type: none"> <li>No walking round the vehicle</li> <li>Procedure for leaving coach in an emergency/break-down situation i.e. back third first, then road side followed by pavement side last. Buddy group systems used at stopping points. All pupils counted onto coach after every stopping point.</li> </ul>	
<b>Section 3 Staffing (also see section 4 Residential Arrangements)</b>					
Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Post-Control Risk Rating (Likelihood x Severity)
2	Not having the required staff to child ratio may affect the safety of the group	Staff and children due to lack of supervision which may result in injuries on activities or behaviour incidents whilst on site.	2x1 = 2	For every 12 children at a residential there should ideally be a minimum of 3 staff. When additional children arrive for the daytime activities, the ratio should ideally be a maximum 1 adult :12 children. If there is a need to change the ratio then the Barnstondale dynamic risk assessment will be annotated.	1x2 = 2
<b>Section 4 The Venue / Environment (also see section 4: Residential Arrangements)</b>					
Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Post-Control Risk Rating (Likelihood x Severity)
3	Natural materials.	Staff, groups and children by slipping, tripping, falling, illness or activity accident.	2x1 = 2	<p>Staff invited to undertake a full visit to site prior to visit to identify risks that may occur in Woodland and to become familiar with site.</p> <p>Area will not be accessible to public on day of activity except the public right of way footpath. Pre-plan supervision and ensure sufficient staff</p>	1x2 = 2

	<p>Pupil separated from group, abuse by public. Poisoning, infection, accident. Traffic accident.</p>	<p>Staff, groups and children.</p>		<p>for residential and activities. Ensure pupils and teachers understand arrangements. Brief pupils regarding poison/infection hazards - advise not to eat anything growing in woodland. Do not go into Dale stream unless supervised. Do not leave supervising adult at any time without permission.</p>	
	<p>Illness or accident, Behaviour, or special needs of individual pupils.</p>	<p>Staff, groups and children.</p>		<p>Ensure sufficient supervisors to deal with an incident and care for rest of group. Take mobile phone to be able to call Barnstondale main office, school or emergency services. Pupils have medication if necessary (e.g. asthma inhalers) One leader to be responsible for first aid and carry first aid kit. Ensure group have protective clothing for prevailing weather. Suitable arrangements are made for any pupils with special educational needs.</p>	
	<p>If children leave site, there is a public foot path with vehicular access adjacent to main car park which also runs through the Dale woods. The car park is located at main entrance of the site with very busy road.</p>	<p>Staff, groups and children.</p>		<p>Children must not leave site and must be briefed on cars/minibuses near toilets on site.</p> <p>Security gates with code in place to stop children from leaving site. Group leaders have access to gate code and must watch children at all times when in Dale woods.</p>	

<b>Section 5 Residential and after dark arrangements</b>					
<b>Ser</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Pre-Control Risk Rating (Likelihood x Severity)</b>	<b>What are we doing/Controls required?</b>	<b>Post-Control Risk Rating (Likelihood x Severity)</b>
4	Type of Group	Staff, groups and children.	2x1 = 2	<p>Children will be briefed regarding the expectations of behaviour on the trip. Pupils to remain in assigned accommodation after 'lights out' – exceptions identified.</p> <p>Mixed sex segregation areas and policy identified to all staff and pupils. Alcohol and smoking policy identified. Bedrooms and beds assigned to individuals. Contact points for staff for hours of darkness identified and</p>	1x2 = 2

	Staffing	Staff, groups and children.		<p>understood by all. Staff to ensure they have contact and medical information for all pupils at the residential.</p> <p>Mixed gender staffing for mixed gender groups – if this is not possible / practicable then pupils, parents and school governors to be aware of situation and alternative safe system of work identified and recorded. Only activities for which supervisory staff are suitably qualified or deemed competent to supervise should be undertaken.</p>	
	Equipment	Staff, groups and children.		<p>Any equipment used in conjunction with daytime/evening activities should be fit for purpose and suitable for the purposes for which it is intended. Personal protective equipment should be of an appropriate size and suitable for the activity and purposes for which it is intended.</p>	
	Venue/Environment in residential context	Staff, groups and children.		<p>Staff to be made aware of the potential for slips, trips and falls identified particularly in the dark and moving between external buildings and toilets. Ensure that the lighting provided is working on arrival. All pre-existing emergency procedures should be identified and complied with. Mobile phones will need to be relied upon and staff should check the availability of networks prior to and on arrival at the centre. Contingency plans are in place for low batteries.</p>	
	Movement around site after dark	Staff, groups and children.		<p>Footpaths to be used where available. High visibility clothing, lighting at front, back and throughout the group if use of woodland is made after dark and safe crossing points to be identified and managed. Staff to position themselves throughout the group. Students to cross in small groups.</p>	

Emergency Procedures at night	Staff, groups and children.		Fire alarm, evacuation procedures, routes, exits and muster points identified ( <b>MUGA, SENSORY GARDEN, SPIDERS WEB</b> ). Fire Routines detailed and displayed within sleeping accommodation. Procedures in case of accident, emergency defined and position and use of emergency telephone(s) appropriate forms. Operations Manager to outline emergency muster arrangements to staff and children before darkness in order that they can familiarise themselves with the routine described.
Sleeping system hygiene (sheets, pillows, duvets)	Staff, groups and children.		Barnstondale will supply all bedding for schools and spare bedding in case of any bed wetting/accident incidents. All bedding will be exchanged for every group visit which is laundered under contract.

**Section 6 Food preparation and food safety arrangements**

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Post-Control Risk Rating (Likelihood x Severity)
5	Food poisoning, bacteria spreading	Staff, groups and children by eating uncooked or out of date food.	2x1 = 2	<p><b>Preparation</b></p> <p>Food is prepared safely by the Barnstondale catering team to help stop harmful bacteria from spreading and growing.</p> <p>Staff always wash hands thoroughly with soap and warm water at each of these times:</p> <ul style="list-style-type: none"> <li>• before starting to prepare food</li> <li>• after touching raw meat, including poultry</li> <li>• after going to the toilet</li> </ul>	1x2 = 2

			<ul style="list-style-type: none"> <li>• after touching the bin</li> <li>• after touching animals</li> </ul> <p>When preparing for allergen foods, purple utensils are to be used at all times and stored away within the main purple coloured storage box when finished with.</p> <p>Hands are thoroughly dried in order to stop the spread of bacteria. Worktops are kept clean before preparing food, worktops, kitchen utensils and chopping boards are kept clean at all times. If they have been touched by raw meat, poultry or eggs, staff to wash them thoroughly.</p> <p>Dish cloths and tea towels are changed regularly.</p> <p>Catering Staff check food labels when preparing food – they look at the food labels to make sure everything used has been stored correctly (according to any storage instructions) and that none of the food is past its 'use by' date.</p> <p><b>Cooking</b></p> <p>Cooking thermometers or temperature probes are used by the catering staff to check if food is cooked properly. The food should reach a temperature of 70°C for more than 2 minutes in the middle or thickest part.</p> <p><b>Cleaning</b></p> <p>Catering staff always wash worktops before they start preparing food and;</p>	
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			<ul style="list-style-type: none"> <li>• Wipe up any spilt food straight away.</li> <li>• Always wash worktops thoroughly after they have been touched by raw meat, including poultry, or raw eggs.</li> <li>• Never put ready-to-eat food, such as salad, bread or fruit, on a worktop or chopping board that has been touched by raw meat, unless they have washed it thoroughly first.</li> <li>• Wash chopping boards thoroughly with hot water and washing-up liquid. Separate chopping boards for raw meat and for ready-to-eat food are in place.</li> </ul> <p><b>Clothing</b></p> <p>Staff wash kitchen cloths and sponges regularly and leave them to dry before using them again. Staff use different cloths for different jobs and also use disposable kitchen towel to wipe worktops and chopping boards.</p> <p><b>Knives, spoons and other utensils</b></p> <p>Staff keep knives, wooden spoons, spatulas, tongs, etc. clean to help stop bacteria spreading to food especially after using them with raw meat.</p> <p><b>Food Storage</b></p> <p>Staff ensure fridge is cold enough to prevent food poisoning with the fridge between 0°C and 5°C.</p> <ul style="list-style-type: none"> <li>• Staff keep the fridge door closed as much as possible</li> <li>• Staff wait for food to cool down before it goes in the fridge</li> <li>• if fridge is full, staff to turn the temperature down to help keep it cold enough</li> </ul> <p><b>Keeping food in the fridge</b></p>	
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			<p>To help stop bacteria from growing, the following is put in place by staff:</p> <ul style="list-style-type: none"> <li>• When the label says, 'keep refrigerated', staff keep the food in the fridge. If the food isn't labelled with any storage instructions and it's a type of food that goes off quickly, staff put it in the fridge and ensure it is eaten within two days.</li> <li>• Some jars and bottles need to be kept in the fridge once they've been opened. Staff always check the label and follow any storage instructions.</li> <li>• When preparing food, staff keep it out of the fridge for the shortest time possible, especially when the weather (or the room) is warm.</li> <li>• When preparing cold lunch or buffets, staff leave the food in the fridge until people are ready to eat. Generally, staff do not leave food out of the fridge for more than four hours.</li> </ul> <p><b>Keeping food in the freezer</b></p> <p>For safety, staff freeze most raw or cooked foods by adhering to the following:</p> <ul style="list-style-type: none"> <li>• freeze it before the 'use by' date.</li> <li>• follow any freezing or thawing instructions on the label.</li> <li>• thaw it in the fridge so that it does not get too warm. Or, if intend to cook it as soon as it is defrosted, defrost in a microwave.</li> <li>• try to use it within one to two days after it has been defrosted – it will go off in the same way as if it were fresh.</li> <li>• cook food until it is steaming hot all the way through.</li> </ul> <p><b>Storing dry food, tins, jars and drinks</b></p>	
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				<p>All catering staff adhere to the following;</p> <ul style="list-style-type: none"> <li>• Keep food in sealed bags or containers. This helps to keep them fresh and stops anything falling into the food by accident.</li> <li>• Don't store food or drinks near cleaning products or other chemicals.</li> <li>• Don't use old food containers to store household chemicals, and don't store food in containers that have been used for other purposes.</li> <li>• Only reuse plastic water bottles if they are not damaged and can be cleaned.</li> <li>• Don't store food on the floor, because this can encourage mice, ants, and other pests.</li> <li>• Keep the storage area dry and not too warm.</li> </ul>	
<b>Section 7 Medicine arrangements</b>					
<b>General Procedure</b>		<p>Parents of pupils who require medicine during the residential trip must give the medicine to their child's school in a clear sealed plastic bag with the child's name.</p> <p>The medicine must be in original packaging, for the child specifically and contain dosage instructions. The school should give the parent a form to sign in regard to the medicine.</p>			
<b>Storage</b>		<p>The medicines will be transported by a teacher at all times both to and back from the centre. Once at the site medicines requiring fridge storage must go in a sealed box such as a Tupperware box (and still in their clear plastic bag) in the fridge.</p> <p>The sealed box must be clearly marked as containing medicines and can function for the whole group. The class teacher will be responsible for ensuring no medicines are left at the site or in the fridge.</p> <p>All medicines must be returned back to the parent and any medicines that have been given and used up must then have their bottle/ packaging returned to the parent.</p>			

	Medicines not requiring refrigeration must be stored in a similar Tupperware box, labelled, and kept in staff accommodation which must be locked away from children at all times.
<b>Administering of medicines</b>	Lead staff must be in charge of storage, transport and administering medicines. Only medicines labelled for the specific child must be given and the exact dose must also be given on all occasions.
<b>Section 8 Daytime emergency arrangements</b>	
<b>Emergency procedures</b> (Accidents and major incidents resulting in injury or other unforeseen events)	<p>Emergency procedures are in place and coordinated by the Operations Manager. All staff fully understand their roles and responsibilities in an emergency.</p> <p>Teachers to have contact information and medical needs for all the pupils present.</p> <p>NEAREST HOSPITAL: Arrowe Park Hospital, Upton, Birkenhead, Wirral, CH49 5PE,</p> <p>Contact Number: 0151 678 5111</p>
<b>On Arrival</b>	All Barnstondale staff and group leaders must familiarise themselves with the muster point for emergencies (MUGA, Sensory Garden & Spiders Web). There must be made an agreed signal to be used between staff for any such emergencies (Air Horn within fire warden emergency bag).

**Section 9 – Risk Ratings**

LIKELIHOOD	SEVERITY/IMPACT
1 = Low	1 = Tolerate
2 = Medium	2 = Treat
3 = High	3 = Terminate

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

**Section 10 – Document Control (Amendments)**

DATE	AMENDMENT(S)	AGREED BY
29 Jul 21	Whole Document	Mark Radcliffe (electronically signed)