

The Beamsley Project RISK ASSESSMENT - CENTRE

The Trustees try to ensure that the building is well maintained and safe for visitors. If you find any problems please report them to the Warden. Group Leaders are encouraged to carry out their own risk assessments in line with the requirements of their LEA or managing authority. In addition it is recommended that all leaders carry out a fire drill and evacuation drill on arrival. The following is offered as an aid.

The Beamsley Project Charitable Trust is a registered charity, providing holiday accommodation for people with disabilities and their carers. The Project does not provide resident staff. Groups are self-managing and self-catering. The Trustees have a Health & Safety Policy and carry out regular risk assessments and fire risk assessments as recommended by the Health & Safety Executive. The Project ensures that work is carried out by qualified workpeople in line with professional criteria.

The following are in place:

- Fire Alarms (Serviced by Castle Alarms, Kendal in line with BFPSA)
- Fire Extinguishers (Serviced by TWM Fire Protection)
- Portable Appliance Testing (Wharfedale Electrical, Otley)

The Centre has:

- automatic fire alarm system
- heat & smoke detectors
- variety of fire extinguishers
- evacuation procedure
- fire doors
- clearly identified fire exits
- emergency lighting
- fire escape from first floor
- evacuation chairs by fire escape
- door alarms on two main external doors
- lockable windows

LOCATION	IDENTIFIED RISK	TO WHOM	DEGREE OF RISK	ACTION REQUIRED
Outside	Fast moving traffic on road	Drivers	high	Warning notice by gate.
Outside	Fast moving traffic on road	Pedestrians	low	Visitors to keep gate shut.
Outside	Fire escape	Young & vulnerable visitors	low	Leaders ensure supervision.
Outside	Entry to and from the building by vulnerable people	Young & vulnerable visitors	Medium	The two main entrances are equipped with automatic door openers that can be controlled by group leaders. In addition the doors are fitted with alarms that sound when they are opened.
Outside	Entry by unauthorised people	All visitors	Low	The Centre operates a sole occupancy policy. External doors have audible alarms. Group leaders have keys to all doors. The Centre offers advice on security. All windows have lockable catches and limited openings.
Laundry room	Washing machine & drier Washing powder	Young visitors	low	Visitors to keep laundry door closed and request key if door needs locking.
Laundry room	Battery charging	Young visitors	low	Visitors to keep door closed.
Kitchen	Hot water boiler	Young & vulnerable visitors	medium	Leaders to ensure access to kitchen only for appropriate people and provide adequate supervision.
Kitchen	Cooker, electric hobs, dishwasher, sharp knives	Young & vulnerable visitors	medium	Leaders to ensure access to kitchen only for appropriate people and request key if door needs locking.

LOCATION	IDENTIFIED RISK	TO WHOM	DEGREE OF RISK	ACTION REQUIRED
Dining room	Microwave	Young & vulnerable visitors	low	Supervision of group.
Dining room	Heated trolley	Young & vulnerable visitors	low	Supervision of group.
Dining room	Toasters	Young & vulnerable visitors	low	Supervision of group.
Shower rooms	Wet floors	Young & vulnerable visitors	low	Non slip flooring in place. Supervision by leaders.
Langbar Hall	Fire escape	Young & vulnerable visitors	medium	Leaders ensure door is shut and supervision in place.
Langbar Hall	Pool cues & balls	Young & vulnerable visitors	medium	Leaders ensure adequate supervision.
Lift	Doors hit people or trap user	Young & vulnerable visitors	medium	The lift must not be used by children without adult supervision. Door is fitted with full length sensor.

LOCATION	IDENTIFIED RISK	TO WHOM	DEGREE OF RISK	ACTION REQUIRED
Bathroom	Ceiling hoist	Disabled people	low	Only to be used by staff who have had previous training in the use hoist & slings.
Bathroom	Changing table	Disabled people	low	Only to be used by staff who have had previous training in the use hoist & slings.
Bedrooms 3 & 6	Electrically operated bed	User	low	Only to be used by staff who have had previous training in the use hoist & slings. Children not to operate the beds.
All bedrooms	Electrical convector heaters	Visitors	low	Thermostats to be kept at reasonable level.
General	Lift	User	low	Warning signs outside lift. Not to be used by unsupervised children.
General	Mobile hoists, slings, electric stair chair	User & operator	medium	Only to be used by staff who have had previous training in the use hoist & slings.
Langbar Hall	Evacuation chair	User & operator	medium	Only to be used by staff with training.
Linen room	Cleaning materials	cleaners	low	COSHH sheets available and training in use.
Washing areas	Hot water	User	medium	All washbasins have been fitted with thermostatic mixing valves to deliver water at 44°C. Showers have their own separate mixing valves
Washing areas	slips	user	medium	Flooring has safety finish.

LOCATION	IDENTIFIED RISK	TO WHOM	DEGREE OF RISK	ACTION REQUIRED
Water systems	Legionella	All users	low	The hot and cold water systems are inspected on an annual basis by a competent water company.
All parts of Centre	Fire	All users	low	Fire extinguishers are located at appropriate locations and are maintained on an annual contract. The building is protected by heat detectors and glass break-points.
Lift and mobile hoists		users	low	All lifting equipment is inspected and certificated on a six monthly basis. Users should ensure that they understand the equipment before use.
Electric stair climber		users	low	This is inspected and certificated on a six monthly basis. Users should ensure that they understand the equipment before use.