

The Beamsley Project Charitable Trust aims to ensure that the building and equipment are well maintained and safe for visitors. 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 an emergency evacuation on arrival. The following is offered as an aid and without knowledge of particular visitors.

The Beamsley Project Charitable Trust is an independent registered charity providing accessible holiday accommodation. The Project does not provide resident staff. Groups are self-managing and self-catering. The Trustees have a Health & Safety Policy that is available on our web site. Regular risk assessments and fire risk assessments are carried out on a regular basis. Trustees ensure that work is carried out by qualified workpeople in line with professional criteria.

The following are in place: -

- Fire alarms (serviced by Catle Alarms, Kendal, in line with BFP SA)
- Fire extinguishers (serviced by TWM Keighley)
- Portable Appliance Testing (Baines Electrical Skipton)

	Centre	Cottage
alarm system	✓	✓
detectors	✓	✓
extinguishers	✓	✓
Fire doors	✓	✓
when alarm	✓	
Identified fire exits	✓	
lighting	✓	✓
first floor	✓	
chairs/sledge	✓	✓

main exits	✓	
Lockable windows	✓	✓

LOCATION	IDENTIFIED RISK	TO WHOM	DEGREE OF RISK	ACTION REQUIRED
Outside	Fast moving traffic on road	Drivers leaving the car park	High	Warning notice by gate.
Outside	Fast moving traffic on road	Pedestrians	Low	Visitors advised to keep gate shut and use pedestrian gate.
Outside	Car park - bumps	All visitors	Medium	Leaders ensure cars are parked safely and the gate is closed. If the car park is used for activities leaders ensure cars are removed safely to another area.
Outside	Fire escape from first floor in Centre - falls	Young & vulnerable visitors	Low	Leaders ensure supervision & keep fire exit closed.
Outside	Entry & exit from Centre	Young & vulnerable visitors	Medium	The two main entrances in the Centre are equipped with automatic doors that can be controlled by group leader. The doors are fitted with alarms that sound when they are opened. Hinges area protected.

Outside	Entry by unauthorised people	All visitors	Low	The Centre operates a sole occupancy policy. External doors in the Centre have audible alarms. Group leaders have keys to all doors. All windows have lockable catches and limited openings. The Warden offers advice on security.
Field	Falls, stings, insect bites	Young & vulnerable visitors	Low	Leaders to ensure supervision. First aid kits are available in the Centre & Cottage. Leaders seek medical help if required.
Field	Games	All visitors	Low	Leaders should have risk assessments for all their activities.
Laundry room	Washing powder - poisoning	Young & vulnerable visitors	Low	COSHH system in place.
Laundry room	Washing machines, driers - burns etc	Young & vulnerable visitors	Low	Leaders to ensure supervision. Door kept locked.
Kitchen	Hot water boiler / kettle - scalds	Young & vulnerable visitors	Medium	Leaders to ensure supervision.
Kitchen	Cooker, electric hobs, dishwasher, sharp knives, refridgerator	Young & vulnerable visitors	Medium	Leaders to ensure supervision. Dooks can be locked be leaders.
Dining room	Microwave & toaster	Young & vulnerable visitors	Low	Leaders to ensure supervision.
Shower rooms	Wet floors -slips	Young & vulnerable visitors	Low	Non slip floors. Leaders to ensure supervision.

Langbar Hall	Fire escape from first floor in Centre - falls	Young & vulnerable visitors	Low	Leaders ensure supervision & keep fire exit closed.
Langbar Hall	Pool table, cues, table tennis table - accidents	Young & vulnerable visitors	Low	Leaders to ensure supervision.
Centre bathroom	Ceiling hoist - falls	People with limited mobility	Low	Only to be used by trained staff.
Centre bathroom	Changing table - fall	People with limited mobility	Low	Only to be used by trained staff.
Bathrooms & toilets	Wipes - allergic reaction or swallowing	Young and vulnerable visitors	Low	These are stored at a height and leaders ensure are removed if there are people with allergies.
Cottage shower room	Changing table - fall	People with limited mobility	Low	Only to be used by trained staff.
Bedrooms	Falling cupboards	All visitors	Low	Secure to wall where necessary.
Centre bedrooms	Hot water - scalds	All visitors	Low	Taps fitted with thermostatic mixing valves to deliver water at 44C
Electric profiling beds	Trapped fingers, fall from bed	User	Low	Leaders to ensure supervision.
General	Lifts - trapped limbs	User	Low	Fitted with sensors. Warning signs outside lifts. Not to be used by children. Serviced regularly in line with LOLER.
General	Mobile hoists, slings, stair climber - falls, strains	User	Low	Only to be used by trained staff.
Linen room	Cleaning materials - poisoning	Cleaners	Low	COSHH system in place. Cleaning materials are locked away.

Water systems	Legionella	All visitors	Low	Water systems inspected and treated on a regular basis by a competent water company.
General	Fire	All visitors	Low	Fire alarm and detection systems inspected on a quarterly basis. Fire risk assessment in place.