

# **LA GRAND'FERME**

## **SITE SPECIFIC RISK ASSESSMENTS FOR GROUNDS / BUILDINGS / ACCOMMODATION**

**Version 3  
June 2022**

## 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 La Grand' Ferme. 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

| <b>Probability of Risk Occurring</b> |  |
|--------------------------------------|--|
| 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   |

## LA GRAND'FERME RISK ASSESSMENTS (June 2022)

### SITE / GROUNDS

| HAZARD                                     | RISK   | PERSONS AT RISK  | LEVEL OF PROBABILITY | CONTROL MEASURES   | OUTCOME |
|--|--|------------------|----------------------|--|---------|
| Vehicles / Traffic/ guests leave           | Serious accident / fractures/ cuts and grazes/ | Guests and staff | High                 | <ul style="list-style-type: none"> <li>Maximum speed limit for vehicles of 5 KM/H to be enforced</li> <li>Signage for drivers at the entrance</li> </ul>   | Low     |
| 2 Wells                                    | Drowning / Fractures                           | Guests and staff | Medium               | <ul style="list-style-type: none"> <li>Warning signs placed on them</li> <li>Heavy cover placed over the holes.</li> <li>Out of bounds areas clearly communicated during site orientation with all new guests</li> </ul>   | Low     |
| Pool                                       | Drowning                                       | Guests and staff | High                 | <ul style="list-style-type: none"> <li>Warning post with information placed in front of the door</li> <li>Self closing door</li> <li>Fence all around the pool with locking door</li> <li>Cover over the water</li> <li>Children cannot use the pool without an adult</li> <li>Out of bounds areas clearly communicated during site orientation with all new guests</li> </ul> | Low     |
| Guests leave our center and go on the road | Serious accident / fractures                   | Guests           | Low                  | <ul style="list-style-type: none"> <li>Out of bounds areas clearly communicated during site orientation with all new guests</li> </ul>   | Low     |
| Sport court                                | Cuts and grazes                                | Guests and staff | low                  | <ul style="list-style-type: none"> <li>Warning post with information placed over the door</li> <li>Closing door which is locked when not in use</li> <li>Fence all around pitch</li> <li>Children cannot use the football pitch without an adult.</li> </ul>   | Low     |
| Maintenance areas                          | Serious injury                                 | Guests and staff | Medium               | <ul style="list-style-type: none"> <li>Out of bounds areas clearly communicated to guests during site orientation</li> <li>Areas provided with locks are secured at end of sessions</li> <li>Staff vigilance</li> </ul>  |         |

|                                     |                                       |                     |     |  |  |
|-------------------------------------|---------------------------------------|---------------------|-----|--|--|
| Marquee<br>(from May to<br>October) | Serious<br>injury /<br>bad<br>weather | Guests and<br>staff | Low | <ul style="list-style-type: none"> <li>• Marquee securely anchored with storm-proof straps</li> <li>• In case of extreme weather conditions guests are advised not to use and checks are to be made to anchor points</li> <li>• Staff vigilance</li> </ul> |  |
|-------------------------------------|---------------------------------------|---------------------|-----|--|--|

## 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"> <li>• Most external doors self closing</li> <li>• All other doors are locked by the night duty person</li> <li>• 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</li> <li>• Digital key pad entry systems on most external dormitory doors with unique codes.</li> <li>• Codes changed on a regular basis.</li> <li>• Teachers to check during dorm patrol that all external entrances are secure</li> <li>• Anti-escape door alarm system offered to supervising adults</li> </ul> | Low     |
| Fire                             | Serious incident / death / injury | Guests and staff | Medium               | <ul style="list-style-type: none"> <li>• Fire alarm installed and recorded fire alarm test to take place weekly</li> <li>• Smoke detectors linked to fire alarm in all indoor areas</li> <li>• Break glass points in strategic areas</li> <li>• Evacuation notices in all Accommodation areas / bedrooms (In English)</li> <li>• Fire evacuation routes clearly marked in all rooms / offices / classrooms / etc.</li> <li>• Fire doors kept closed at all times</li> <li>• Fire exits clearly marked and kept clear at all times</li> <li>• Fire training for all staff</li> <li>• Fire evacuation plan in place</li> </ul>      | Low     |

|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  |  | <ul style="list-style-type: none"> <li>• Fire evacuation practice takes place with all new guests within 24 hours of arrival</li> <li>• Smoking only permitted in certain designated <b>outdoor</b> areas and appropriate metal containers provided for cigarette butts</li> <li>• Adequate fire extinguishers of the correct type are in place and inspected regularly</li> <li>• Where cooking takes place additional fire control measures in place - fire blankets, etc.</li> </ul> |  |
|--|--|--|--|---|--|

## 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"> <li>• Guests to be briefed to the dangers of jumping from top bunks</li> <li>• Top bunks fitted with guard rails</li> <li>• Accompanying teachers to enforce discipline during stay</li> </ul>  | Low     |
| 'Falling from' high level windows | Major accident/ fractures     | Guests          | Medium               | <ul style="list-style-type: none"> <li>• Guards or restrictors on windows</li> <li>• Risk clearly communicated during site orientation with new guests</li> <li>• Window keys for non-guarded windows to be left under the responsibility of a supervising adult.</li> </ul> | Low     |
| Hot water                         | Scalding                      | All             | Medium               | <ul style="list-style-type: none"> <li>• All shower and bath faucets to be of the regulated type</li> </ul>  | Low     |
| Bacterial contamination           | Illness                       | All             | Medium               | <ul style="list-style-type: none"> <li>• All bathroom / toilet surfaces to be cleaned on a regular basis</li> </ul>  | Low     |
| Cleaning products/ chemicals      | Injury – burning or ingestion | All             | Medium               | <ul style="list-style-type: none"> <li>• ALL cleaning products to be kept in designated storage areas when not in use</li> </ul>   | 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"> <li>Out of bounds areas clearly communicated during site orientation with all new guests</li> </ul>   | Low     |
| Bacterial contamination        | Illness | All             | Medium               | <ul style="list-style-type: none"> <li>All dining room surfaces to be cleaned on a regular basis and before each meal</li> </ul>   | Low     |
| Food poisoning / contamination | Illness | All             | High                 | <ul style="list-style-type: none"> <li>ALL kitchen staff to be trained in the safe storage and preparation of food</li> <li>HACCP or similar guidelines to be followed at all times with regard to kitchen operating procedures and the safe storage and preparation of food</li> <li>Kitchen and all equipment to be cleaned on a regular basis and before the preparation of food</li> <li>Regular food hygiene inspections by external assessors</li> </ul> | Low     |

## GENERAL

| HAZARD  | RISK                 | PERSONS AT RISK  | LEVEL OF PROBABILITY | CONTROL MEASURES  | OUTCOME |
|---|----------------------|------------------|----------------------|---|---------|
| Electrical cupboards / housings allowing ease of access to high voltage areas | Major electric shock | Guests and staff | Medium               | <ul style="list-style-type: none"> <li>Staff to ensure cupboards are locked at all times when not in use</li> <li>Risks and out of bounds areas clearly communicated during site orientation with all new guests</li> </ul> | Low     |
| Electrical apparatus  | Minor electric shock | All              | Medium               | <ul style="list-style-type: none"> <li>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.</li> </ul>    | 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"> <li>• Risk clearly communicated during site orientation with all new guests</li> </ul>   | Low |
| Alcohol accessible to pupils situated in teachers retreat area in games room | Minor accident/ illness     | Pupils visiting la Grand' Ferme | Medium | <ul style="list-style-type: none"> <li>• Out of bounds areas clearly communicated during site orientation with all new guests</li> <li>• Staff vigilance</li> </ul> |     |