

## Lineham Farm Children's Centre – Location Risk Assessment

### Location: Accommodation

Hazard	F	S	R	Action Taken	F	S	R
Fire	2	5	10	<p>Visiting staff and pupils should be made aware of emergency procedures immediately upon arrival, including fire escape routes and exits.</p> <p>Visiting staff to confirm all exit routes are clear and escape doors operate on arrival and at regular intervals throughout the stay and that fire fighting equipment is in good condition. The location of fire fighting equipment should be noted.</p> <p>If the fire alarm sounds, visiting staff are responsible for evacuating the building. Visiting staff must identify a nominated adult to assist anyone who cannot evacuate independently.</p> <p>Any changes to the bedroom plan need to be recorded in the white residential folder and in the copy in the fire box.</p>	1	5	5
Pupils lost/ Abduction / personal safety	2	5	10	<p>Pupils to be made aware of out of bounds areas on arrival and ground rules to be adhered to.</p> <p>Pupils should be given the layout of the accommodation on arrival.</p> <p>Visiting staff to familiarize themselves with Missing Person Procedures. Visiting staff to ensure on lock up that door alarms are set</p>	1	5	5
Vehicles moving onsite	5	5	25	Whenever there are children on site, the rope with warning signs must be hung up across the entrance to the car park.	5	1	5
Slips, trips and falls	3	3	9	<p>First aid kits should be taken on the visit. A qualified first aider must be part of the staff who accompany the visit</p> <p>Pupils instructed to walk inside the buildings and outside.</p>	1	3	3
Electrocution	2	5	10	Electrical equipment used by staff and pupils to be visually inspected prior to use. If it is found to be faulty, it should be taken out of use and brought to the attention of Lineham Farm staff.	1	5	5
Use of hot equipment – burns, scalds.	2	3	6	Pupils to be given clear instructions as to what they can or cannot touch. Children not to use hot water boiler in the Dining room	1	3	3

**Maximum** Supervision Ratio: 1 to **13**, minimum of 2 adults with any group

First Aid Kit on site? Yes, on dining room windowsill

Other Comments: School staff to familiarise themselves with the documents supplied prior to their visit, which are also located in the white residential folder on the dining room window sill.

**Risk Assessor Signature: T Glindon**  
**Reviewed 03/10/2019**

**Review date Jan 2019 (12 months or following any significant change or an incident)**

### **Frequency Rating (F)**

1 = Extremely unlikely to happen, risk will be encountered very occasionally (if ever) but is still worth consideration.

2 =

3 =

4 =

5 = Extremely likely to happen, risk will be encountered most times the activity is run.

### **Severity Rating (S)**

1 = Bruises, minor cuts, abrasion.

2 = Sprains, burns, cuts.

3 = Broken bones, head injuries, damage to sight/hearing.

4 = Severe head injury, multiple fracture, amputation.

5 = Death, severe disability.

### **Risk (r)**

**r = F x S**