

## Activity: Residential Stay - The Main Building

Risk Assessment Completed By: Michael Gould and Louise Harding

Date: January 2020

Review Date: January 2021

1	Fire	<ul style="list-style-type: none"> <li>All groups staying at Leeson House will be given appropriate fire safety information. In the case of pupils of yr10 and younger this will consist of a full fire drill practice led by a member of Leeson House staff. In the case of yr11 to adult, this will consist of a full briefing on fire safety and showing each person to the nearest fire exit to their bedroom.</li> <li>Smoking is prohibited across the entire premises except for one designated outdoor smoking area. This information will be given to relevant groups during the domestic briefing.</li> <li>All electrical equipment, fire safety equipment etc is regularly checked and full records of these checks are kept - see Centre Safety Policy</li> </ul>
2	Intruders	<ul style="list-style-type: none"> <li>The centre buildings are kept locked at all times. Visiting staff are asked to ensure that this policy is maintained at all times. Visiting staff will be given the code number for the boot room and classroom block doors. The overnight supervisor will do a full security and lock up at 10pm each night.</li> </ul>
3	Falling, tripping	<ul style="list-style-type: none"> <li>Indoor shoes or slippers must be worn. Students must not run in the house. There is NO unsupervised free time. This information will be given during the domestic briefing.</li> </ul>
4	Illness	<ul style="list-style-type: none"> <li>Visiting staff must be aware of the need for regular and thorough handwashing after students have been outside, especially after pond dipping.</li> <li>Visiting staff must be aware of the problems associated with homesickness.</li> <li>Visiting staff must inform Leeson House staff in the event of any illness / accident at the earliest opportunity</li> <li>More information can be found in the Centre Safety Policy</li> </ul>
5	Hot drinks / hot food	<ul style="list-style-type: none"> <li>Leeson House staff will supervise all mealtimes and supper. Visiting staff are asked to ensure that pupils using the coffee bar area do so in a responsible manner</li> </ul>
6	Gas leak	<ul style="list-style-type: none"> <li>In the event of the gas alarm being triggered, Leeson House staff will follow the recognised procedure and will arrange immediate evacuation of the building if necessary.</li> </ul>
7	Power cut	<ul style="list-style-type: none"> <li>In the event of a power cut, emergency lighting will operate throughout the building. Visiting staff are asked to ensure that the pupils remain calm during the power cut. Leeson House staff will contact the electricity supplier to ascertain the expected duration of the power cut.</li> </ul>
8	Pupils absconding	<ul style="list-style-type: none"> <li>Visiting staff are asked to check and count all pupils into their bedrooms at night and to also do a check and count in the morning before breakfast. In the case of older pupils then they are told not to leave the premises without prior permission / being accompanied by a member of visiting staff.</li> </ul>
9	Games room	<ul style="list-style-type: none"> <li>There is no unsupervised free time in the games room. Care should be taken when lowering/raising the table tennis tables. Passage through the games room should be limited when games are being played.</li> </ul>
10	Staircases	<ul style="list-style-type: none"> <li>Pupils and visiting staff are not allowed to use the narrow staircase. This information will be given during the domestic briefing. Pupils are asked to take care when using the stairs.</li> </ul>
11	Bathrooms	<ul style="list-style-type: none"> <li>Pupils to use bathroom areas in small groups. Care to be taken as floor areas can be slippery when wet. Pupils to be briefed about sensible behaviour within the house, including bathrooms and bedrooms and about not running. Visiting staff to remain on duty based at the Landing area when children are in bedrooms/bathroom areas.</li> </ul>

12	<b>Drunken behaviour</b>	<ul style="list-style-type: none"> <li>There is a NO ALCOHOL policy in place at Leeson House for all pupils. Taking older pupils to the pub is entirely at the discretion of the visiting staff. They will be totally responsible for the pupils' safety and behaviour. This is especially important when two schools are sharing the centre. Visiting staff must be aware of their continuing duty of care and at least 2 members of staff must not drink in the evening, in case there is an emergency. Visiting staff must ensure that alcohol is not stored where it is accessible to pupils (a lockable fridge is provided for this purpose) and must not be drunk in view of any pupils.</li> </ul>		
13	<b>Staff tiredness</b>	<ul style="list-style-type: none"> <li>Visiting staff must be aware of the demanding nature of running a residential visit, and be aware of their continuing duty of care. It is important to plan a rota where staff can have periods of rest and relaxation.</li> </ul>		
14	<b>Incomplete safety information</b>	<ul style="list-style-type: none"> <li>Please contact Leeson House staff if any information is missing, or if you have any questions.</li> </ul>		
15	<b>Kitchen</b>	<ul style="list-style-type: none"> <li>No visiting staff or pupils are allowed into the kitchen areas</li> </ul>		
16	<b>Cleaning chemicals</b>	<ul style="list-style-type: none"> <li>All Leeson House staff are aware of the need to keep all cleaning chemicals away from pupils. All store cupboards are kept locked.</li> </ul>		
17	<b>Leeson Staff Working Practice</b>	<ul style="list-style-type: none"> <li>All staff at Leeson House follow a set of agreed "Safe Systems of Work". Full details of the SSW procedures and guidance notes are available in the Centre Managers Office.</li> </ul>		
	<b>Emergency</b>	<p>Use centre phone system for 999 – dial 9 to get outside line first.  Contact Overnight Duty Staff –233 for First Aid / information on local hospitals and numbers or use information below</p> <table border="1"> <tr> <td> <p><b>MEDICAL CONTACT POLICY 8AM TO 6:30PM WEEKDAYS</b>  ILLNESS = PHONE SWANAGE DOCTORS 01929 475104/ 422231 (8:30am-6:30pm Weekdays only)  MINOR INJURY = PHONE SWANAGE HOSPITAL 01929 422282 (<b>8am-8pm Weekdays &amp; Weekends</b>)  MAJOR INJURY = 999</p> </td> </tr> <tr> <td> <p><b>MEDICAL CONTACT POLICY 6:30PM TO 8AM WEEKDAYS, WEEKENDS OR BANK HOLIDAYS</b>  ILLNESS = PHONE NHS 111 or MEDICAL EMERGENCY LINE 0845 600 1013  MINOR INJURY = PHONE NHS 111 or MEDICAL EMERGENCY LINE 0845 600 1013  MAJOR INJURY = 999</p> </td> </tr> </table>	<p><b>MEDICAL CONTACT POLICY 8AM TO 6:30PM WEEKDAYS</b>  ILLNESS = PHONE SWANAGE DOCTORS 01929 475104/ 422231 (8:30am-6:30pm Weekdays only)  MINOR INJURY = PHONE SWANAGE HOSPITAL 01929 422282 (<b>8am-8pm Weekdays &amp; Weekends</b>)  MAJOR INJURY = 999</p>	<p><b>MEDICAL CONTACT POLICY 6:30PM TO 8AM WEEKDAYS, WEEKENDS OR BANK HOLIDAYS</b>  ILLNESS = PHONE NHS 111 or MEDICAL EMERGENCY LINE 0845 600 1013  MINOR INJURY = PHONE NHS 111 or MEDICAL EMERGENCY LINE 0845 600 1013  MAJOR INJURY = 999</p>
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