

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP (www.oeapng.info) and the SAGE framework to determine ratios and effective supervision. Ratios and effective supervision must be discussed during the planning stage with reference to the specific location and activity risk assessments.

Activity: Residential Stay - The Main Building		
Risk Assessment Completed By: Michael Gould and Louise Harding		Date: January 2023 Review Date: January 2024
1	Supervision of pupils	<ul style="list-style-type: none"> LH tutors will lead and have shared responsibility of the whole group or part of, when 'LH' is indicated on the programme and during the taught session itself. At all other times, including mealtimes, downtime and overnight, it is the school staff 'Sch' responsibility, <u>and this must be risk assessed by each school prior to the visit.</u>
2	Fire	<ul style="list-style-type: none"> All groups staying at Leeson House will be given appropriate fire safety information. In the case of pupils of yr9 and younger this will consist of a full fire drill practice led by a member of Leeson House staff. In the case of yr10 to adult, this will consist of a full briefing on fire safety and showing each person to the nearest fire exit from their bedroom. 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. All electrical equipment, fire safety equipment etc is regularly checked and full records of these checks are kept - see Centre Safety Policy Visitors are asked to not leave anything on charge in rooms while out on fieldwork due to risk of electrical fire from chargers. The housekeeping team will switch off any plugs in rooms when they clean.
3	Intruders	<ul style="list-style-type: none"> 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. If doors or windows are kept open after the 10pm lock up, it is the visiting school's staff responsibility to close them at their bedtime.
4	Falling, tripping	<ul style="list-style-type: none"> 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.
5	Illness	<ul style="list-style-type: none"> Visiting staff must be aware of the need for regular and thorough handwashing after students have been outside, especially after pond dipping. Visiting staff must be aware of the problems associated with homesickness. Visiting staff must inform Leeson House staff in the event of any illness / accident at the earliest opportunity. If required, additional hand washing and other precautions may be put in place in the event of a covid or similar outbreak

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6	Hot drinks / hot food	<ul style="list-style-type: none"> • School staff will supervise all mealtimes, including the preparation and consuming of hot chocolate (Primary schools) • Visiting staff are asked to ensure that pupils using the coffee bar area do so in a responsible manner and are careful when moving about with hot drinks to help avoid spills and hot water burns. Only staff and Secondary school students to use the hot water in the games hall. If Leeson staff are to move around the Centre with hot drinks, a cup with a lid is required. • Supper/hot chocolate – primary school children should be sat down and small groups at a time to collect their hot drinks to avoid bumping into each other, spills and burns.
7	Gas leak	<ul style="list-style-type: none"> • 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.
8	Power cut	<ul style="list-style-type: none"> • 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.
9	Pupils absconding	<ul style="list-style-type: none"> • 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 being accompanied by a member of visiting staff.
10	Games room	<ul style="list-style-type: none"> • 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.
11	Staircases	<ul style="list-style-type: none"> • 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.
12	Bathrooms	<ul style="list-style-type: none"> • 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.
13	Drunken behaviour	<ul style="list-style-type: none"> • 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. • As per the Code of Conduct, students or staff found to be intoxicated will need to leave Leeson House
14	Staff tiredness	<ul style="list-style-type: none"> • 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.
15	Kitchen	<ul style="list-style-type: none"> • No visiting staff or pupils are allowed into the kitchen areas.

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16	Cleaning chemicals	<ul style="list-style-type: none"> All Leeson House staff are aware of the need to keep all cleaning chemicals away from pupils. All store cupboards are kept locked.
Emergency		<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> <div data-bbox="584 316 1765 464" style="border: 1px solid black; padding: 5px;"> <p>MEDICAL CONTACT POLICY 8AM TO 6:30PM WEEKDAYS ILLNESS = PHONE SWANAGE DOCTORS 01929 475104/ 422231 (8:30am-6:30pm Weekdays only) MINOR INJURY = PHONE SWANAGE HOSPITAL 01929 422282 (8am-8pm Weekdays & Weekends) MAJOR INJURY = 999</p> </div> <div data-bbox="584 464 1765 608" style="border: 1px solid black; padding: 5px;"> <p>MEDICAL CONTACT POLICY 6:30PM TO 8AM WEEKDAYS, WEEKENDS OR BANK HOLIDAYS 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> </div>