

Risk Assessment - Holme House, Esk Valley, Grosmont

Revised Feb 2018

NB This risk assessment has been carried out as a blue print, which may be used by visitors and users of Holme House to develop their own detailed risk assessment based upon their own intended activities and staffing.

Hazard	Who is affected?	What controls are in place?	Risk Level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Main Road	All users	Gate in place to keep residents safe from traffic on Main Road as well as vehicles entering courtyard. Gate to be kept closed while residents are in the house. NB sign mounted on gatepost advising "Please keep gate closed". Gates to be closed and secured on leaving.	H			
Gates	All users	Gates to be opened and secured by means of hook provided to ensure they don't swing. Gate only to be operated by Adults.	L			
Moving vehicles	All users and drivers	Gate in place to keep residents safe from traffic on Main Road as well as vehicles entering courtyard. Children to be supervised at all time while in courtyard. Drivers to drive slowly through gate and in courtyard.	H	Keep lookout for visitors	All Residents	
Slipping & tripping in courtyard	All users	All users to take due care and attention especially during wet weather as cobbles in courtyard are uneven and can get very slippery. Weeds are sprayed and moss should be removed.	M	Weeds sprayed annually. Moss removed regularly.	Committee to action annually	
Climbing/falling from walls and trees	All users	Childrens to be supervised whist playing out and warned not to climb on walls and trees.	H			
Steps leading to back garden	All users	Avoid using these steps as they can become very slippery during wet weather. Suggest that access to back garden is made either through Activity Room (using door leading onto garden) or by using grass to the side of house. Under 18s to be supervised at all times. Steps to be cleaned of moss/weeds.	H	Weeds sprayed annually. Moss removed regularly.	Committee to action annually	
Gas canisters for campers located in courtyard	All users	Housed in secure cage and padlocked. Located well away from house and public view.	L			
Equipment in campstores, barn and cartshed	All users	Hirers of campsite advised to keep doors shut/locked when not in use. Hirers of house advised that they have no access to these areas.	L			
Trapped fingers when stacking/unstacking chairs and folding/unfolding benches and tables	All users	Care to be taken. In Dining Room, do not fold away benches, but leave stacked neatly. In Activity Room, do not stack these in front of heater.	M			

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Injuries when using pulley in Activity Room	All users	Care to be taken. Sign next to pulley stating only to be operated by Adults.	M			
Stone fireplace/hearth in Lounge	All users	Care to be taken. No running in Lounge.	M			
Open Fire in Lounge	All users	Not in use as chimney capped off. Sign in Lounge warning not to light fire.	L			
Storage Heaters	All users	Do not lean against them or cover.	L			
Firedoors	All users	Care to be taken when opening and closing. To be kept shut at night and when not in use. NB Got permission from Fire Officer to wedge doors open when needed (eg meal times).	L			
Unattended items in Office	All users	Only Adults allowed in office	L			
Warming oven in Dining Room	All users	Only Adults to use. NB top can get very hot	M			
Kitchen Cut, burns, scalds Food preparation & storage	All users	Only Adults allowed in kitchen on their own. Under 18s must be supervised at all times. Use the provided colour coded chopping boards. Observe good food hygiene in food preparation, storage and waste disposal.	H	Committee members to regularly check kitchen is left clean and tidy. No food to be left in fridge or freezer.	Committee to action monthly	
Unattended items in under stairs cupboard	All users	Only Adults allowed in understairs cupboard. No cleaning materials to be kept in cupboard - notice on door to advise this.	L			
Hazardous cleaning materials	All users	To be kept out of reach of under 18s eg high cupboard in back kitchen. Under 18s to use under Adult supervision.	L			
Slips and trips when cleaning floors	All users	Care to be taken. Wet floor warning sign to be used (kept in under stairs cupboard).	M			
Low ceiling from Dining Room to Toilets/Kitchen	All users	Care to be taken. Warning sign on beam.	M			
Steep stairs	All users	Care to be taken and hand rail used. No loose slippers or socks to be worn.	M			
Steps on entrance/exit from various rooms	All users	Care to be taken when leaving/entering rooms. Hazard tape put on steps to highlight them.	M			
Unattended items in Guiders bedrooms	All users	Only Adults allowed in Guiders bedrooms.	L			

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Injuries from bunk beds in dormitory	All users	Care to be taken getting down from top bunk. No jumping off top bunk. No running in dormitory.	M			
Medicines	All users	To be kept in locked first aid box (NB not provided).	L			
Water leak	All users	Mains water stop tap located under sink in kitchen. NB stop tap for water to outside toilet is located under sinks in downstairs toilets.	L			
Fire	All users	Smoke alarms, sensors and emergency lighting fitted throughout house. Fire extinguishers provided, but only to be used if trained or if needed to aid escape. Electrical equipment PAT tested. NB only PAT tested equipment is allowed to be used in house, however hair straighteners, curlers and tongs are not allowed as they are deemed high fire risk. Fire practice to be carried out within first 24 hours of staying in house. Fire exits to be kept clear. No smoking allowed in house. Make sure campfire and incinerator are out after use.	M	Smoke alarms, sensors, emergency lighting and fire extinguishers all to be regularly serviced. Electrical equipment to be PAT tested annually.	Committee to action annually	
Electrocution	All users	Electrical equipment PAT tested. NB only PAT tested equipment is allowed to be used in house, however hair straighteners, curlers and tongs are not allowed as they are deemed high fire risk. Adults to be aware that main fuse box is located in Dining Room, in wall cupboard	L	Smoke alarms, sensors, emergency lighting and fire extinguishers all to be regularly serviced. Electrical equipment to be PAT tested annually. A list of tested equipment is in the office.	Committee to action annually	
Security of building	All users	Windows to be closed and locked when leaving the building. Doors to be locked at night. Keys to be kept safe at all times and not given to unauthorised people. Committee have current list of key holders. Key box combination changed regularly and only disclosed to essential users.	L	Key box combination to be changed regularly.	Committee to action regularly	
Gas for cooker	All users	Gas canisters stored in shed at back of house, which is out of bounds to under 18s. Gas canisters to be changed by trained fitters only. Gas to be turned off using tap next to cooker when not in use. Carbon Monoxide monitor fitted.	L	Carbon Monoxide monitor to be checked monthly.	Committee to action monthly	