



## South Tyneside Council

### RISK ASSESSMENT

<b>Department: Services for Young People, Children, Adults &amp; Families</b>		<b>Section: Thurston O.E.C.</b>		<b>Assessment No: H3</b>	
<b>Work Activity</b>	Main House				
<b>Method/Task</b>					<b>Risk rating, without controls</b> <i>(see Matrix overleaf)</i>
<b>Hazards</b>	Slips, trips, bumps & falls Burning & scalding Finger/toe entrapment Falls from height Safeguarding Non-authorized access	Conduct in dormitories Injuries/illness Domestic cleaning Electrical equipment Fire Legionella bacteria	<b>High</b>	<input type="checkbox"/>	<b>Medium</b>
			<b>Low</b>	<input type="checkbox"/>	
<b>Population Exposed</b>	<b>Employees:</b>	<input checked="" type="checkbox"/>	<b>Sub Contractors:</b>	<input checked="" type="checkbox"/>	<b>Public:</b>
	<b>Young Persons:</b>	<input checked="" type="checkbox"/>	<b>Special Groups:</b>	<input checked="" type="checkbox"/>	<b>Children:</b>
					<input type="checkbox"/>
<b>Control Measures (continued on separate sheet)</b>	Group briefing on arrival at centre Continued monitoring by all responsible persons Suitable footwear worn Storage available for luggage and floors kept clear of other trip hazards Visiting leaders responsible for supervision & conduct in dormitory areas Duties carried out by group to ensure dormitories and centre clear and tidy Water temperature regulator on all hot taps and showers First aid trained staff and first aid kits available Cleaning and sickness cleaning kit available All bedding washed at 60°C Door closers on all bedroom doors prevent slamming Where possible cleaning process not whilst group present Cleaning cupboards kept locked Use of correct warning signage <b>Continued on separate sheet</b>				
<b>Information Instruction Training Required</b>	As above				
<b>Personal Protective Measures (PPE)</b>					

<b>Implementation Plan</b>		<b>By Whom</b>	<b>Target Date</b>
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<b>Risk Rating with Controls in place</b>	<input type="checkbox"/> <b>HIGH</b>	<input type="checkbox"/> <b>MEDIUM</b>	<input checked="" type="checkbox"/> <b>LOW</b>
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<b>Monitoring and Review</b>	<b>Review Date</b>	<b>By Whom</b>	<b>Target Date</b>
	<i>Jan 2018</i>	<i>Staff</i>	<i>Jan 2018</i>

<b>Action Identified From Review</b>	None	<b>By Whom</b>	<b>Target Date</b>
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Risk Matrix				
Likelihood	Worst Case Outcome			
		<i>Fatality</i>	<i>Major Injury</i>	<i>Minor Injury</i>
	<i>Probable</i>	HIGH	HIGH	MED.
	<i>Possible</i>	HIGH	MED	MED.
	<i>Improbable</i>	MED.	LOW	LOW

Assessment conducted by: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: January 2018. AS, RC, MK, JS, CN, JR

## RISK ASSESSMENT

<b>Department: Services for Young People, Children, Adults &amp; Families</b>		<b>Section: Thurston O.E.C.</b>		<b>Assessment No: H3 (continued)</b>		
<b>Work Activity</b>	Main House					
<b>Population Exposed</b>	<b>Employees:</b>	<input checked="" type="checkbox"/>	<b>Sub Contractors:</b>	<input checked="" type="checkbox"/>	<b>Public:</b>	<input checked="" type="checkbox"/>
	<b>Young Persons:</b>	<input checked="" type="checkbox"/>	<b>Special Groups:</b>	<input checked="" type="checkbox"/>	<b>Children:</b>	<input checked="" type="checkbox"/>
<b>Control Measures (Continued) Page 2</b>	<p>All dormitory and ground floor windows are fitted with restrictors          Bunk beds have mattresses lower than side guards          Top bunks only used as appropriate and by suitable people          Suitable bannisters in place &amp; stairs have high visibility edges          All Centre electrical equipment has regular PAT testing          Safeguarding / Child Protection Policy in place          Groups instructed not to have cameras in bedrooms          Mobile phones collected in if appropriate          Groups instructed not to go in other bedrooms          Fire alarm system, Fire Risk Assessment completed and Fire Policy in place          External doors secured at close of day &amp; when Centre unoccupied          Access controlled by staff          Legionella risk assessment and management programme in place          Changing and wash areas supervised as appropriate</p>					