

Section 1

**Project or location**

*Great Leaps Adventure-Buckmore Park*

**Details of work & area** (specify people, equipment, materials, substances, frequency & conditions)

The activities included within this risk assessment are:

*Health and Safety – use of the Classroom (Indoor/Outdoor), Kitchen*

Use of the outside/indoor space (activities, experience or education) and the use of a building are required at different times during a visit to Great Leaps Adventure. The activity/location (indoor/outdoor) will be decided by the Lead Instructor for the activities, experience or education. This risk assessment ensures that the selected environment used is safe and fit for purpose.

All learners are supervised throughout.

**Department (or business) supervising the work**

Great Leaps Adventure

**Now complete Section 2 (next page) – Use the tables below to assess the risks**

Likelihood of Harm	L	Probable Severity	S	Risk Rating R (LxS)		Likelihood of Harm (L)	Probable Severity (S)								
				1 to 6	LOW		1	2	3	4	5				
Very unlikely	1	Trivial Injury	1	1 to 6	LOW										
Unlikely	2	Minor Injury	2				4	6	8	10					
50/50 Likelihood	3	Moderate Injury	3	7 to 14	MEDIUM		6	9	12	15					
Likely	4	Major Injury	4				8	12	16	20					
Very Likely	5	Fatality	5	15 to 25	HIGH		10	15	20	25					

**People at risk**

*Learners/staff/members of the public.*

**Comments**

*This document covers the risk assessments and policy for the health and safety across Great Leaps Adventure Venues.*

Date for re-assessment or review (default to 12 months from date below): 27<sup>th</sup> July 2024

Risk Assessor: Graeme Pryke

Date: 31<sup>st</sup> August 2023



Section 2 – Kitchen

Hazards & Dangers	Possible Harm	Control Measures in Place	LH	PS	RR	Further Action
Slips, Trips and Falls	Arm, neck, back, head and leg injuries to all parties on site	Procedure document in place. Sign in place to ensure correct footwear is worn. No equipment kept on the floor.  Scheduled cleaning and maintenance checks 'Wet Floor' Signs available	2	3	6	
Electric Shock	Burns, death	Yearly PAT testing. Scheduled cleaning and maintenance checks. Equipment serviced annually. All electrical repairs are carried out by a qualified person. Faulty equipment removed and replaced.	1	5	5	
Other	Scalds and burns	Procedure document in place. Oven Gloves Provided. Drip tray to urn provided. Groups advised to place tea towels provided and use caution when plate warmer is on.	2	4	8	
Biohazards and sharps	Cuts, death	Procedure document in place (see Kitchen Manual' folder in kitchen).  First Aid box ('Small") provided in kitchen.	2	5	10	



Section 2 – Classroom (Indoor/Outdoor)

Hazards & Dangers	Possible Harm	Control Measures in Place	LH	PS	RR	Further Action
Other- Members of the public without business at Centre or accessing land to cross onto public footpath in close proximity with participants	Possible Injury to all parties	Advice to walkers indicating stile and requesting they observe privacy to users and perimeter pathway behind a post and rail fence to control limits of public access (the Permissive Path) reducing foot traffic at unloading area and car park	1	5	5	
Vulnerable children and adults	Safeguarding All Parties	Staff wear coloured polo shirts or sweatshirts with logo and name of Centre. Staff and Volunteers wear name badges	1	4	4	
Slips trips and falls on main field or teaching area	Arm, leg, back, head and neck injury	Group currently advised of safety considerations when outside. The grass is mowed regularly and inspected for any holes etc. Groups are advised during very wet weather that the field is not suitable for use. Rounders and Camping Area is roped-off/sectioned from field and groups are advised in that this area is out-of- bounds .	1	3	3	
Falling branches, shells/nuts and objects from the trees	Arm, leg, back, head and neck injury	Make users aware of the seasonal changes that could result in shells/nuts falling from the trees.  If any loose branches or tree concerns are spotted, report to Buckmore Park Centre Manager immediately and move the group away from the area.	2	5	10	



Section 2 – Classroom (Indoor/Outdoor)

Hazards & Dangers	Possible Harm	Control Measures in Place	LH	PS	RR	Further Action
Steps into classroom	Arm, leg, back, head and neck injury	Advise all parties when entering and exiting the indoor classroom to take care when stepping up and down. A sign is visible advising all to mind the step.	1	5	5	
Classroom equipment misuse	Arm, leg, back, head and neck injury	Brief all parties on acceptable behaviour (Behaviour policy in place) within the classroom and while on site. Apply the behaviour policy and remove equipment from use or, the people from the equipment, as required to safeguard all or the individuals at risk.	1	5	5	

**CHILD PROTECTION**

Our policy is consistent with current good practice in this area and meets current statutory requirements. Disclosure and Barring Service (DBS) checks are carried out on all staff.

**SUPERVISION WHEN NOT ON ACTIVITIES**

This is the responsibility of the group leader.

**EQUIPMENT**

All Specialist equipment is provided.

All equipment provided will be fit for purpose and is inspected. Records of equipment checks are available for inspection on site.