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Celtic Camping & Bunkhouse Accommodation - Risk Rating Matrix - General Site Risk Assessment

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Date of Last Revision		12 th Mar 2020	JD Williams
Date of Next Revision		01 st Feb 2022	
Number of Incidents since last revision		2	
Safety Officer		JW	
Checked		RM	All Staff and Site Users.
Significant amendments	1	Feb 2016	Use of ladders - self inspection and user maintenance.
	2	Feb 2016	Movement around site by foot surfaces and broken glass.
	3	March 2016	Movement of Staff and user around site in high winds
	4	March 2016	Warning to user about climbing on wooden crates - access to wood processing area .
	5	March 2016	Introduction of life belts to irrigation ponds - users warned of danger.
	6	April 2016	Movement of farm vehicles around site (staff) - look out for customers
	7	June 2016	External organisers of activities - they must produce RA's and Method Statement.
	8	June 2016	Spillage kit for visiting groups - brief school / college staff
	9	March 2016	Additional training for staff to cover first works parade on vehicles.
	10	March 2016	Control of access to farm yard vehicles - control of keys.
	11	March 2017	Control access to works-shops - ensure door remains secure
	12	March 2017	Sleeping in bunkbeds - fall from height - brief staff on arrival.
	13	March 2017	Running through corridors - staff briefed on arrival.
	14	Sept 2017	Dealing with an emergency situation - parking of car in main car park.
	15	Feb 2018	Un-controlled access to toilets and showers - visiting staff briefed on implementing safeguarding
	16	May 2019	Dogs biting staff or customers
	17	Mar 2020	Covid 19 - Global Pandemic (SAR)

Date of Assessment:	02 Feb 2021	Latest amendment:	Date of Review: 01 Feb 2022	Date of Approval:	06 Feb 2021
Compiled By: J Williams		Nº 17 - Mar 2020 16 Pages	Reviewed By: J Williams	Approved: IMB Griffiths	



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Financial Impact	Health and safety - seriousness	Impact	Impact Severity Score	Risk value	20 - 25 = VERY HIGH RISK - do not carry out activity - immediate introduction of control measures			
					10 - 16 = HIGH RISK - task should not be carried out without additional control measures			
					5 - 9 = MEDIUM RISK - conduct task but identify and implement suitable control measures			
					1 - 4 = LOW RISK - safe - monitor and manage			
> £ 5M	Fatal severe or multiple injuries, death.	Extreme - Alarming	5 - Very High	5 (Med)	10 (High)	15 (High)	20 (Very High)	25 (Very High)
> £ 2,5M	Possible Disabling Injury; external assistance required	Major - Serious	4 - High	4 (Low / Med)	8 (Med)	12 (High)	16 (High / Very High)	20 (Very High)
> £ 1M	Medical Treatment - Lost of Time Incident short - mild injury.	Moderate - Considerable	3 - Medium	3 (Low)	6 (Med)	9 (Med / High)	12 (High)	15 (High)
> £ 50K	First Aid & Medical treatment - lasting discomfort/ mild injury >48hrs.	Minor - Limited	2 - Low	2 (Low)	4 (Low)	6 (Med)	8 (Med)	10 (High)
< £ 5K	Not likely to cause injury - may require small element of First Aid - temporary discomfort.	Trivial - Insignificant	1 - Very Low	1 (Very Low)	2 (Low)	3 (Low)	4 (Low / Med)	5 (Med)
Likelihood - Probability Score How often does a situation occur that can result in any given event The risks are graded against the criteria of the <i>level of risk</i> involved, i.e. <i>seriousness</i> and the <i>likelihood of occurrence</i> .				1 - Rare - never occurred > 5 years	2 - Unlikely to occur 1 - 5 years	3 - Moderate - could occur 6-months-1 year	4 - Likely - known to occur 14 days - 6 months	5 - Very likely - occurs frequently 0 - 14 days



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Task / Activity	Potential Hazard	Potential Risk / Harm	Who is at risk?	Risk Rating (Without control measures)			Existing Control Measures (Must be implemented & communicated to all who may be affected)	Risk Rating (After implementing control measures)			Additional Preventative Measures (look at what control measures can aid the reduction of any residual risk)	Responsibilities
				Likelihood	Severity	Risk		Likelihood	Severity	Risk		
Movement and Vehicle Safety												
Arrival by motor vehicle - car, mini bus, coach or Campervan	Vehicular access to the site, particularly during busy period - excited children running around upon arrival.	Accident or collision potential with pedestrians, cyclists and other vehicles. Major fractures, multiple injuries, laceration, crush injuries. Fatal injuries	Employees, Contractors, Visitors, Public,	3	4	12 High	<p>Employees are briefed to be aware of others moving around on foot and arriving by vehicle.</p> <p>Customer warned of careful vehicular movement onto and off site and to control parking if necessary.</p> <p>Speed limit sign at entrance and speed hump. On arrival visitors report to reception.</p>	1	4	4 Low / Medium	<p>Additional staff training - briefing of visiting groups and activity leaders.</p> <p>Polite message to users of site.</p> <p>Children arriving are also moved straight onto the grassed area away from the car park.</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Movement of farm vehicles, and external transport and equipment	Vehicles movement around site during the normal working day and during busy periods of visitor arrivals.	Accident or collision potential with pedestrians, cyclists and other vehicles, Major fractures, multiple injuries, laceration, crush injuries. Fatal injuries	Employees, Contractors, Visitor, Public	3	4	12 High	<p>Employees are briefed to restrict movement of farm vehicles during arrival times.</p> <p>Activity companies asked to arrive before their customers arrive.</p> <p>Other site users, contractors and delivery firms coming to site are spoken to about restricting their speed</p>	1	4	4 Low / Medium	<p>Activity providers are asked to arrive in plenty of time to avoid rushing and speeding on site.</p> <p>External contractors are briefed and warned about maintaining safe speed limits whilst on site.</p>	All employees and group leaders. Activity providers and external contractor's / delivery companies



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<p>Movement on foot around site</p>	<p>Uneven ground. Wet, slippery & long grass.</p> <p>Possibility of broken glass in outside areas</p> <p>Inadequate lighting at night</p>	<p>Slips, Trips and Falls - minor fracture, sprains, possible concussion.</p> <p>Cuts and puncture wounds</p>	<p>Employees, Contractors, Visitors, Public,</p>	<p>3</p>	<p>2</p>	<p>6 Medium</p>	<p>Site maintenance team conduct regular inspection of site an either report or repair and faults found.</p> <p>All broken glass is removed from site. Users are briefed not to run around barefooted in external area.</p> <p>Rolling programme to erect additional lighting across site to illuminate all areas.</p>	<p>1</p>	<p>2</p>	<p>2 Low</p>	<p>Regular grass cutting is programmed in throughout the year. Campsite advertised as 'rural' campsite, signs up, handrails on steps, trip hazard.</p> <p>Strict cleaning programme implemented after the departure of users from site.</p> <p>All external lighting is being fitted with day night sensors. Use of LED lighting across all areas.</p>	<p>All employees and visiting group leaders. Activity providers and responsible adult supervisors</p>
<p>Movement around site during high winds</p>	<p>Being struck by flying debris, roof sheeting bin lids etc.</p>	<p>Cuts bruises and possible breaks or unconsciousness</p>	<p>Employees, Contractors, Visitors, Public,</p>	<p>3</p>	<p>3</p>	<p>9 Medium / High</p>	<p>During high winds are staff are to ensure that groups, visitors and members of the public are restricted from movement within designated danger areas.</p> <p>If required cordons will be erected to prevent access and movement will be restricted to inside buildings only - unless there is damage of roof material falling down inside the communal dining areas.</p>	<p>1</p>	<p>2</p>	<p>2 Low</p>	<p>Team leaders, teachers, coaches and responsible adults are required to ensure that appropriate supervision is in place during these extreme weather conditions</p> <p>They are to work with the staff of CC to prevent access to restricted areas.</p> <p>They are also to account for all of the children in their charge.</p>	<p>All employees and visiting group leaders. Activity providers and responsible adult supervisors</p>



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ELECTRICAL SAFETY												
Connection to site electrical system	<p>Poorly maintained electrical outlets - faulty equipment being used.</p> <p>Overloading of electrical sockets</p>	<p>Chance of shocks or burns from faulty electrical equipment.</p> <p>Electrical faults can also lead to fires - Minor / Major electrical shock and burns - potentially fatal</p>	Employees, Contractors, Visitors, Public,	3	4	12 High	<p>Electrical system is inspected and certificated in accordance with current legislation.</p> <p>Maintenance team report all faults - all faults are repair by registered electrical contractor. Sockets are suitable for a camping environment. RCD's are fitted to electricity supply. Staff to make pre-visual checks. Staff knows where the fuse board is and how to safely turn off the electricity in an emergency. Safety checks of electrical equipment. Customers use their own electrical equipment at their own risk.</p>	1	2	2 Low	<p>Items that are found to be faulty are removed from site. Owners of unsafe item are informed.</p> <p>Site has a rolling program of PAT.</p> <p>Visiting groups are asked to informed those coming to site to only bring serviceable items of electrical equipment.</p> <p>Appropriate firefighting equipment provided in case of electrical fire.</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Access to main electrical cupboard	<p>Electrical cupboard left open and unattended during either planned of routine maintenance or by site staff whilst resetting electrical circuit breakers</p>	<p>Chance of shocks or burns from faulty electrical equipment.</p> <p>Electrical faults can also lead to fires - Minor / Major electrical shock and burns - potentially fatal</p>	Employees, Contractors, Visitors, Public,	3	4	12 High	<p>Electrical cupboard to be secure at all times - during planned maintenance - safe systems of work adopted by contractor to prevent the accidental switching on of the electrical circuit.</p>	1	2	2 Low	<p>All staff and contractors briefed not to leave this open or unattended. Visitors are briefed that this areas is designated OUT OF BOUNDS - teaching staff are to ensure pupils to not access this area.</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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FIRE SAFETY (see Fire Safety Policy)											
External fires on site	Burning and being overcome by fumes	Severe burning to skin and flesh. Smoke inhalation and carbon monoxide poisoning	Employees, Contractors, Visitors, Public,	2	5	10 High	<p>Campfire, site & personal BBQs are lit and operated at the customer's own risk. Customers are warned not to use BBQ's inside tents or building.</p> <p>Fires and BBQ's are not to be left unattended.</p> <p>Safe, supervision around the fires at all times, away from tents and parking. Establish fire alarm system, Establish Fire Assembly Point, Ensure Fire Brigade access maintained at all times. Maintain spacing between all tents - recommended minimum is 6 metres.</p> <p>No naked flames (cookers and lamps) to be left burning whilst unattended in tents. Gas bottles to be switched off at valve when not in use.</p> <p>Gas bottles to be store outside tent in open air. No fireworks or Chinese lanterns. Fire risk assessment has been completed...refer to Fire Risk Assessment</p>	1	3	3 Low	<p>Site has fire-fighting equipment distributed around all areas.</p> <p>All employees and visiting group leaders. Activity providers and responsible adult supervisors</p>



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<p>Internal Fires Use of wood burning stoves</p>	<p>Carbon monoxide poisoning. Fire from cinders Fire of wood and paper material. Setting fire to internal furniture by smoking Being overcome by fumes</p>	<p>Inhalation of carbon monoxide. Overcome with fumes. Burns caused by fire within building Burning Severe burning to skin and flesh. Smoke inhalation and carbon monoxide poisoning</p>	<p>Employees, Contractors, Visitors, Public,</p>	<p>4</p>	<p>5</p>	<p style="background-color: red; color: white; text-align: center;">20 Very High</p> <p>All buildings are fitted with smoke and heat detection systems that are connected to an automated fire alarm system. Call points and fire-fighting equipment is distributed throughout the building in accordance with the fire risk assessment. Buildings are also fitted with carbon monoxide detector. Cinders are not to be removed from the wood burners until fill extinguished - metal buckets are to be used by CC staff cleaning out wood burners. Smoking within building is not permitted across the site under legislation. All groups and users are briefed upon arrival and the requirement for emergency evacuation procedure is accordance with the fire risk assessment.</p>	<p>1</p>	<p>3</p>	<p style="background-color: green; color: white; text-align: center;">3 Low</p> <p>All groups and users receive a safety brief upon arrival. Additionally, all mandatory checks on fire alarms and detection systems are carried out weekly monthly by staff and 6 monthly and annually checks by designated contractors. Wood burners are to be inspected by HEATAS engineer. All group leaders, teachers, coaches and responsible adults in charge of groups are required to have in place adequate supervision to ensure smoking does not take place within buildings.</p>	<p>All employees and visiting group leaders. Activity providers and responsible adult supervisors</p>
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FOOD SAFETY (see Food Safety Policy)												
Eating food on site	Food intolerance (see food safety policy)	Allergic reaction to foods - Violently ill - anaphylaxis shock	Employees, Contractors, Visitors, Public,	3	4	12 High	<p>Individuals special dietary requirements are captured at time of booking and details passed to catering staff. External activity company also capture this information of pass it to CC staff.</p> <p>On arrival all individuals meet with catering staff and are personally identified along with any allergens and medication required after an attack.</p> <p>Catering staff display allergens on recipe cards - food is sourced from known providers</p>	1	2	2 Low	<p>Additional briefing provided to all staff and Adrenaline pen to be carried for those at risk of anaphylaxis</p> <p>Activity leaders, teacher's coaches and responsible adults in charge of young person are responsible for dealing with this situation</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Eating food on site - full board, B&B or BBQ	Food poisoning	Sickness and diarrhoea Nausea and vomiting	Visitors, Public,	3	3	9 High	All staff are food hygiene trained and food control on the site is controlled through HACCP system	2	2	4 Low /	All staff are fully briefed and conform to food safety policy.	All employees and visiting group leaders. Activity providers
Use of dining room and its facilities	Upon arrival and departure trips and falls - caused by luggage being left in walk way. During stay - food waste being dropped on the floor	Slips, Trips and Falls - minor fracture, sprains, possible concussion.	Employees, Contractors Visitors, Public	3	2	6 Medium	<p>All children are controlled and brought into the kitchen for a full briefing on arrival.</p> <p>Bags are placed away from walk ways - children are then told to remain whilst CC staff take teachers, coaches and team leaders to allocate rooms.</p>	1	1	1 Low	The site expects groups / activity leaders, coaches, teachers and supervising adults to control children until safety briefing has been delivered.	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Eating food and not washing hands.	Zoonotic Diseases from farm animals: pigs, cows, dogs, sheep, cats and horses	Sickness and diarrhoea Nausea and vomiting e-coili, Salmonellosis - potential fatal outcome	Employees, Contractors, Visitors, Public,	3	3	9 High	<p>Site has good hygiene practises - hot running water and soap provided.</p> <p>All users are briefed on arrival about hygiene - catering staff are also briefed to ensure children and adults wash their hands prior to eating food</p>	1	2	2 Low	All personnel are given a safety brief upon arrival	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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Use of water boilers to make hot drinks	Scalding by misuse - using whilst under the effects of alcohol	Burning by scalding of flesh / skin	Employees, Contractors, Visitors, Public,	3	2	6 Medium	<p>Signs are in place to warn users that there is the potential of boiling.</p> <p>Site users / groups are provided with safety briefings upon arrival</p> <p>Everyone to be made aware of hot water machines and hot taps at sinks.</p>	1	2	2 Low	<p>Groups / team leaders and responsible adults are also reminded to supervise the use of this item of equipment.</p> <p>Catering staff are also on hand to oversee the use of this equipment during meal times.</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors
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ACCOMMODATION SAFETY												
Sleeping in Bunkbeds	Fall from height	Being pushed or accidental falling from upper bunks - potential contact with the floor and other users. Major or minor fractures, sprain injuries - possible concussion	Visitors group leaders, coaches teaching staff	3	2	6 Medium	Maintenance teams and all staff are to report any faults with bunk beds. All bunkbed are fitted with side safety rails and step ladders. Any damage to these will be repaired immediately. Users on arrival are briefing on their behaviour within bunk accommodation	2	2	4 Low	Groups / team leaders and adults in supervisory roles are to ensure the behaviour of children under their control	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Running through corridors	Trapping fingers in doors, running into doors and other users	Accidental collision potential with other users, Minor fractures, injuries,	Visitors, Public, Employees, Groups leaders	3	2	6 Medium	All groups and users are briefed upon arrival about ensuring fire doors remain closed and that they are to behave whilst in occupation.	2	1	3 Low	Team leaders, teachers, coaches and responsible adults in charge of groups are to provide appropriate levels of supervision.	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Legionnaires disease	Droplets of waters from taps and showers that are not used often	Drinking water that contains the bacteria Other people with the infection Water from ponds, lakes and rivers	Visitors group leaders, coaches teaching staff	3	2	6 Medium	Staff are to <ul style="list-style-type: none"> ■ ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework; ■ avoid materials that encourage the growth of legionella. The Water Fittings and Materials Directory³ references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme); ■ keep the system and the water in it clean; and ■ treat water to either kill legionella (and other microorganisms) or limit their ability to grow. 	1	2	4 Low		



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SECURITY												
Staying in bunkhouse accommodation	Unauthorised entry - breach of safeguarding issues.	Abuse or attack on individuals	Employees, Contractors, Visitors, Public,	3	4	12 High	<p>All buildings are segregated and external doors have security key pads. Additionally, upper Aberdeiddi building has keypads on all internal doors.</p> <p>All groups are briefed upon arrival to keep their building doors closed and secure. Additional briefing to team leaders / responsible adult as identified.</p>	1	2	2 Low	<p>Groups when required are also able to provide additional security by prior arrangement.</p> <p>Site is remote and therefore away from regular public access - single entry tracks allows every vehicle to be viewed upon arrival.</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Access of toilets and washroom and other site facilities	Un controlled access to users / children	Interfering with vulnerable children	Any child / young or vulnerable persons, visitor, public	2	3	5 Medium	<p>Safeguarding procedures to be adopted and put in place - DBS checks to be conducted on all staff who are in direct positions of responsibility.</p> <p>Briefing provided to all users and groups about use of facilities.</p>	1	1	1 Low	<p>Groups leaders / teachers / coaches and responsible adults have a requirement to provide additional supervision to</p> <p>Groups may provide additional security measures - these should be DBS checked through their own organisations</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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EXTERNAL FARMYARD SAFETY												
Climbing on or over gates and fences, potato boxes / crates	Splinters from wood, injury from barbed wire & gate mechanisms - falls	Puncture, cuts bleeding breaks	Employees, Contractors, Visitors, Public,	3	2	6 Medium	Visitors are briefed not to climb or play on fences gates and potato boxes / crates. All gates to be kept shut when not in use. They are also asked to keep to campsite and not to stray into adjacent farmers' fields and other areas.	1	2	2 Low	Team leaders, teachers, coaches and responsible adults in charge of groups are to provide appropriate levels of supervision.	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Playing near or in the water features / irrigation ponds	Falling in to water, becoming isolated and cold - unable to get out of water	Water injuries - cold weather hypothermia fatal drowning	Employees, Contractors, Visitors, Public	4	5	20 Very High	Groups are briefed upon arrival that these areas are out of bounds unless on supervised activities. Life buoys have been sited and are present on both of the farms water hazards	1	2	2 Low	All group / activity leaders and adult in supervisory roles are remind of their responsibility to control children and prevent them wondering uncontrolled off main site.	All employees and visiting group leaders. Activity providers, responsible adult supervisors
Playing on or around wood / log processing plant and tele forks / Manitou	Crush or fall from height	Accident or collision potential with pedestrians, cyclists and other vehicles. Major fractures, multiple injuries, laceration, crush injuries	Employees, Contractors, Visitors, Public,	3	3	9 Medium / High	All areas are secured where possible. All groups and users are briefed upon arrival that they are not to climb on log piles or play with any machinery - Site is designated OUT OF BOUNDS	1	2	2 Low	All employees are reminded to look out for anyone unauthorised access to this area. They are to be stopped and reported to their group / activity leaders	All employees and visiting group leaders. Activity providers, responsible adult supervisors
Accessing workshops	Unauthorised access to manual and power tools, chemicals and other items	Cuts, electrocution, Crush Chemical burns	Employees, Contractors, Visitors, Public,	3	3	9 Medium / High	All area OUT OF BOUNDS are clearly marked with signs. All groups and users are brief on arrival that they are not permitted within this area and they are not allowed to use any of the equipment contained within them.	1	2	2 Low	All staff are to ensure these areas are not left open. Teachers, groups leaders, coaches and responsible adults are required to ensure that adequate supervision is in place to prevent access to these out of bound areas.	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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Access to farm machinery	Illegal use and driving Entanglement, crush	Accident or collision potential with pedestrians, cyclists and other vehicles. Major fractures, multiple injuries, laceration, crush injuries	Employees, Contractors, Visitors, Public,	3	3	9 Medium / High	Keys are removed for all farm vehicles after use. All groups and visitors are informed that all farm vehicles are OUT OF BOUNDS and access is prohibited	1	2	2 Low	Additional staff team training to inform the control of keys and vehicle security /safety. All activity providers, group leaders and responsible adults are also informed during arrival s brief.	All employees and visiting group leaders. Activity providers and responsible adult supervisors
GENERAL CAMPSITE SAFETY												
Disposal of chemical toilet waste	Customer chemical toilets - lack of proper control and poor hygiene procedures	Injury or illness by incorrect handling/disposal of human waste from portable toilets - not washing hands after carrying out task. Not placing the cover back in the correct position	Employees, Contractors, Visitors, Public,	2	3	6 Medium	Area has been specially marked and additional handles have been provided for the ease of lifting the lid to the grey water receptacle. Users should be directed where to dispose of their waste. Other visitors are informed not to play around that area.	1	1	1 Low	It is strongly recommended that young people are not involved with this task. Portable toilets should be emptied regularly and is the responsibility of the customer. They must be emptied carefully, slowly and with control. Care to be exercised when handling chemicals and refilling with water to prevent contamination and splashing.	Visitors, campers and other site users located around this area.
Dogs being brought onto site	Dog biting humans and other animals. Dog mess	Puncture cuts bleeding - children picking up dog mess - flies interaction with fresh and cooked foods	Employees, Contractors, Visitors, Public,	3	2	6 Medium	Owners are requested to keep their dogs under control at all times. All dog mess to be picked up immediately. Owners to be responsible and keep dogs under control at all times. Failure to comply - visitor will be asked to leave.	1	2	2 Low	All groups and users are briefed upon arrival about the requirements to control dogs and about not approaching dogs. Catering staff are to keep doors closed in food preparation areas. Maintain insect lamps	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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Partaking in organised external actives. Mud Run, Water Slides, Bucking Bronco	Risks outside the parameters of our site risk assessments	All injuries associated with the different types of activities.	Employees, Contractors, Visitors, Public, Organised Groups - D of E, Schools & clubs taking part in own activities	4	4	16 High / Very High	Group leaders, coaches' teachers and supervising adults must prepare their own suitable risk assessment to cover group activities. camping and any other activities undertaken. Appropriate supervision of group-by-group leaders at all times.	1	3	3 Low	CC - will ensure that companies providing these activities have their own RA's and public liability insurances. Groups arranging their activities are to ensure that consideration for additional medical cover is in place and the remote location of the site.	Visiting group leaders. Activity providers and responsible adult supervisors
Identified as having an infectious disease	Potential of it spreading throughout site	Illnesses associated with the different types of infectious diseases	Employees, Contractors, Visitors, Public,	3	5	15 High	Individuals to be initially isolated - Groups to be isolated and segregated from remainder of site. Work under control of emergency services and environmental health agencies	1	2	2 Low	Accommodation will be designated to support any infectious disease isolation - implementation of additional robust hygiene regime	All employees and visiting group leaders. Activity providers and responsible adult supervisors
Emergency situation	Large scale emergency outside of our control	Different types of injuries that potentially arise from large scale incidents.	Employees, Contractors, Visitors, Public,	3	3	9 Medium / High	Groups are required to listen to listen to the direction given by the emergency services and other government organisations.	1	1	1 Low	Deal with request from emergency services and other government organisation.	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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GENERAL OFFICE / SITE SAFETY												
Dogs on site	Dog biting humans and other animals. Dog mess	Puncture cuts bleeding - children picking up dog mess - flies interaction with fresh and cooked foods	Employees, Contractors, Visitors, Public,	3	2	6 Medium	Owner will keep their dogs under control at all times. All dog mess to be picked up immediately. Owner is to be responsible and keep dogs under control at all times. When the owner leaves site the dogs will be secured in the house or dog kennels.	1	2	2 Low	All groups and users are briefed upon arrival about the requirements about not approaching dogs. Special attention for staff customers and visitors entering the office whilst the owner is not present .	All employees and visiting group leaders. Activity providers and responsible adult supervisors



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COVID 19												
Global Pandemic SAR	<p>Transmission due to close proximity from sneezing or coughing</p> <p>Direct contact between individuals and surfaces.</p>	<p>All know illnesses associated with this types of infectious diseases: Continuous Cough Loss of Smell and Taste, Shortness of Breath, Aches, and pains severe headaches.</p> <p>Highly infectious - requirement for self-isolation</p> <p>Hospitalisation, ventilation and induce coma - loss of life.</p>	Employees, Contractors, Visitors, Public,	4	5	20 Very High	<p>Comply with legislation and Government guidelines. Maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> ▪ Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Wear a face mask when the office is occupied. ▪ Further increasing the frequency of hand washing and surface cleaning. ▪ Keeping the activity time involved as short as possible. ▪ Using screens or barriers to separate people from each other. ▪ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. ▪ Reducing the number of people each person has contact with by using 'fixed teams or partnering' <p>If infected - must be reported to Track & Trace teams and notify other employees</p>	2	2	4 Low / Medium	<p>All staff are fully briefed and conform to Covid 19 safety Government guidelines and legislation. In every workplace, increasing the frequency of handwashing and surface cleaning. Provision of Alcoholic Wipes, Antibacterial gel and disinfectants. Wipe down common use items phones keyboards pens between users. Reduce the contact between staff and visitor. All staff must wear mask when entering buildings. Work in designated bubbles. Do not report of work is displaying any of the known symptoms or if contacted by track and track team. - self isolation for required period. 10 - 14 day until no symptoms before return to work</p>	All employees and visiting group leaders. Activity providers and responsible adult supervisors
ACCEPTANCE												
I will ensure that the controls are implemented and, as a result, the above task/show under my control can proceed.												
Signature: Director Celtic Accommodation <i>J.M.B. Gifford</i>						Last review date: 02 February 2021						