

The Beamsley Project Charitable Trust

RISK ASSESSMENT - Centre

The Trustees are committed to maintaining a safe and well-kept environment for all visitors. Guests are requested to report any issues during their stay, to our Warden. Group Leaders are encouraged to conduct their own risk assessments in accordance with the requirements of their Local Education Authority (LEA) or managing organisation. It is also recommended that all leaders carry out a fire and evacuation drill upon arrival. The following information is provided to support this process.

The Beamsley Project Charitable Trust is a registered charity offering holiday accommodation for individuals with disabilities and their carers. The Project does not employ resident staff; all groups are self-catering and self-managing. The Trustees follow a comprehensive Health & Safety Policy and conduct regular risk and fire risk assessments in line with Health & Safety Executive (HSE) guidance. All maintenance and repair work is carried out by qualified professionals to meet appropriate industry standards.

The following are in place:

- Fire Alarms (Serviced by Alto Fire Safety)
- Fire Extinguishers (Serviced by Alto Fire Safety)
- Portable Appliance Testing (Baines Electrical, Skipton)

The Centre has:

- automatic fire alarm system
- heat & smoke detectors
- variety of fire extinguishers
- evacuation procedure
- clearly identified fire exits & fire doors
- emergency lighting
- fire escape from first floor
- evacuation chairs by fire escape
- door alarms on two main external doors
- lockable windows with window restrictors on the upper floor

Beamsley Project Charitable Trust

Harrogate Road * Hazlewood * Skipton * North Yorkshire * BD23 6JA
☎ 01756 710 255 E: info@beamsleyproject.org www.beamsleyproject.org
Registered Charity 701574

Location	Identified risk	To whom	Degree of risk	Actions already in place	Further action required?	By whom and by when
Outside/off site	Fast moving traffic on road	Drivers	high	Warning notice by gate and advice given in our Health & Safety (H&S) walk round.	None req.	
Outside/off site	Fast moving traffic on road	Pedestrians	low	Visitors requested keep gate closed.	None req.	
Exterior	All exit doors have double security locks	All visitors	Low	Each group is required to designate one responsible individual to accompany our welcome host, for a H&S walk. This will include a thorough check of all fire exits to ensure they are fully operational, with two people confirming that the exits are clear and functional.	None req.	
External	Pest Control	All visitors	Low	From time to time, we do use external bate boxes which are managed by our nominated contractor. These boxes are secure and are not in easy reach to our guests	None req.	
Exterior	Fire escape – escapers and slips, trips & falls	Young & vulnerable visitors	low	Fire doors once open do not re-lock without the key. Leaders are made aware of this on the H&S walk round. Leaders ensure supervision. We also have portable alarms which can be used on any door. Leaders are advised to complete a security walk round when everyone has retired for the night. The gate should be closed when a group is on site for additional security	None req.	

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Exterior	Entry to and from the building by vulnerable people	Young & vulnerable visitors	Medium	The two main entrances are equipped with automatic door openers that can be controlled by group leaders. In addition, the doors are fitted with alarms that sound when they are opened. Leaders made aware of this on H&S walk round.	None req.	
Exterior	Entry by unauthorised people	All visitors	Low	The Centre operates a sole occupancy policy. However, the holiday cottage in the same grounds, may be rented to others. Additionally, there is an operational graveyard on-site, and while visitors may occasionally stop by, they have no need to approach the Centre. External doors are equipped with audible alarms, and group leaders have keys to all doors. All windows have lockable catches and limited openings. Security is covered during the H&S walkaround.	None req.	
Exterior	Slips & trips	All visitors	Low	The paved and tarmacked areas are checked regularly for irregularities and moss. Remedial action is taken as soon as practical.	On-going checks	Warden
Exterior	Use of BBQ	All visitors	Medium	Guests are advised on the safe use of the BBQ during their H&S walk round. We provide a metal bin with a lid to dispose of any ash safely.	None req.	
Rear Garden	Slips, Trips & Falls	All Visitors	Low	Leaders are advised that children should be supervised. There is a stone wall along two sides and a fence along one end. We advise Leaders that they should not be climbed	None req.	

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Laundry room	Washing machine & drier Washing powder	Young visitors	low	Visitors to keep laundry door closed and request key if door needs locking.	None req.	
Laundry room	Battery charging	Young visitors	low	Visitors to keep laundry door closed and request key if door needs locking.	None req.	
Laundry room	Medicine Room	Young visitors	low	Should visitors choose to use this room as their medicine room, the door must be kept locked at all times.	None req.	
Kitchen	Hot water boiler	All Visitors	medium	Leaders to ensure access to kitchen is limited Keys can be provided on request. Sign to highlight safe use of the boiler in place	None req.	
Kitchen	Cooker, electric hobs, grill, microwave - burns	Young & vulnerable visitors	medium	Leaders to ensure access to kitchen only for appropriate people and people should be supervised if required. Key available on request. Tablets for the dishwasher are kept out of reach of children. Burns kit available in laundry room & checked monthly	None req.	
Kitchen	Dishwasher – chemicals			Tablets for the dishwasher are kept out of reach of children. COSHH data sheets by unit	None req.	
Kitchen	Sharp knives, blender			Kitchen drawer unit where knives etc are kept is also lockable – keys provided on request. Pantry, where equipment is stored can be locked if required– keys provided on request.	None req.	
Kitchen	Fire	All guests	low	There are both fire extinguishers and a fire blanket located in the kitchen.		

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Dining room	Microwave	Young & vulnerable visitors	low	Visual checks completed by Beamsley team. Supervision by group leaders as required. Can be moved into kitchen if required.	None req.	
Dining room	Heated trolley	Young & vulnerable visitors	low	Visual checks completed by Beamsley team. Supervision by group leaders as required. Warning sign on unit.	None req.	
Dining room	Toasters	Young & vulnerable visitors	low	Visual checks completed by Beamsley team. Supervision by group leaders as required.	None req.	
Shower rooms	Wet floors	Young & vulnerable visitors	low	Non-slip flooring in place. Bath mats provided in laundry room. Supervision by group leaders as required. All rooms are checked for defects on a monthly basis by the Project team and we request, guests to report maintenance on our defect report system.	None req.	
Shower rooms, washing area & bedrooms 1-6	Water Temperature	All visitors but especially children		Water temperature is set to a safe level no higher than 38°C to prevent scalding. We complete monthly temperature checks on all taps to monitor and maintain the temperature control system.	None req.	
Langbar Hall	Access to the outside	Young & vulnerable visitors	medium	Leaders ensure door is shut and supervision in place.	None req.	

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Langbar Hall	Fire Escape	Slips & Trips	medium	Fire escape is checked by our team before each guest and is cleaned on a regular basis	None req.	
Langbar Hall	Pool cues & balls	Young & vulnerable visitors	medium	Leaders ensure adequate supervision.	None req.	
Langbar Hall	Evacuation chair & sledge	User & operator	medium	Only to be used by staff with training. Instructions can be found following the QR code on the evacuation chair.	None req.	
Langbar Hall	Use of games	Young & vulnerable visitors	Low	We have a selection of games some of which have small pieces. These can be removed based on the risk assessment of individual groups. Children should be supervised at all times.		
Lift	Doors hit people or trap user	Young & vulnerable visitors	medium	The lift must not be used by children without adult supervision. Door is fitted with full length sensor. Checks are completed by our team as well as by our nominated contractor. Warning signs outside lift. Lift is fitted with an alarm	None req.	
Bathroom	Ceiling hoist	Disabled people	low	Only to be used by staff who have had previous training in the use hoist & slings. Hoist is checked regularly by our nominated contractor. including LOLER tested twice per year.	None req.	
Bathroom	Changing table	Disabled people	low	Only to be used by staff who have had previous training in the use of hoist & slings. Side bar to	None req.	

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				be in place. Changing table is checked regularly by our nominated contractor		
Bedrooms 2 & 3 & 5	Electrically operated beds	User	low	Only to be used by staff who have had previous training in the use of hoist & slings. Children not to operate the beds. Profiling beds are checked regularly by our nominated contractor	None req.	
All bedrooms & public areas	Electrical blown air heaters	Visitors	low	Thermostats allow visitors to control the heat. The heat pump systems ensure the face of the radiators are never hot. Stickers are displayed on heaters requesting guests not to cover them.	None req.	
General	Mobile hoists, slings, electric stair chair	User & operator	medium	Only to be used by staff who have previous training in the use of hoist & slings. Users should ensure that they understand the equipment before use. All equipment is checked regularly by our nominated contractor inc. LOLER tested twice per year.	None req.	
Linen room	Cleaning materials	Project Team	low	This room is not accessible to visitors. COSHH sheets available and training in place.	None req.	
Water systems	Legionella	All users	low	There is no cold-water storage on site. Showerheads are sanitised on a monthly basis. Dead legs in the system are flushed through when the premises has not been occupied for over 7 days. Temperature checks are carried out monthly.	None req.	

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The entire site	Fire	All users	low	<p>Fire extinguishers are located at appropriate locations and are maintained on an annual contract by our nominated contractor.</p> <p>The building is protected by a selection of smoke and heat detectors and glass break-points. Exit points are labelled and checked regularly.</p> <p>The Centre is covered by a 2-zone audible fire panel. This is checked by our nominated contractor twice per year and weekly checks are carried out by our team.</p> <p>Should there be a loss of power the centre is fitted with emergency lights and torches can be found in the laundry room on the ground floor.</p> <p>Guests are advised to practice an evacuation on arrival.</p> <p>All bedrooms have an evacuation map which guests are advised to familiarise themselves with on arrival.</p> <p>There is no gas to the property.</p>	None req.	
The entire site	Fire evacuation	All users	Medium	<p>We recommend at the point of booking that guests should create Personal Emergency Evacuation plan (PEEP). A tailored plan for individuals who might need assistance evacuating the building during an emergency, ensuring their safe and timely evacuation. A template is available to download on our</p>		

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				website. We also advise guests to arrive through the front door of our building which is the closest to the Assembly point in the front garden. This is to encourage guests to use the safest route out of the building.		
The entire site	Electric shock or fire	All users	Medium	All portable electrical appliances are PAT tested every year by our nominated contractor. Visual checks are completed by our team at each change over and items removed if required. Fuse boxes and circuits are clearly labelled and the locations are shown to our guests during our H&S walk round.		
The entire site	Loss of mobile signal in the event of an emergency	All guests	low	We have a phone for emergency use only stored in the fire alarm cupboard in the centre. It is a portable phone so can be used during an evacuation to contact the emergency services. This phone also has the Projects emergency numbers stored in it.		
The entire site	Loss of power for a sustained period	All guests	low	In the event that it becomes necessary to evacuate the building for the safety of our guests, we have an agreement in place with a local organisation to serve as an emergency shelter until alternative accommodation can be arranged or the situation is resolved. Guests are advised to report any problems to the Warden, who is the only person authorised to initiate this		

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				emergency procedure. The emergency contact numbers are on display at the front & rear entrances to the centre.		
The entire site	Security	All guests	Low	Each door front and rear, has an alarm fitted to alert guests someone is entering or leaving the building. Guests are provided with a key to lock all doors. Door will then be locked to someone from the outside but guests can still exit the building should they need too		

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