

## Risk Assessment

**Name of activity:** Educational group stays (Primary)

**Name of assessor:** Daniel Strickland

**Date of assessment:** 1<sup>st</sup> Sept 2023

**Date of review:** 1<sup>st</sup> Sept 2024

Educational Group arrangements	Tick
Cohort is a residential centre for educational groups. Cohort opens to the public for 10 weeks of the year (Easter and summer)	√
Cohort complies with all relevant <b>health and safety</b> regulations. Recorded risk assessments are available for inspection	√
Accident and <b>Emergency Evacuation</b> procedures are maintained and records available for inspection	√
The staff have the experience, competence and professionalism to work with the age range of educational group visits	√
There are regular opportunities for the group party leader to meet and <b>communicate</b> with management	√
Cohort, St Ives has a <b>Safeguarding Policy &amp; Staff Code of Conduct</b> which is available for inspection	√
Cohort, St Ives has <b>Public Liability</b> Insurance of up to £5 million	√
Cohort has a <b>Green Policy</b> and takes its environmental and social responsibilities extremely seriously.	√
A <b>Fire risk assessment</b> is completed annually and meets requirements of the Regulatory Reform (Fire Safety) Order 2005	√
All reception staff are basic <b>first aid trained</b> ; with the St Ives Minor Injury Unit and surgery located 3 minute walk away	√
<b>Separate</b> males and female sleeping accommodation and washing facilities are provided, with staff accommodation suitably located to ensure adequate supervision. Cohort also provides unisex washroom facilities	√
The building door <b>security</b> is controlled by an electronically controlled key card system, with CCTV located throughout.	√
Cohort has a <b>Learning Outside of the Classroom (LOtC)</b> Site provider Award	√

The risk rating will inform your order of importance to address the risk. Where the risk is **medium** or **high**, either identify the action required to reduce the risk or do not proceed with the activity.

Code	Person at risk
H	Housekeeping (onsite)
Y	Young People
T	Trip staff
E	Employees

Number	Risk rating
1 – 5	Low
6 – 12	Medium
12+	High

Severity scale for physical and psychological injuries:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilising injury or trauma not requiring hospital treatment	Non-immobilising injury or trauma but requiring hospital treatment	Injury or trauma requiring hospital treatment – off work/school 5 days	Severe injury or trauma requiring urgent hospital treatment/long term sickness	Very severe life-threatening event/fatality

And a likelihood scale for a hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

Multiplying the two produces the risk score. Such a quantitative approach highlights priorities for management. An example is shown below:

Hazard	Likelihood	Severity	Risk Score	Management
	2	4	8	
	3	1	3	
	4	2	8	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity	Likelihood (probability)	Risk level	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Risk of an outbreak of fire in the building	H, Y, T, E - Serious injury or death due to smoke inhalation - Serious injury or death due to inadequate fire equipment, policies and procedures.	Annual Fire Risk Assessment conducted by external assessor (available on request) Weekly fire alarm test Monthly emergency lighting and fire extinguisher checks Regular fire safety checks conducted (records available on request) Six-monthly servicing of fire alarm system Appropriate signage and fire action notices throughout building Fire action notices along with fire escape route maps on the back of every dorm room door. Fire exit escapes kept clear at all times Group Leaders given emergency evacuation procedures in welcome packs, including assembly points. Group leaders and students are given a welcome talk on arrival which includes emergency evacuation procedures. Staff present in the building 24/7 and will initiate emergency evacuation procedure in the event of a fire In the event of an overnight fire Cohort has arrangements to use the local town hall as an emergency shelter. Fire doors are annually surveyed and certified by an external fire door assessor . Staff fire drills each year	5	2	10	No further action Ongoing awareness of fire safety			

<p>Members of the public entering / in the building</p>	<p>Y, T,  - Inappropriate contact by with members of the public  - In appropriate behavior by members of the public</p>	<p>Front main entrance is locked at all times when a primary group is staying  Members of the public – including delivery drivers – have to press intercom to access building  CCTV throughout building.  Primary school age groups are required to take exclusive use of the building. If Trip Organiser chooses to share the building with other guests they are responsible for all safeguarding concerns and must include this information in their risk assessments  Trip leaders have contact details and 24/7 access to management  In <u>ALL</u> instances Cohort staff will respond swiftly to reports by Trip leaders/students about concerns of other members of the public in or around our building  Cohort staff are onsite 24/7 for support  Reception is open from 8am – 11pm, with sleeping duty staff on call overnight.  We operate a strict Safeguarding Policy (available upon request)  Contractors/tradesman are required to sign in and out.  Meet the Team board on display so visiting school groups know who our staff are</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No further action</p>			
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<p>Seasonal staff living on-site</p>	<p>Y, T</p> <ul style="list-style-type: none"> <li>- Inappropriate contact with Cohort staff</li> <li>- Dorm rooms are kept unlocked during stay - Cohort staff having access to dorm rooms (day and night)</li> </ul>	<p>Strict safeguarding policy Cohort housekeeping staff are (basic) DBS checked Night support staff are (enhanced) DBS checked Cohort staff not allowed to use front main entrance after 9pm (rear access only) On-site staff not allowed to use lounge communal areas when primary school are in the building Trip leaders are made aware of on-site staff at time of booking Meet the Team board on display so visiting school groups know who our staff are</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No further action</p>			
<p>First aid provision</p>	<p>H, Y, T, E</p> <ul style="list-style-type: none"> <li>- Lack of first aid provision</li> <li>- Inadequate initial response to an injury onsite</li> </ul>	<p>All reception staff and night warden are basic first aid trained  3 x first aid boxes in building. 1 large first aid box accessible 24/7  First aid boxes are adequately stocked and checked annually  St Ives Stennack doctors surgery and Minor Injuries Unit is located a 4 minute walk from Cohort. See below for opening times.  First aid needs risk assessment available on request</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>No further action</p>			

<p>Risk of primary pupils unsupervised in dorm accommodation</p>	<p>Y, T</p> <ul style="list-style-type: none"> <li>- Accidents</li> <li>- Security</li> <li>- Safety</li> </ul> <p>Primary aged children may be more susceptible to hitting head on metal bars</p> <p>Staff have witnessed primary children sitting on Room 2 safety bar.</p>	<p>All bunk beds have safety bars on the top bunks.</p> <p>All bunk beds have solid and safe steps leading up to the top bunk.</p> <p>Cohort annually checks and tightens all key clamp metalwork on beds ensuring step leading to top bunk are safe.</p> <p>Building electrics were renewed in 2015 and meet all current regulations</p> <p>All beds have secure under bed storage which can be locked with a padlock</p> <p>Dorm room windows cannot open further than 100mm</p> <p>All dorm room doors can be opened – without a key – from the inside.</p> <p>All first floor dorm room windows have a safety bar reducing the risk of accidentally falling through. These safety bars do not impede escape access in the event of a fire</p> <p>Dorm room doors are supplied to primary aged groups unlocked – so trip teachers can easily access rooms.</p>	2	3	6	<p>Put plastic wrapping around metal clamp to reduce severity of injury if hit head</p> <p>Put notice on metal bar in room 2</p> <p>Reduce length of hanging lights in Rooms 1 – 5</p>			
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<p>Risk of supplying breakfast and packed lunches</p>	<p>Y, T</p> <ul style="list-style-type: none"> <li>- Illness through inadequate food safety measures by Cohort</li> <li>- Illness through inadequate food safety measures by suppliers</li> </ul>	<p>All food provision meets current health and safety standards and legislation</p> <p>Breakfast and lunch packs contain low risk products, provided by external catering suppliers</p> <p>All breakfast dairy products are kept in a fridge and topped up or replaced daily</p> <p>We provide sealed single portion cereal boxes.</p> <p>We provide bread for toast which will always be within the best before date and is replaced, if needed, daily.</p> <p>An external sandwich supplier provides our ready-made sandwiches / salads in sealed packaging with full ingredients labels</p> <p>All food meets requirements of Natasha's Law</p> <p>In almost all cases sandwich supplier deliver sandwiches within 24hrs of being used. In some cases (i.e if sandwiches are required for a Monday) food is delivered 48hrs in advance (on a Saturday) but well within the use-by date.</p> <p>Once delivered, staff ensure sandwiches are put into our refrigerated storage within 20 minutes</p> <p>Fridge temperatures are checked daily</p>	2	2	4	<p>No further action</p>			
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<p>Risk of providing evening meals via external caterers</p>	<p>H, Y, T, E</p> <ul style="list-style-type: none"> <li>- Illness through inadequate food safety measure by Cohort</li> <li>- Illness through inadequate food safety measure by caterers</li> </ul>	<p>Dine In St Ives are our preferred catering company for educational group stays</p> <p>We ensure that Dine In St Ives complies with all food safety regulations and requirements and are competent to provide in-house catering.</p> <p>We ensure Dine In St Ives provides us with all relevant public liability documentation and food safety risk assessments (available on request)</p> <p>We provide all necessary equipment needed for Dine In St Ives to provide in-house catering.</p> <p>All other food caterers used for educational groups are asked for copies of public liability insurance and food safety risk assessments.</p> <p>Cohort checks food temperature of evening meals when first delivered (food is required to arrive at a minimum temperature of 63c)</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>No further action</p>			
<p>Risk of slips and trips (accidents)</p>	<p>H, Y, T, E</p> <ul style="list-style-type: none"> <li>- Injury through slipping on spillages or tripping over objects</li> </ul>	<p>General good housekeeping is carried out throughout the building</p> <p>Cleaning staff are trained at induction to be aware of health and safety considerations</p> <p>Annual health and safety risk assessments are completed</p> <p>Housekeeping signage used whilst cleaning</p> <p>Mops available for clearing wet floor in all washroom and kitchen</p> <p>Commercial grade (non-slip) flooring in washrooms</p> <p>Hallways kept clear</p> <p>Tiled floors laid with non-slip matting or a non-slip coating</p> <p>Slips and Trips risk assessment available on request</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>No further action</p>			



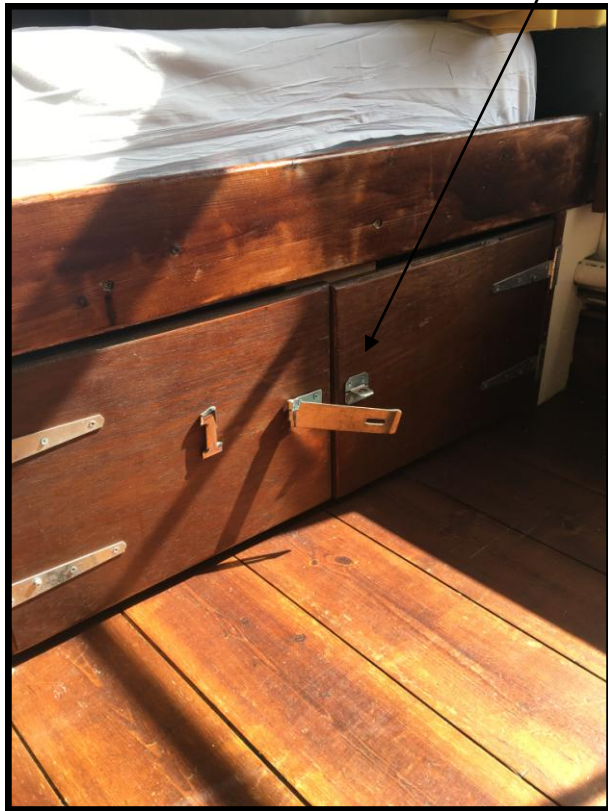
Communal doors (automatically closing)	Y, T - Injury through trapping fingers in automatically closing doors - Injury through trapping fingers when queuing outside doors - Risk of foot injury when opening doors	All doors have been risk assessed Finger trap guards have been installed on doors where necessary Kitchen door, where there is a higher risk of queuing, has a fire door retainer installed Corridor doors have door retainers fitted and are held open during the days to minimize risk of foot injuries All doors are routinely monitored for appropriate closing times (doors should close between 4-6sec) Finger Trapping risk assessment available on request	3	2	6	No further action			
Front door access	Y - Pupils being able to exit front entrance unattended	All Trip Leaders are aware of how access to front door Front door has child safety lock (button high up to exit) Primary pupils not allowed to leave building without an appropriate adult	2	2	4	No further action			
Washrooms - Water too hot	H, Y, T, E - Scalding or uncomfortable due to showers too high a temperature - Scalding due to mixer tap failure	Water temperature regulated at 38- 40c is within a safe temperature range Our water exit temperature is 38-40c. Monitor water temperature quarterly (records available) A mixer tap failure is usually indicated by decreasing water temp – regular monitoring will capture a failed mixer tap Spare mixer tap stored for immediate replacement	2	2	4	Continue monitoring water exit temp			

<p>Safeguarding Abuse, neglect or inappropriate behavior by member of staff</p>	<p>Y - Inappropriate contact with members of staff - Inappropriate behavior by staff Causing mental and physical harm</p>	<p>Recruitment policy of following up references and ensuring suitability of candidate to work with children during recruitment process (paid staff) We operate a strict Safeguarding Policy (available upon request) We operate a strict Staff code of conduct (available upon request) All staff, permanent and seasonal, are taught the importance of our safeguarding policy at induction All permanent staff complete a safeguarding workshop All reception staff are basic DBS checked Night staff are enhanced DBS checked Onsite (live-in) staff who ordinarily reside in the UK are basic DBS checked Onsite (live-in) staff who do not ordinarily reside in the UK are not DBS checked – see Overseas live-in staff RA Live-in staff are not to use front entrance (accommodation side) after 9pm Staff not to do evening washroom clean Live-in staff not to use communal areas of building during a primary school trip Meet the Team board on display so trip leaders can identify staff members</p>	2	4	8	<p>Monitor staff behavior Ongoing training and safeguarding awareness training</p>			
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## Pupil dormitory room accommodation safety features

### Secure under bed storage

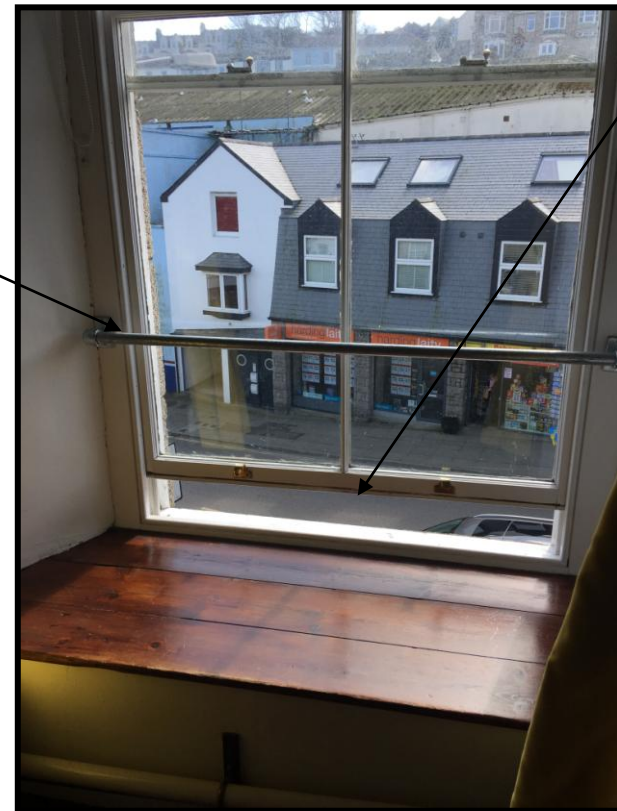
Padlock required to secure under bed storage



### Secure accommodation windows

Max. 100mm gap for windows opened above ground floor

Safety bar





Secure steps to top bunk bed



Safety rails bars on top beds



Internally, room door can be opened at all times without a key

Externally, doors will be permanently unlocked and accessible at all times (unless requested to be locked by trip leader)





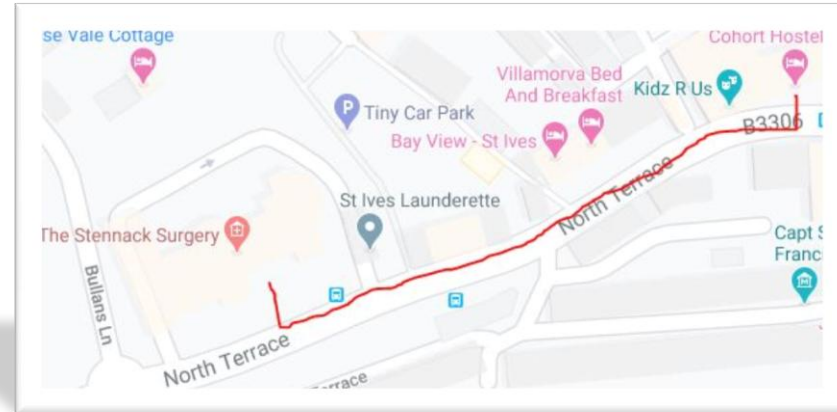
# The Stennack Doctors Surgery + Minor Injury Unit

The Stennack Surgery  
The Old Stennack School  
St. Ives  
TR26 1RU

Telephone No: 01736 793333  
24/7 Prescription Service: 01736 792177

Phone lines open: 8.30 - 13.00 and 14.00 - 18.00

Out of Hours non-emergency number: 111  
Emergency services: 999 / 112



**Directions:** Turn right out of Cohort and walk up the road for 3 minutes. The Stennack Surgery building is on your right hand side.

## ROUTINE surgery opening hours

Monday:	08:00 to 20:00
Tuesday:	08:00 to 20:00
Wednesday:	08:00 to 20:00
Thursday:	08:00 to 20:00
Friday:	08:00 to 20:00
Weekend:	Closed
Bank Holidays:	Minor Injuries Unit Open

## Minor Injury Unit opening hours

Monday:	08:00 to 20:00
Tuesday:	08:00 to 20:00
Wednesday:	08:00 to 20:00
Thursday:	08:00 to 20:00
Friday:	08:00 to 20:00
Weekend:	10.00 to 16.00 (23 July – 3 Sept)
Bank Holidays:	08.00 to 20.00 (Not Xmas Day & Boxing Day)

You do not have to be registered at the surgery to access the services