

Risk Assessment

Name of activity:	Educational group stays (Secondary +)	Name of assessor:	Daniel Strickland
Date of assessment:	1 st April 2023	Date of review:	1 st April 2024

Educational Group arrangements	Tick
Cohort, St Ives complies with all relevant health and safety regulations, including Health and Safety at Work Act 1974, and has a health and safety policy and recorded risk assessment which are available for inspection	√
Accident and Emergency Evacuation 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 communicate with management	√
Cohort, St Ives has a Safeguarding Policy & Staff Code of Conduct which is available for inspection	√
Cohort, St Ives has Public Liability Insurance of up to £5 million	√
Cohort, St Ives has a Green Policy and takes its environmental and social responsibilities extremely seriously. Thought for the environment is built into all its systems and policies.	√
A Fire risk assessment is completed annually and meets requirements of the Regulatory Reform (Fire Safety) Order 2005	√
All reception staff are basic first aid trained ; with the St Ives Minor Injury Unit and surgery located 3 minute walk away	√
Separate 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 security is controlled by an electronically controlled key card system, with CCTV located throughout.	√
Cohort, St Ives has a Learning Outside of the Classroom (LOtC) Site provider Award	√

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 fire in the building	Trip leaders and students - Injury or death	<p>New fire alarm system fitted in 2015 – maintained by FireCrest Ltd</p> <p>Annual Fire Risk Assessment carried by external assessor (available on request)</p> <p>Weekly fire alarm test</p> <p>Monthly emergency lighting and fire extinguisher checks</p> <p>Regular fire safety checks conducted (records available on request)</p> <p>Appropriate signage throughout building</p> <p>Fire exit escapes kept clear at all times</p> <p>Group Leaders are given emergency evacuation procedures in welcome packs, including assembly points.</p> <p>Group leaders and students are given an introductory talk on arrival which includes emergency evacuation procedures, including assembly points.</p> <p>Staff present in the building 24/7 and will initiate emergency evacuation procedure in the event of a fire</p> <p>In the event of an overnight fire Cohort has arrangements to use the local town hall as an emergency shelter.</p> <p>Fire doors have been surveyed and certified by an external fire door company</p>	4	2	8	No further action			

<p>Risk of sharing building facilities with other guests e.g. communal areas, kitchen, courtyard, shower facilities.</p>	<p>Trip leaders and students</p> <ul style="list-style-type: none"> - Inappropriate contact by other guests - In appropriate behavior by other guests - Intoxicated guests 	<p>CCTV throughout building.</p> <p>It is the discretion of the trip organiser whether they take exclusive use of the building.</p> <p>Primary school age groups are encouraged to take exclusive use of the building. If they choose to share the building with other guests they are responsible for all safeguarding concerns and must include this information in their risk assessments</p> <p>Trip organisers are informed at the beginning of the booking process the circumstances of their group in relation to other building users</p> <p>It is the responsibility of all group leaders to conduct their own risk assessments once they understand the circumstances of their group in relation to the accommodation</p> <p>Small educational groups made aware at time of booking that they may be sharing building with other guests</p> <p>We do not allow students of any educational group (< 18 years old) to share a dormitory room with other guests not from their group</p> <p>All dorm rooms are secure and only those with a key card can access individual rooms.</p> <p>Trip leaders have contact details and 24/7 access to management</p> <p>Cohort adheres to a strict alcohol policy.</p> <p>In <u>ALL</u> instances Cohort staff will respond swiftly to reports by group leaders/students about concerns of other building users</p> <p>Cohort staff are onsite 24/7.</p> <p>Reception is open from 8am – 11pm, with sleeping duty staff on call overnight.</p> <p>We operate a strict Safeguarding Policy (available upon request)</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>No further action</p> <p>*As from 6th June 2023 we are becoming a school residential centre and so will not accommodate members of the public outside of the school holidays. Front door will be permanently locked</p>			
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<p>Risk of members of the public entering the building</p>	<p>Group leaders and students</p> <ul style="list-style-type: none"> - Inappropriate contact with members of the public - In appropriate behavior by members of the public 	<p>When a school group has exclusive use of Cohort, the front door will be permanently locked to keep building safe and secure</p> <p>Members of the public can only enter the building during reception hours (when staff have unlocked the door) Front door is locked overnight from 9pm – 9am</p> <p>In <u>ALL</u> instances Cohort staff will respond swiftly to reports by group leaders or students about concerns or negative experiences of other guests in the building</p> <p>Cohort staff are onsite 24/7. Reception is open from 8am – 11pm.</p> <p>CCTV throughout the building</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No further action</p> <p>*As from 6th June 2023 we are becoming a school residential centre and so will not accommodate members of the public outside of the school holidays. Front door will be permanently locked</p>			
<p>First aid provision</p>	<p>Trip leaders and students</p> <ul style="list-style-type: none"> - Lack of first aid provision - Inadequate initial response to an injury onsite 	<p>All reception staff are basic first aid trained</p> <p>First aid box is adequately stocked and checked annually</p> <p>First aid box (up to 100 person) is located in the lounge – accessible 24/7</p> <p>First aid box is located in the kitchen – accessible during kitchen opening hours</p> <p>First aid box located in night wardens flat</p> <p>Burns kit is located in reception office</p> <p>Additional cold compresses and instant ice packs available in boxes and café fridge</p> <p>St Ives Stennack doctors surgery and Minor Injuries Unit is located a 3 minute walk from Cohort. See below for opening times.</p> <p>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 students unsupervised in dorm accommodation</p>	<p>Students and group members</p> <ul style="list-style-type: none"> - Accidents - Security - Safety 	<p>All bunk beds have safety bars on the top bunks. 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>Students/group members (under 18) are not allowed to share a dorm with other building users.</p> <p>All students/group members have a key card to access their room only – no other guest of the building can access rooms not assigned to them.</p> <p>No dorm room window can open further than 100mm</p> <p>All rooms have a 30 minute rated fire door</p> <p>All dorm room doors can be opened – without a key – from the inside. Dorm rooms cannot be accessed from the outside without a relevant key card.</p> <p>All room door locks have a security alarm which operates when door hasn't securely closed</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>2</p>	<p>2</p>	<p>4</p>	<p>No further action</p>			
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<p>Risks involved in supplying breakfast and packed lunches</p>	<p>Trip leaders and students - Illness through provided breakfast and lunch packs</p>	<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.</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 into reception from their refrigerated van, staff ensure sandwiches /pasties are put into our refrigerated storage within 20 minutes</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>No further action</p>			
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<p>Risk of providing evening meals through use of external caterers</p>	<p>Trip leaders and students - Illness through catered evening meals</p>	<p>Dine In St Ives are our preferred in-house catering company for educational group stays. We ensure that Dine In St Ives complies with all food safety regulations and requirements and are competent to provide in-house catering. We ensure Dine In St Ives provides us with all relevant public liability documentation and food safety risk assessments (available on request) We provide all necessary equipment needed for Dine In St Ives to provide in-house catering. All other food caterers that are used for educational groups are asked for copies of public liability insurance and food safety risk assessments.</p>	2	2	4	No further action			
<p>Safeguarding Abuse, neglect or inappropriate behavior by staff towards visiting children and young people</p>	<p>Children , young people and vulnerable adults - Inappropriate contact with members of staff - Inappropriate behavior by staff</p>	<p>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 have completed 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 use front entrance (accommodation side) after 9pm Meet the Team board on display so trip leaders know who our staff are</p>	3	2	6				

Risk of slips, trips and spills	Trip leaders and students - Injury through slipping on spillages or tripping over objects	General good housekeeping is carried out throughout the building Cleaning staff are trained at induction to be aware of health and safety considerations Annual health and safety risk assessments are completed (available upon request) Housekeeping signage used whilst cleaning	2	2	4	No further action			
Risk of finger trapping in doors	Trip leaders and students - Injury through trapping fingers in automatically closing doors - Injury through trapping fingers when queuing outside 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, will have a See Finger Trapping RA Kitchen fire door retainer installed	3	2	6				

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	Immobilising injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event

Severity scale for physical and psychological injuries:

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:

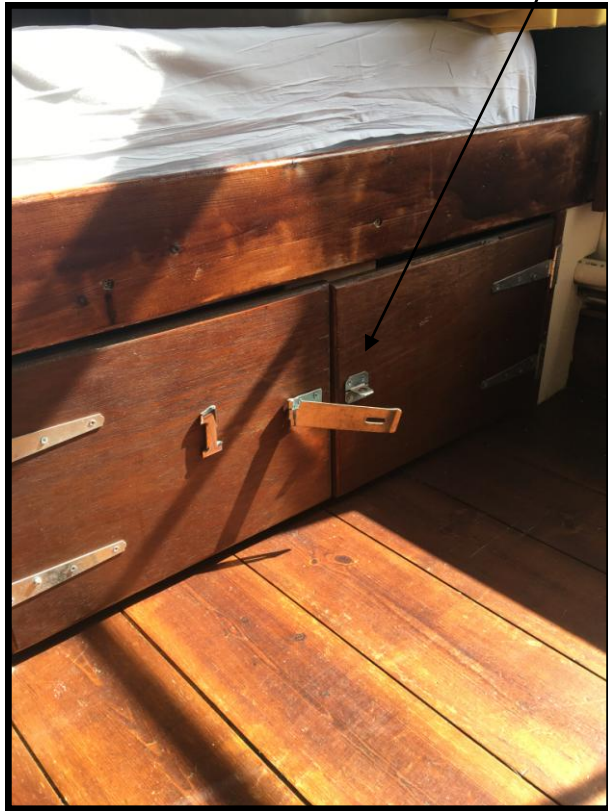
Hazard	Likelihood	Severity	Risk Score	Management
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Coastal walking	2	4	8	Keep group single file along coastal paths
Steep, unstable slopes along paths	4	2	8	Advise suitable footwear

Student dormitory accommodation safety features

Secure under bed storage

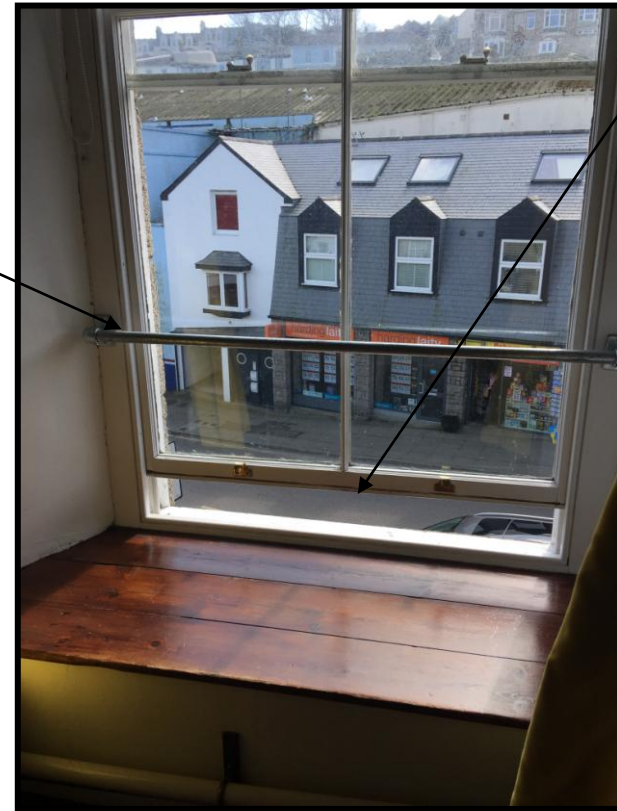
Padlock required to secure under bed storage



Secure dorm accommodation windows

Max. 100mm gap for windows opened above ground floor

Safety bar





Secure steps to top bunk bed



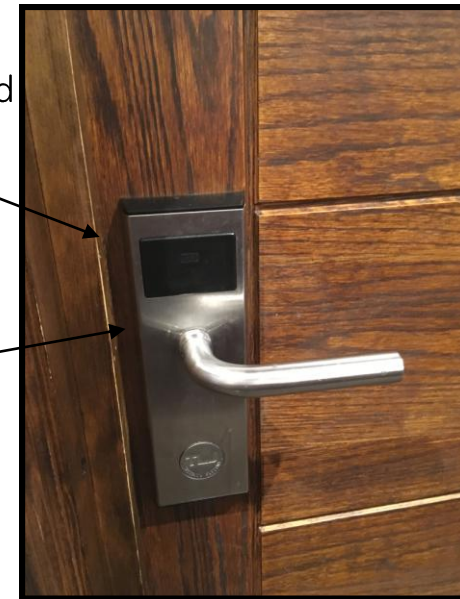
Safety rails bars on top beds



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

Externally, doors can only be accessed via a room key card.

Door locks operate a security alarm if door does not securely close





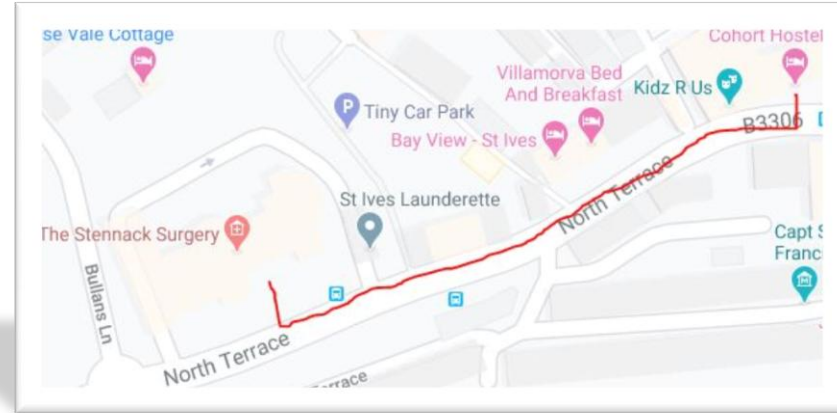
The Stennack Doctors Surgery + Minor Injury Unit

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