

Harrow House risk assessments

Activity	Assessor
General Indoor Areas	Sharon Patterson and Paul Yerby

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Doors	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people getting hit by door being opened/ slammed onto them. 	<ul style="list-style-type: none"> • Viewing panels fitted to all doors to allow visibility through. Door closers fitted and maintained meaning doors will close slowly in a controlled manner. • Staff inspection of areas when in use. • Many communal areas monitored by CCTV. • Emergency exits are fully lit and on an automated emergency back-up power supply.
Wooden / lino floor / carpeted areas	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Danger of slipping on wet floor due to spillage or cleaning or water being brought in from outside areas. 	<ul style="list-style-type: none"> • Staff monitoring for spillage. Wet floor warning signs during and after cleaning. Large door mats fixed at all external doors. • Staff inspection of areas when in use. • Many communal areas monitored by CCTV. • Emergency exits are fully lit and on an automated emergency back-up power supply.
Steps and stairs	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Danger of falling. 	<ul style="list-style-type: none"> • Stair lips are marked with non-slip lip. Hand rails / bannister provided. Students encouraged to keep left at all times. • Staff inspection of areas when in use. • Many communal areas monitored by CCTV. • Emergency exits are fully lit and on an automated emergency back-up power supply.
Corridors	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Running in corridors and general horseplay with danger of falling / collision. 	<ul style="list-style-type: none"> • Staff monitoring and presence. CCTV backup. • Staff inspection of areas when in use. • Many communal areas monitored by CCTV. • Emergency exits are fully lit and on an automated emergency back-up power supply.

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
 01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk

Activity	Assessor
General Outdoor Areas	Sharon Patterson and Paul Yerby

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Driveway / car park	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Danger to pedestrians and road users from traffic. Employees' vehicles, delivery vehicles, visitors' vehicles, coaches, tradesmen and company vehicles. 	<ul style="list-style-type: none"> Imposed 5 mph speed limit on site. Clearly marked designated parking areas. Dedicated minibus parking area and route. Use of cones and warning signs to flag specific traffic restrictions. Cordon off specific areas as required. Restrictions on parking and traffic at high usage times e.g transfer day. Designated turning areas with sufficient space for large vehicles. Pedestrian paved walkway provided on grassed area adjacent to driveway. Staff inspection of areas when in use.
Smoking area	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Fire risk due to cigarettes / matches not being fully extinguished. 	<ul style="list-style-type: none"> Appropriate bin provided with specific ashtray style top. Sand bucket provided. CCTV monitoring and staff patrols. Staff inspection of areas when in use.
Grassed areas / external paths	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Danger of slipping or injury on tarmac. Tripping up steps. Running and general horseplay with danger of falling / collision. 	<ul style="list-style-type: none"> Staff monitoring for excessively wet areas, and restricted access via cones and signs if needed. External steps painted white on lip edge to improve visibility. Staff monitoring and presence. CCTV backup.
Boundary / fencing	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Unauthorised access from offsite areas via sides or back of property. Danger to staff and students' property and personal safety from intruders. Unauthorised exit from the site via sides and back of property. Danger of injury due to unknown environment. 	<ul style="list-style-type: none"> Staff patrols and monitoring. CCTV in many areas. Fixed formal fencing at property's edge at a height that prohibits access. These are often coupled with tightly planted trees and shrubs. Staff patrols and monitoring. CCTV in many areas. Fixed formal fencing at property's edge at a height that prohibits access. These are often coupled with tightly planted trees and shrubs.

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
 01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk

Activity	Assessor
College Bedroom	

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Bedroom door	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people getting hit by door being opened / closed. • Possibility of people getting fingers caught / crushed in doors. 	<ul style="list-style-type: none"> • Doors are fitted with overhead closers. • Individual door codes updated as required to ensure maximum safety. • Safety override of locking system for emergencies. • Staff patrols and daily room inspection.
Bunkbeds	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Potential risk of people falling from higher bunks. 	<ul style="list-style-type: none"> • Top bunks fitted with barrier rails. • Staff patrols and daily room inspection.
Sink and taps	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people scalding themselves on hot water. • Possibility of taps being left running and flooding rooms. 	<ul style="list-style-type: none"> • Temperature limiter on taps. • Auto stop taps fitted. • Staff patrols and daily room inspection.
General furniture	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of wall mounted pictures falling and smashing or being knocked into from higher bunks. • Possibility of mirrors falling from walls and causing injury. • Potential risk of injury or splinters from wooden furniture. 	<ul style="list-style-type: none"> • Pictures are moved into low traffic areas and away from bunks. • Corners are rounded and furniture is sanded every six months. • Mirrors are stuck to walls rather than hung. • Staff patrols and daily room inspection.

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
 01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk

Activity	Assessor
Satoe Hall	

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Doors (internal and external).	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people getting hit by door being opened/ slammed onto them. 	<ul style="list-style-type: none"> • Viewing panels fitted to all doors to allow visibility through. • Door closers fitted and maintained meaning doors will close slowly in a controlled manor
Internal steps.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Potential risk of people falling/tripping down the steps. 	<ul style="list-style-type: none"> • Highlighted non slip strip edging meaning increased visibility.
Low ceiling at the top of the audience seating.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people banging their heads as they stand up. 	<ul style="list-style-type: none"> • Highlighted strip across the area, increasing the visibility. • Verbal warnings are issued to all users during meetings - visual demonstrations. • Use for students of lower levels
Lino flooring.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Risk of people slipping up due to: <ul style="list-style-type: none"> - rainwater - being brought in through the foyer. - spillage - from students (e.g. from drinks) - cleaning - cleaners mopping floor. 	<ul style="list-style-type: none"> • Fixed mats at both entrance in the foyer plus a large mat in the main hall as you step in through the foyer. These will take the majority of the water from people's shoes as they walk in. • Staff monitoring, report/clean up any spillage immediately to eliminate risk. • Use yellow signs to highlight area. • Floor is cleaned/mopped at times when no/low traffic (06:00) and use of signs to increase visibility.
Lighting/sound equipment.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possible electrocution from equipment. 	<ul style="list-style-type: none"> • All equipment is locked and concealed away in the rack. • Staff monitoring. • Electrical equipment PAT tested.
Large glass foyer.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Glass breaking - with the potential of harming anyone close by. • People walking into glass due to the fact they think there isn't any glass. 	<ul style="list-style-type: none"> • Toughened glass fitted. • Stickers placed on glass to highlight the fact that the glass is there.
TV bracket.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Risk of someone walking into the corner of the bracket & banging their head. 	<ul style="list-style-type: none"> • Edge of bracket highlighted, bracket on arm moveable tucked away when certain activities e.g. Disco are happening, • Staff monitoring.
Large volume of students in the Hall at one time.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Evacuating room during fire alarm. 	<ul style="list-style-type: none"> • Not having more than 200 students in the hall at one time. As per fire regulations in line with the number of fire exits and floor space. • High staff ratio.

Ratios
<ul style="list-style-type: none"> • All acts are monitored with a staff ratio Min 1:16, all sports equipment is checked weekly (some daily when in use), • All students are given instructions regarding that activity and behaviour is closely monitored throughout the lesson/activity

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Table Tennis - Storage of tables.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of someone getting their fingers trapped opening a table. 	<ul style="list-style-type: none"> • All tables fitted with posters stating that staff are the only people allowed to move/open tables
Playstation Games.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Leads loose - potential trip hazard for anyone walking past. 	<ul style="list-style-type: none"> • Playstation only in use when staff are present, monitoring. • Leads to be tucked away by staff using the playstation.

Karaoke	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possible trip hazard from leads (Tv and speakers) running across the floor. 	<ul style="list-style-type: none"> • All cables now run above ceiling tiles.
---------	--	---	---

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk



Activity	Assessor
Bar, Wessex Room and Purbeck Hall	

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Bar Area	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Possibility of overcrowding at busy times causing an issue for safety and fire regulations in the event of emergency. 	<ul style="list-style-type: none"> Minimum staff level of 4 for disco and karaoke with head count at the door to monitor for the maximum limit of XXXXXX Staff inspection of areas when in use. Bar and Wessex Room monitored by CCTV. Emergency exits are fully lit and on an automated emergency back-up power supply.
Catering Equipment and Supplies / Stock	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Cooking equipment / oil / cleaning products / alcohol present so possible hazard with electrics, heat and poisoning. 	<ul style="list-style-type: none"> Bar areas, fridges and supplies locked away. Constant staff presence when cooking and serving alcohol.
Wooden / lino floor	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Danger of slipping on wet floor due to spillage or cleaning. 	<ul style="list-style-type: none"> Staff monitoring for spillage. Wet floor warning signs during and after cleaning. Staff inspection of areas when in use.
Electrical equipment	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Danger of electrocution and injury from TV (and stand), speakers, lighting equipment and cabling. 	<ul style="list-style-type: none"> All equipment is positioned at least 7 feet above floor level. All cabling is encased in lighting grid. Staff inspection of areas when in use.
Wessex Room	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Possibility of people running into large clear glass doors. 	<ul style="list-style-type: none"> Doors are decorated with HH transfers to increase visibility. Staff inspection of areas when in use. Bar and Wessex Room monitored by CCTV. Emergency exits are fully lit and on an automated emergency back-up power supply.
Purbeck Hall	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Danger of injury when using screen / projector. Access is via stairway - danger of falling. Access to graduated seating is via side stairs with a large gap between stairs and wall. Stair way reaches height of 8 feet - danger of falling. 	<ul style="list-style-type: none"> Equipment is kept locked and set at a height out of children's reach. Non-slip highlighted lip on steps to improve visibility. Side hand rail and guard to prevent possibility of falling through gap. Staff inspection of areas when in use. Emergency exits are fully lit and on an automated emergency back-up power supply.

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
 01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk

Activity	Assessor
Dome	

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Emergency Exit Door.	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people getting hit by door being opened/ swinging open onto them due to the force of pressure. • Danger of injury / strain to operator when opening the door due to sudden pressure release. 	<ul style="list-style-type: none"> • High pressure warning sign. Staff only permitted to operate . Training given. • vEmergency exits are fully lit and on an automated emergency back-up power supply
Revolving Entrance Door	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Potential risk of people getting stuck on entry and exit and catching clothing / hair etc between the door and the frame. • Students play games with the door, hold it shut, spin too fast. 	<ul style="list-style-type: none"> • Door padlocked when not in use. Opened only by staff members. Students monitored on entry and exit.
Low, hard entrance arch inside door	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people banging heads or shoulders on entry. 	<ul style="list-style-type: none"> • Verbal warnings are issued to all users with monitoring. Staff to ensure all equipment set back to allow maximum space and clear path.
Mutlipurpose Astroturf	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Risk of injury (grazes) on contact due to abrasive nature of synthetic surface. 	<ul style="list-style-type: none"> • No sliding tackles are allowed. Staff monitoring and explanation / warning given. Proper sports shoes required before entering dome.
Floodlights	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Danger of injury when playing sports due to possibility of collision with supporting metal pole. • Trailing power wires for lights. 	<ul style="list-style-type: none"> • Poles are extensively padded and sporting areas / pitch mapped out minimum 3 metres from poles. • Wires are encased in trunking and set close to the edge of the dome away from playing areas.
Purbeck Hall	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Danger of injury when using screen / projector. • Access is via stairway - danger of falling. • Access to graduated seating is via side stairs with a large gap between stairs and wall. Stair way reaches height of 8 feet - danger of falling. 	<ul style="list-style-type: none"> • Equipment is kept locked and set at a height out of children's reach. • Non-slip highlighted lip on steps to improve visibility. • Side hand rail and guard to prevent possibility of falling through gap. • Staff inspection of areas when in use. • Emergency exits are fully lit and on an automated emergency back-up power supply.

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
 01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk

Activity	Assessor
Main office, store room, Conservatory meeting room and Reception	

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Main office			
Doors (internal and external)	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of people getting hit by door being opened/ slammed on to them. • Possibility of people getting fingers caught/crushed in door. 	<ul style="list-style-type: none"> • Doors are fitted with overhead closers and viewing panel in place for Fire exit door
Internal step	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Potential risk of people falling/ tripping over. 	<ul style="list-style-type: none"> • Highlighted non slip stripe edging meaning i increased visibility
Office equipment	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Risk of tripping up over office equipment wires and cables. 	<ul style="list-style-type: none"> • Wire and cable tidy and relocation of office equipment has reduced risk of tripping up or tipping your office chair over these wires
Coffee machine	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Scolding hands when operating hot drinks function. 	<ul style="list-style-type: none"> • Machine is maintained up to twice a year. • Funnel for water is set not to squirt out water in the wrong direction.
Risk of glare and exposure to flickering inherent to CRT monitors	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Danger of injury when playing sports due to possibility of collision with supporting metal pole. • Trailing power wires for lights. 	<ul style="list-style-type: none"> • Poles are extensively padded and sporting areas / pitch mapped out minimum 3 metres from poles. • Wires are encased in trunking and set close to the edge of the dome away from playing areas.
Access to Main Office via stairway	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Danger or falling. 	<ul style="list-style-type: none"> • Hand rail/banister is provided.
Risk of back pain	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • When working at a computer station & RSI when operating computer mouse 	<ul style="list-style-type: none"> • Computer monitors are checked by our IT manager
Risk of fire	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Electricity points holding office electrical equipment 	<ul style="list-style-type: none"> • Electricians check power output and monitor

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Conservatory room			
Main conservatory doors	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Risk of walking into doors 	<ul style="list-style-type: none"> • Harrow House stickers has been placed at eye level to as to clearly show this is a window.
Conference phone wires	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Possibility of tripping up on it 	<ul style="list-style-type: none"> • Wires have been cable tidied and telephone perch has been erected.

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Reception			
Office equipment	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> • Risk of tripping up over office equipment wires and cables 	<ul style="list-style-type: none"> • Wire and cable tidy and relocation of office equipment has reduced risk of tripping up or tipping your office chair over these wires

Identified Hazards	Who is at risk?	Example Causes	Control Measures
Server Room			
Risk of electrocution from Company Server machine	Instructors & All Participants/ Group Leaders	<ul style="list-style-type: none"> Risk of electrocution from Company Server machine 	<ul style="list-style-type: none"> Server is locker securely in a computer cage which is only accessible by the IT Manager

N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Land & Wave

Land & Wave Ltd, Prospect Business Park, Swanage, BH19 1EJ
01202 460 440 | www.landandwave.co.uk | info@landandwave.co.uk

