

RISK ASSESSMENT AND RISK MANAGEMENT – MARWELL ACTIVITY CENTRE

HAZARD	ASSESSING THE RISK	MANAGING THE RISK	MONITORING THE RISK
Hazardous Activities	All participants potentially very serious. Risk low with existing control measures.	<p>Appropriate risk assessments have been carried out for each activity, which is facilitated by Marwell Activity Centre. The Centre is approved by the HCC Inspector of Outdoor Education and conforms to HCC hazardous pursuit regulations.</p> <p>Activities are offered on the capability of the group and medical forms will be carried by a member of the group at all times during the activity. During these activities the group is always supervised by a MAC member of staff and there is a clear hand over between centre staff and visiting staff.</p> <p>All MAC staff are qualified in first aid and all related NGB qualifications.</p>	<p>Loco parentis remains with visiting group leaders although during activities MAC staff will ensure the health, safety and wellbeing of the group.</p> <p>Continuous monitoring of developments within the activities and also any technological developments.</p> <p>All the MAC staff are monitored in delivery of instruction on a regular basis to insure good practise.</p> <p>All accidents are to be reported with HCC guidelines.</p>

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<p>Tentage and marquees and other associated equipment</p>	<p>All participants and all visitors. Potentially very serious. Low risk with control measures in place.</p>	<p>The centre is an approved premise and complies with HCC regulations. All visitor leaders should have attended relevant courses and have a letter of resignation from the head of their establishment or completed and equivalent course e.g.: Guides, Scouts.</p> <p>Clear expectations of group will be set out on arrival.</p> <p>All pupils are warned of danger and supervised whilst setting up the camp.</p> <p>No moving of marquee structures without MAC approval.</p> <p>Any one moving tents should do so within their capabilities.</p> <p>All groups should report faults and defects immediately to a member of MAC staff.</p> <p>Group leaders to ensure adequate entrance and exit points to and from their camp area.</p> <p>All altar fires and gas fires to be set up and managed within the required guidelines set out by the group organisation.</p>	<p>Ensure control measure remain effective, reassess if in any doubt.</p> <p>Visual checks of equipment to be carried out daily by leaders and to be reported to MAC staff immediately.</p> <p>Equipment to be maintained as per manufacturer guidelines.</p> <p>All accidents and near misses to be reported within HCC guidelines.</p>
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<p>Stranger danger/child protection issues</p>	<p>Children, student's and young people. Potentially very serious. Control measures in line with current good practice. Low risk with control measures in place.</p>	<p>All centre staff have been advanced checked through the CRB to comply with current regulations.</p> <p>All visiting staff should have been through the same procedure.</p> <p>Staff on duty 24 hours a day ensuring compliance with duty of care and also security.</p> <p>All visitors to centre must sign in.</p> <p>All leaders must inform MAC of visitors to the centre.</p> <p>All MAC identified by staff uniform.</p> <p>Building doors should be closed at all times and groups supervised whilst using communal areas.</p> <p>Pupils briefed that other will be adults on site (contractors and other group staff).</p> <p>MAC staff will remain on call throughout the night.</p>	<p>Vigilance by group leaders and other staff that there is no unauthorised access to their camp.</p> <p>Centre staff to ensure that no unauthorised access to the centre.</p> <p>Ensure full compliance with risk assessment and review as appropriate.</p> <p>All accidents and near misses to be reported within HCC guidelines.</p>
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Road safety/access and internal road and car parks	All visitors potentially very serious. Low risk with control measures in place and HCC guidelines in place.	<p>Access is via the main gate.</p> <p>Groups should advise centre of anticipated time of arrival so that MAC staff can assist with parking and debarkation of the coaches.</p> <p>A 5mph is imposed on site with signs to further enforce the policy.</p> <p>Vehicles are only permitted to park on grass and field areas with prior permission.</p> <p>All contractors should be accompanied where necessary on site and registered.</p> <p>All group leaders in ensure supervision of groups when crossing internal roads and car parks.</p>	<p>Continuous monitoring of local policies and amendments where appropriate.</p> <p>All accidents and near misses to be reported within HCC guidelines.</p>
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Travel to and from MAC	To be completed by visiting staff	To be completed by visiting staff	To be completed by visiting staff
Environment and weather	Low risk with controlled measures.	<p>The site backs onto the main B2217, there is a fence between the site and the main road.</p> <p>There is a risk of insect bites.</p> <p>LPG and oil storage tanks are located on site.</p> <p>The site operates a non-smoking policy. All visitors must smoke in the designated areas and place butts in the bins provided.</p> <p>Weather reports will be posted on the notice boards at the start of each week.</p> <p>Group leaders are to ensure adequate wet weather provision and ensure that children have adequate wet weather clothing.</p> <p>Encase of adverse weather conditions group leader to be advised by centre staff as to operating procedure.</p>	<p>Fence provides security and safety.</p> <p>Centre staff are trained in first aid.</p> <p>Accompanying staff should also include a first aid person.</p> <p>These are fenced off and locked to prevent entry.</p> <p>Group leaders are advised of this on arrival.</p> <p>The weather will be monitored by MAC staff during groups visit and if necessary extra measures will be taken.</p> <p>All accidents and near misses to be reported within HCC guidelines.</p>

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<p>Centre buildings – Administration block Stores Workshops Bunkhouse Toilets Adventure barn</p>	<p>All visitors and staff low risk.</p>	<p>All buildings are maintained to HSE standards.</p> <p>All building have modern fire and smoke detection systems in operation and are checked on a regular basis.</p> <p>No unauthorised persons are allowed to enter any of the storerooms or workshops during their stay.</p>	<p>All areas to be kept clean and tidy.</p> <p>Any faults are to be reported to MAC staff.</p> <p>All accidents and near misses to be reported within HCC guidelines.</p>
<p>Ropes courses, lake areas and centre equipment</p>	<p>All visitors and staff low risk.</p>	<p>No unauthorised access allowed to climbing wall, lake areas and ropes courses at any time.</p> <p>All group leaders to be informed to the location of these areas on arrival.</p> <p>Water safety equipment is supplied at all lake areas.</p>	<p>Continuous monitoring of local policies and amendments where appropriate.</p> <p>All accidents and near misses to be reported within HCC guidelines.</p>

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Cooking and camp fires	All visitors and staff low risk.	<p>Groups are responsible for the safe set up of their kitchen as required by required regulations.</p> <p>Food is stored properly.</p> <p>Group leaders must ensure that person responsible for cooking has a food hygiene certificate as a minimum.</p> <p>Only altar fires to be used on site.</p> <p>Campfires only to be used in designated areas. Prior permission required.</p>	
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