



CHATEAU DE LA BAUDONNIERE

**SITE SPECIFIC RISK ASSESSMENTS FOR
GROUNDS / BUILDINGS / ACCOMMODATION**

OBJECTIVE STATEMENT AND INTRODUCTION

Detailed risk assessments have been completed and produced to offer guidelines relating to the potential hazards and risks within the general environment of The Chateau. These risk assessments relate to OUT OF ACTIVITY times for guests. All activity sessions have comprehensive and site-specific risk assessments included in operational procedures documents.

All risk assessments and control measures should be reviewed, updated as required and communicated on an ongoing basis taking into account accident / incident reports, weather conditions, other changes in environment, working practices, etc.

It should be noted that it is not possible or desirable to eliminate all potential hazards and their associated risks, to do so would be both unrealistic and also remove an essential element of the residential outdoor education experience. Rather it is preferable that all involved understand and work to manage the risks so that they are minimised to an acceptably low level.

RISK RATINGS

| Probability of Risk Occurring | |
|--------------------------------------|--|
| Low | Acceptable risk as unlikely to occur however if the potential injury / risk is severe, ie. Death / major injury, then additional control measures may be put in place to reduce likelihood of incident occurring to very low level |
| Medium | Usually not acceptable and additional control measures needed to manage and reduce risk to an acceptably low level |
| High | NOT acceptable. Additional control measures required to control / manage risk to an acceptably low level |

CHATEAU DE LA BAUDONNIERE RISK ASSESSMENTS

SITE / GROUNDS

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|---------------------------------|--|------------------------|-----------------------------|--|----------------|
| Lakes | Drowning | Guests and staff | Medium | <ul style="list-style-type: none"> Warning signs placed at strategic points around lake Out of bounds areas clearly communicated during site orientation with all new guests Life rings with ropes placed at strategic points around lake | Low |
| Maintenance areas | Serious injury | Guests and staff | Medium | <ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests All areas to have OUT OF BOUNDS signs in place All maintenance areas, including paint store, should be secure when not in use. | Low |
| Vehicles / Traffic | Serious accident / fractures/cuts and grazes | Guests and staff | High | <ul style="list-style-type: none"> Speed humps / sleeping policeman in strategic areas Maximum speed limit for vehicles of 10 KPH to be enforced Signage for drivers and pedestrians in strategic areas Risk to pedestrians to be communicated during site orientation with all new guests | Low |
| Activity areas | Injury | Guests | Medium | <ul style="list-style-type: none"> Warning signs placed as appropriate Out of bounds areas clearly communicated during site orientation with all new guests Areas / storage provided with locks are secured at end of sessions Staff vigilance | Low |
| Uneven log bridge between lakes | Fractures / cuts and grazes | Guests and staff | Medium / High | <ul style="list-style-type: none"> Risk identified and out of bound areas clearly communicated during site orientation with all new guests Staff vigilance | Low |

SECURITY / FIRE

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|----------------------------------|-----------------------------------|------------------|----------------------|---|---------|
| Security of site and dormitories | Serious incident / injury | Guests and staff | Medium | <ul style="list-style-type: none"> • Digital Key Pad entry systems on all external dormitory doors with unique codes • Codes changed on a regular basis • All external doors self closing • All staff to be aware of 'stranger danger' and confront / question any persons who they believe should not be on site or are acting in a suspicious manner • Teachers to check during dorm patrol that all external entrances are secure • Staff and visitors to wear ID badges | Low |
| Fire | Serious incident / death / injury | Guests and staff | Medium | <ul style="list-style-type: none"> • Fire alarm installed and recorded fire alarm test to take place weekly • Break glass points in strategic areas • Smoke detectors linked to fire alarm in all indoor areas • Evacuation notices in all Accommodation areas / bedrooms (In English) • Fire evacuation routes clearly marked in all rooms / offices / classrooms / etc. • Fire doors kept closed at all times • Fire exits clearly marked and kept clear at all times • Fire training for all staff • Fire evacuation plan in place • Fire evacuation practice takes place with all new guests within 24 hours of arrival • Smoking only permitted in certain designated outdoor areas and appropriate metal containers provided for cigarette butts • Adequate fire extinguishers of the correct type are in place and inspected regularly • Where cooking takes place additional fire control measures in place - fire blankets, etc. | Low |

ACCOMMODATION

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|--|-------------------------------|-----------------|----------------------|---|---------|
| Bunk beds | Major accident / fractures | Guests | Medium | <ul style="list-style-type: none"> • Guests to be briefed to the dangers of jumping from top bunks • Top bunks fitted with guard rails • Guard rails to be checked weekly • Accompanying teachers to enforce discipline during stay | Low |
| 'Falling from' high level windows | Major accident / fractures | Guests | Medium | <ul style="list-style-type: none"> • Guards or restrictors on windows • Risk clearly communicated during site orientation with all new guests | Low |
| Cleaning products / chemicals | Injury – burning or ingestion | All | Medium | <ul style="list-style-type: none"> • ALL cleaning products / chemicals to be kept in locked / secure storage areas when not in use | Low |
| Hot water | Scalding | All | Medium | <ul style="list-style-type: none"> • All shower and bath faucets to be of the regulated type | Low |
| Bacterial contamination | Illness | All | Medium | <ul style="list-style-type: none"> • All bathroom / toilet surfaces to be cleaned on a regular basis | Low |
| Slipping / falling whilst using spiral staircases in wet/icy weather | Fractures / cuts and grazes | All | Medium | <ul style="list-style-type: none"> • Risk to be communicated to all persons staying in Versailles and Les Combles. | Low |

BUILDINGS

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|-----------------------------------|---------------------------|-----------------|----------------------|---|---------|
| 'Falling from' high level windows | Major accident / fracture | All | Medium | <ul style="list-style-type: none"> • Guards and restrictors on windows • Risk clearly communicated to all persons | Low |

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|---------------------|----------------------------|--------|--------|---|-----|
| Out of bounds areas | Fractures, cuts and grazes | Guests | Medium | <ul style="list-style-type: none"> All areas where pupils are NOT allowed without a teacher or member of staff clearly communicated during orientation | Low |
|---------------------|----------------------------|--------|--------|---|-----|

CATERING / KITCHEN / DINING AREAS

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|--------------------------------|--|-----------------|----------------------|--|---------|
| Kitchen | Injury | Guests | Medium | <ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests Kitchen area to be locked when unattended | Low |
| Bacterial contamination | Illness | All | Medium | <ul style="list-style-type: none"> All dining room surfaces to be cleaned on a regular basis and before each meal | Low |
| Food poisoning / contamination | Illness | All | High | <ul style="list-style-type: none"> ALL kitchen staff to be trained in the safe storage and preparation of food HACCP or similar guidelines to be followed at all times with regard to kitchen operating procedures and the safe storage and preparation of food Kitchen and all equipment to be cleaned on a regular basis and before the preparation of food Regular food hygiene inspections by external assessors | Low |
| Lift | Getting trapped in it / Injury – trapped fingers etc / Fire hazard | All | Medium | <ul style="list-style-type: none"> Don't overload the lifts, with people or kitchen goods. Children to be accompanied by an adult when using the lifts. All guests/staff to be informed to NOT use the lifts in the event of a fire Lifts to be serviced regularly. | Low |

GENERAL

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|---|--------------------------|-------------------------|----------------------|---|---------|
| Alcohol accessible to pupils situated in teachers | Minor accident / illness | Pupils visiting Chateau | Medium | <ul style="list-style-type: none"> Out of bounds areas clearly communicated during site orientation with all new guests Staff vigilance | Low |

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|---|-------------------------------|------------------|--------|--|-----|
| retreat area in games room | | | | | |
| Cleaning products / chemicals | Injury – burning or ingestion | All | Medium | <ul style="list-style-type: none"> • ALL cleaning products / chemicals to be kept in locked / secure storage areas when not in use • All staff using chemicals to receive COSHH or similar training | Low |
| Electrical cupboards / housings allowing ease of access to high voltage areas | Major electric shock | Guests and staff | Medium | <ul style="list-style-type: none"> • Risk and out of bounds areas clearly communicated during site orientation with all new guests • Staff to ensure cupboards are locked at all times when not in use | Low |
| Electrical apparatus | Minor electric shock | All | Medium | <ul style="list-style-type: none"> • All electrical appliances in use for both staff and guests are to be inspected and tested on an annual basis by a person qualified to do so. All tests to be recorded. | Low |
| Electric barrier surrounding mini farm / horse enclosure | Minor electric shock | Guests and staff | Medium | <ul style="list-style-type: none"> • Risk and out of bounds areas clearly communicated during site orientation with all new guests • Staff vigilance • Warning signs in place | Low |
| Slips, trips and falls on uneven ground / drainage covers / etc. | Fractures , cuts and grazes | Guests and staff | Medium | <ul style="list-style-type: none"> • Risk clearly communicated during site orientation with all new guests | Low |

GITE NIVARD SPECIFIC ACCOMODATION RISK ASSESSMENT

| HAZARD | RISK | PERSONS AT RISK | LEVEL OF PROBABILITY | CONTROL MEASURES | OUTCOME |
|-----------------------------------|-------------------------------|-----------------|----------------------|--|---------|
| Bunk beds | Major accident / fractures | Guests | Medium | <ul style="list-style-type: none"> • Guests to be briefed to the dangers of jumping from top bunks • Top bunks fitted with guard rails • Guard rails to be checked weekly • Teachers to enforce discipline during stay | Low |
| 'Falling from' high level windows | Major accident / fractures | Guests | Medium | <ul style="list-style-type: none"> • Guards or restrictors on windows • Risk clearly communicated during site orientation with all new guests | Low |
| Cleaning products / chemicals | Injury – burning or ingestion | All | Medium | <ul style="list-style-type: none"> • ALL cleaning products / chemicals to be kept in locked / secure storage areas when not in use | Low |
| Hot water | Scalding | All | Medium | <ul style="list-style-type: none"> • All shower and bath faucets to be of the regulated type | Low |
| Bacterial contamination | Illness | All | Medium | <ul style="list-style-type: none"> • All bathroom / toilet surfaces to be cleaned on a regular basis | Low |
| Walking to the building | Road accident / kid missing | All | Medium | <ul style="list-style-type: none"> • Teachers will be briefed how to get from the gite to the chateau : they'll be asked to stay in a 2 by 2 line on the right side of the road, with one teacher at the front and one at the back. Those 2 teachers will be asked to wear a yellow jacket provided by us. To avoid walking back in the dark, when possible, the "soirée" will be done directly at the gite. If needed, all members of the group will be advised to have torches to walk back in the dark. • No kids will be allowed to go or come back on their own from the chateau to the gite • On their arrival and departure day, the group will be dropped/collected directly from the gîte by the coach | Medium |
| Doors getting outside | Night escape unsupervised | Kids | Medium | <ul style="list-style-type: none"> • An alarm system will be set on each door and an explanation how to use it will be given to the teachers on their arrival. | Low |
| Being off site | Communication in emergency | Staff | Medium | <ul style="list-style-type: none"> • To help to communicate with the duty sleeping at the chateau, a walkie-talkie will be provided to the teachers staying in the gite and explanation given to know how it work | Low |