



The Jonas Centre Risk Assessment

Introduction

The following risk assessment covers areas within the Centre property that visiting groups may be using without the direct supervision of The Jonas Centre Staff.

Visiting group leaders therefore need to be familiar with these specific risk assessments before their visit to The Jonas Centre.

VENUE	Centre Grounds.
HAZARDS	CONTROL MEASURES
Entrance/Exit	Guests warned on arrival. Children told not to leave the site without supervision.
Vehicles	Children warned on arrival. Speed restriction signs on the road.
Visitors and Guests	Visitors and guests must register at reception.
Walkers using public footpath	Groups/Children/Supervisors briefed on arrival. Clearly marked route through site for walkers.
Dry stone walls and fences	Groups/Children/Supervisors warned on arrival.
Slippery grass and banks	Groups/Children/Supervisors briefed on arrival. Steep banks fenced off.
Mole-damaged grassed areas/Rabbit holes	Groups/Children/Supervisors briefed on arrival. Warning signs on the other side of the fence.
Woodland bank steps	Groups/Children/Supervisors briefed on arrival. Warning signs positioned near to steps. Regularly checked for signs of wear and tear and repaired as necessary.
Trees and Bushes	Dangerous and/or overhanging branches removed.
Animal enclosures	Groups/Children/Supervisors briefed on arrival about staying the right side of gates and fences and making sure gates are kept closed and washing hands.
Railway track	Groups/Children/Supervisors briefed on arrival. Warning signs in place.
Trailer Area	Children warned to keep away from them. Trailers to be appropriately parked and secured.
Children's Play Area	The equipment must only be used for the purpose it was designed for. Adult supervision is required at all times.
Caravan Site	All users are registered members of the Caravan Club. The site can be hired by groups to ensure exclusive use of facilities.
ADDITIONAL NOTES	
Additional Activities taking place in the centre grounds under visiting staff supervision should be based on this risk assessment with additional verbal details provided by the Centre staff on duty during your stay.	

VENUE	General Buildings.
SCOPE	This risk assessment should be read in conjunction with any building specific risk assessment used.
HAZARDS	CONTROL MEASURES
Fingers caught in door frames	Warned on arrival at briefing.
Slip/trip on flooring	Regular inspection to ensure good condition.
Damaged/broken furniture	Removal for repair/destruction as soon as notified.
Spills	Cleaning materials readily available via duty manager.
Electrical equipment	PAT test annually.
Broken Glass	All damage to be reported and actioned immediately.
Damaged buildings	All damage to be reported and actioned immediately.
Stepped entrances	Children briefed on arrival not to run in & out of buildings.
	Steps edged with white paint.
	Regular inspection to ensure good condition.
Hot water taps	Warned on arrival at briefing.
ADDITIONAL NOTES	
First Aid kits are situated in the laundry, hall kitchen and upper kitchen.	
Fire assembly points situated near to telephone box and opposite Wensleydale cabin.	
Fire extinguishers and blankets are available in every building and are regularly checked.	
VENUE	Granary Barn - Downstairs.
SCOPE	This risk assessment should be read in conjunction with the general buildings risk assessment.
HAZARDS	CONTROL MEASURES
Kitchen	Only authorised group/staff members allowed.
	Notice on kitchen door indicating the above.
	Kitchen door to be locked and hatch closed when not in use.
Wet Floors	Wet floor safety notices nearby and mops.
Coat hangers in entrance at eye level	Children warned not to rush in and to take care.
Hall storage cupboard	Door bolt at High level.
ADDITIONAL NOTES	
First Aid kits are situated in the laundry, hall kitchen and upper kitchen.	
Fire assembly points situated near to telephone box and opposite Wensleydale cabin.	
Fire extinguishers and blankets are available in every building and are regularly checked.	

VENUE	Hall.
ACTIVITY	Meals and games
HAZARDS	CONTROL MEASURES
Hot food and drink	Group members/children briefed by organiser/supervisor on meal time system, designed to control the number of people moving around at any one time, thus minimising the chance of accidents.
Food spills	To be immediately cleaned by designated group member/supervisor.
Hall Strip lights/ low ceiling	Warn of risks on arrival.
ADDITIONAL NOTES	
First Aid kits are situated in the laundry, hall kitchen and upper kitchen. Fire assembly points situated near to telephone box and opposite Wensleydale cabin. Fire extinguishers and blankets are available in every building and are regularly checked.	
VENUE	Granary Barn - Upstairs.
SCOPE	This risk assessment should be read in conjunction with the general buildings risk assessment.
HAZARDS	CONTROL MEASURES
Entrance steps and stairs	Ensure that they are dry. If wet to have a wet floor sign on view. Regular inspection of hand rail.
Hallway	Ensure all carpet grips are secure.
Exit Door	Clearly marked with an exit sign.
Lounge Windows	Window restrictors installed.
Lounges	Children to be supervised at all times.
Kitchenette	Door bolt at high level.
Heavy furniture	Not to be moved by children.
ADDITIONAL NOTES	
First Aid kits are situated in the laundry, hall kitchen and upper kitchen. Fire assembly points situated near to telephone box and opposite Wensleydale cabin. Fire extinguishers and blankets are available in every building and are regularly checked.	
VENUE	Cabins.
SCOPE	This risk assessment should be read in conjunction with the general buildings risk assessment.
HAZARDS	CONTROL MEASURES
Student behaviour	Children briefed on sensible behaviour on arrival. Visiting staff/supervisors to maintain good level of supervision.
Bunk beds	Children to use ladders provided. Known sleep walkers to use bottom bunks.
Intruders	Cabins are locked at night. Children briefed not to leave cabins at night. No children to be left in cabins unsupervised.
Fire	Smoke alarms fitted and regularly tested. Fire call sheets done on arrival by visiting staff/supervisors. Exits kept clear at all times.
Kitchen Areas	Only to be used under supervision.
ADDITIONAL NOTES	
First Aid kits are situated in the laundry, hall kitchen and upper kitchen. Fire assembly points situated near to telephone box and opposite Wensleydale cabin. Fire extinguishers and blankets are available in every building and are regularly checked.	