

RISK BENEFIT ASSESSMENT

Activity:	Grounds and Site	Date:	January 2020
Assessors:	Rob McGurk	Review date:	January 2021

Benefits: Giving our guests the opportunity to stay in a historically significant building.

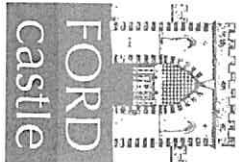
Risks: See below.

Accessibility: Our senior staff will ensure that medical notes for visitors are checked and understood prior to arrival. Our staff are aware of various inclusive strategies and will endeavour to meet the needs of all our guests.

Hazard	Who is at risk	PRECAUTIONS in place to reduce the risk of injury
Visitor/child getting lost	ALL	Easily defined boundaries – advised on out of bounds areas during initial walk & talk. Upper floors of Castle have signs. Instructors use radios to contact each other in different areas of castle/grounds. Lost child procedure.
Visitor/child run over in car park, vehicles on site	ALL	5mph speed limit at back of Castle. Any new companies/delivery drivers advised by Head Office to take extreme caution.
Unauthorised persons on site	ALL	All staff wear uniform and photo ID; visiting teachers are known to the staff; visitor badges to be worn visibly by any visitors; patrolled lock up of castle in evenings; teachers have keys and lock Clock Tower dorms in evenings; continuous adult presence; gates on portcullis; private signs around boundary and at key entry points. Staff will challenge unknown persons on site.
Loose masonry, uneven pathways, wet stone paving, slips, trips & falls	ALL	Out of bounds areas include Flag Tower steps, activity fields, dungeon (unless supervised by member of staff) and route to activity field (unless supervised by a member of staff), regular site tidy, regular gardening & maintenance work by Ford & Etal Estates. Weekly contact with Head Gardener.
Steep slopes in the dene	ALL	Pathways are maintained regularly by the Estate, children warned to be careful on walk & talk, and on sessions near the Dene. Dene is not accessed, unless with an instructor as part of an activity.
Falling from height	ALL	Rear steps up to balcony are fenced off and classed as out of bounds. Horseboxes out of bounds to children and young people so roof is inaccessible. Any high windows which are large enough for people to climb out of are closed and tied shut with both cable ties and wire.

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Hazard	Who is at risk	PRECAUTIONS in place to reduce the risk of injury
Fire	ALL	Fire alarm system maintained by specialist company, alarm system, extinguishers and fire exits checked annually by independent inspection authority; alarm systems in all buildings checked weekly by centre staff; staff are trained in correct procedure; inspection by Fire chief and authority; strict adherence to their guidelines – including fire drill every arrival night.



Sign: R Melvin Date: 14/09/20

Sign: [Signature] Date: 14/11/20