

Derwentwater Independent Hostel

Health and safety policy



This is the statement of general policy and arrangements for:

Derwentwater Independent Hostel
Name of organisation

Overall and final responsibility for health and safety is that of:

Derwentwater Independent Hostel
Name of employer

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Tim Butcher – Hostel Manager

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Tim Butcher – Hostel Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Tim Butcher – Hostel Manager	Induction and training includes fully documented safe methods of working for all aspects of employment. Safe methods of work take full account of all risk assessments.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Tim Butcher – Hostel Manager	Staff consulted on all Health & Safety issues. Regular staff bulletins are produced and staff meetings held with up to date advice on health and safety matters. Meeting agendas have health and safety as a standing item on the agenda.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Most senior member on duty. All staff even if off duty must help in any emergency evacuation	Evacuation plan is fully documented and covered in staff induction. Full practise evacuations carried out regularly. All escape routes marked and kept clear as per the Fire Risk assessment.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Tim Butcher – Hostel Manager	Regular two weekly at minimum safety checks carried out and documented. PAT tests annually, boilers & fire alarms serviced six monthly, fire extinguishers serviced annually. SFBB catering safety system implemented. COHSS training and documentation. Nightly safety closedown system. All system reviewed annually or on change of working practise/conditions.

Health and safety law poster is displayed:	Office
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations : www.hse.gov.uk/riddor)	First aid kit in Catering Kitchen. . Accident book in office cupboard under drawer

Signed: (Employer)	Tim Butcher – Hostel Manager	Date:	27/11/2017
Subject to review, monitoring and revision by:	Tim Butcher – Hostel Manager	Every:	12 months or sooner if work activity changes

Derwentwater Independent Hostel Food & Beverage Risk Assessment

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: : 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Food contamination	Risk to health of consumer (physical, bacterial, chemical, pests)	<ul style="list-style-type: none"> ▪ Safe method of work procedures documented and included in staff training ▪ Kitchen diary fully implemented including all food safety checks and records ▪ Safer Food Better Business pack kept on site to maintain training records and for reference ▪ Pest proofing measures in place (Insectacutor installed, pest control contract in place) ▪ All persons in the kitchen during food preparation wear a clean /apron and hat ▪ All food handlers to hold basic food hygiene certificate. ▪ All surfaces easy to clean & disinfect ▪ All refrigeration and freezers to be kept clean, seals in good condition and operated within the legal parameters ▪ Cleaning routines defined and documented 	<ul style="list-style-type: none"> • New pest control contract required for 2012 	DRP	2012	Low
Manual handling of stock and equipment	Staff injury such as cuts, bruises from handling bulky or heavy objects	<ul style="list-style-type: none"> ▪ Ingredients bought in manageable sizes ▪ Heavy items not to be stored at height ▪ Flooring of storage areas to be free of obstructions ▪ Staff training in manual handling ▪ Safe steps provided in storeroom ▪ Trolley provided for heavy moving 				Low
Risk of injury during food preparation processes	Persons involved in food preparation at risk of burns, cuts, scalds	<ul style="list-style-type: none"> ▪ Staff trained in safe operating method. ▪ Chip fryer only cleaned when stone cold. Lid removed when turned on. Safe use instructions on poster in kitchen. ▪ Chefs to wear chef jackets to protect arms ▪ Oven gloves to be used 				Low
Use of mixers and blenders	Risk of cuts	<ul style="list-style-type: none"> ▪ All blenders and mixers must be used as intended ▪ Only trained staff permitted to use the appliances 				Low

Derwentwater Independent Hostel Food & Beverage Risk Assessment

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: : 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
		<ul style="list-style-type: none"> ▪ Hobart mixer must have the guard fitted before use ▪ Hand blender not to be immersed in liquid beyond attachment and blade to be completely immersed at all times 				
Cleaning processes	<p>Risk of injury from cleaning equipment which may cause injury (electrocution, cuts, abrasions)</p> <p>Risk of harm from exposure to hazards associated with cleaning products</p>	<ul style="list-style-type: none"> ▪ All appliances/equipment are turned OFF at the mains socket before cleaning ▪ Sharp items are never left in the sink. ▪ Only cleaning products with a COSHH assessment to be used ▪ Refer to deep cleaning kitchens safe working methods as a training tool/guidance ▪ Coloured coded cleaning system is applied for use of mops, buckets, cloths etc. – green for kitchen 				Low
Stocking up/changing barrels	Risk of injury through manual handling	<ul style="list-style-type: none"> ▪ Two people to help with full barrels ▪ Barrels to be moved by rolling or with a trolley only. ▪ Use safe manual handling techniques 				Low
Specialist catering events involving use of naked flames e.g. BBQ,	Risk of fire/burns	<ul style="list-style-type: none"> ▪ Cooking apparatus to be supervised by a member of staff at all times ▪ Equipment/event to be suitably sited away from main building and combustible materials ▪ All equipment is to be inspected for safety prior to use ▪ Persons operating equipment have hair tied back, not wearing loose clothing/ties etc. ▪ A suitable fire extinguisher plus a bucket of water should be available nearby 				Low

Derwentwater Independent Hostel

Fire Risk Assessment

Completed by: Tim Butcher

Date of assessment: 28 Feb 17

Review date: 28 Feb 2018



See separate document – Fire Risk Assessment updated 28th February 2017

Derwentwater Independent Hostel

Fire Risk Assessment

Completed by: Tim Butcher

Date of assessment: 28 Feb 17

Review date: 28 Feb 2018



Derwentwater Independent Hostel – Group bonfires regulation

- Groups only to use the designated bonfire area as shown by staff (near small gate)
- Bonfire must be confined to small area and size as indicated by staff
- Bonfire to be supervised by the group leader at all times
- Group to be kept at a safe distance from the fire
- Bonfire to be completely extinguished by the group leader at finish
- Bucket of water to be available near the fire
- No flammable liquids (petrol/paraffin etc to be used)

Signed (Group Leader):

Date:

Derwentwater Independent Hostel Personal Evacuation Plan

Completed by: Tim Butcher

Date of assessment: 27th Feb 2017

Review date: 1st Feb 2018



**To be used when identified disabled person is staying overnight in case of fire.
Attach to the bedcard**

Name:

Room:

Staff responsible for evacuating:

Special requirements:

Name:

Room:

Staff responsible for evacuating:

Special requirements:

Derwentwater Independent Hostel

Hostel Cleaning & Maintenance Risk Assessment

Completed by: Tim Butcher



Date of assessment: 27/11/17

Review date: 27/11/18

Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Contact with bodily fluids/soiled surfaces other biological waste during cleaning activities	Contracting virus, disease, infection or similar	<ul style="list-style-type: none"> ▪ Avoid direct skin contact with any known or suspected bodily fluids/soiled surfaces ▪ Use disposable gloves as protection ▪ Use sanitiser to disinfect ▪ Apply good personal hygiene after clearing ▪ Small items can be disposed of in sanitary bins ▪ Other items of suspected biological waste should be collected in a suitable sealable bag and taken to the external bin store for disposal ▪ Use red cloths, blue mops etc from cellar – dispose of all cloths etc. after use 				Low
Use of cleaning chemicals	Ingestion, inhalation, skin contact with hazardous chemicals	<ul style="list-style-type: none"> ▪ Only use products which have a safety data sheet and accompanying COSHH assessment ▪ Follow control measures identified in COSHH assessment at all times 				Low
Cleaning equipment	Slips, trips and falls	<ul style="list-style-type: none"> ▪ Avoid trailing cables wherever possible. Do not leave equipment eg hoovers in the way 				Low
Cleaning activities manual handling	Risk of injuries from handling/moving items	<ul style="list-style-type: none"> ▪ Use correct manual handling techniques – see diagram 				Low
Use of handheld tools	<p>Risk of electric shock, entanglement in moving parts, laceration or similar for powered tools</p> <p>Risk of puncture, laceration bruising from non-powered tools</p>	<ul style="list-style-type: none"> ▪ Ensure all non-battery powered electrical items have a PAT sticker and the test date was within the last year ▪ Visual user check of the plug, lead and casing prior to use of electrically powered tools ▪ Only people authorised by the hostel manager permitted to use hand tools on the premises ▪ Use of tools at height must be undertaken with appropriate supervision ▪ Personal protective equipment must be worn to protect eyes, hands, ears where there is a likely risk of contact/damage or excessive dusts being raised 				Low
Carrying out basic grounds maintenance tasks	Trip hazards, use of non-powered hand tools causing slip, trip or injury	<ul style="list-style-type: none"> ▪ Check equipment prior to use ▪ Avoid trailing hazards across footpaths and walkways wherever possible (use signage) 				Low

Derwentwater Independent Hostel

Hostel Cleaning & Maintenance Risk Assessment

Completed by: Tim Butcher



Date of assessment: 27/11/17

Review date: 27/11/18

Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
(i.e. using non powered equipment)	Manual working posing risk of muscular injury	<p>where not possible)</p> <ul style="list-style-type: none"> Ensure correct non-powered equipment is being used for the task. 				
Working at height (i.e. changing light bulb, re-hanging curtains, high storage etc)	Persons working at height falling or dropping items on to others causing injury	<ul style="list-style-type: none"> Scaffold to be used when area cannot be reached comfortably Only ladders/step ladders marked with BS EN 131 standard to be used Only single stage or step ladders to be used by staff, works involving heights above this must be undertaken by a contractor All ladders to be assigned a unique reference and recorded on the site ladder log 				Low
Disposal of needles/sharps	Contact with sharps causing cuts/laceration or resulting in contraction of disease, virus or infection	<ul style="list-style-type: none"> Collect all such items avoiding direct contact, and using designated tweezers Put all such items into sharps bin on site 				Low

Derwentwater Independent Hostel

Completed by: Tim Butcher



First Aid Needs Assessment

Date of assessment: 27/11/17 Review date: 27/11/18

Needs	Outcome	Control Measures	Further Action Required	Action Owner	Completed
Appointed First Aider	All staff need to be trained in emergency procedures as they often work alone. As a minimum all staff must know location of first aid box and how to call emergency services	<ul style="list-style-type: none"> Staff training during induction Where possible staff to receive emergency first aid training course – currently all permanent staff trained in emergency first aid need refresher except Nicola 	Training courses	DRP	
First Aid Box Minimum contents	<p>a leaflet giving general guidance on first aid</p> <p>20 individually wrapped sterile plasters (assorted sizes), must be blue for catering purposes</p> <p>two sterile eye pads</p> <p>four individually wrapped triangular bandages, preferably sterile</p> <p>six safety pins</p> <p>two large, individually wrapped, sterile, unmedicated wound dressing</p> <p>six medium-sized, individually wrapped, sterile, unmedicated wound dressings</p> <p>a pair of disposable gloves</p>	<ul style="list-style-type: none"> Alex Helliwell responsible for keeping contents up to date 	Review after any accidents and annually	AH	

Derwentwater Independent Hostel

Grounds Maintenance Risk Assessment

Completed by: Tim Butcher

Date of assessment 27/11/17

Review date: 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Hand held tools	Bodily injuries/cuts	<ul style="list-style-type: none"> ▪ Visual inspection of hand tools prior to use ▪ Suitable gloves used for all gardening tasks – goggles if necessary. ▪ All loose clothing/hair that may get entangled in the equipment to be tied back ▪ Means of contacting third party in the event of accident to be in place 				Low
Natural hazards	Inhalation/ absorption/ ingestion of natural and man made substances	<ul style="list-style-type: none"> ▪ Open wounds to be covered with waterproof dressing ▪ Suitable gloves used for all gardening tasks ▪ Wash hands after task have been completed 				Low
Manual handling of objects	Risk of musculoskeletal injury from handling/use of equipment	<ul style="list-style-type: none"> ▪ Use correct lifting techniques - see diagram 				Low
Use of any plant or equipment which involves working at height	Risk of falling or operator dropping materials resulting in injury	<ul style="list-style-type: none"> ▪ Only ladders/step ladders marked with BS EN 131 standard to be used ▪ Only single stage or step ladders to be used by staff, works involving heights above this must be undertaken by a contractor ▪ Means of contacting third party in the event of accident to be in place 				Low



Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.



Think before lifting/handling



Keep the load close to the waist

Derwentwater Independent Hostel

Manual Handling Risk Ass. & Techniques

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Health and Safety
Executive



Adopt a stable position with feet apart and one leg slightly forward to maintain balance



Start in a good posture

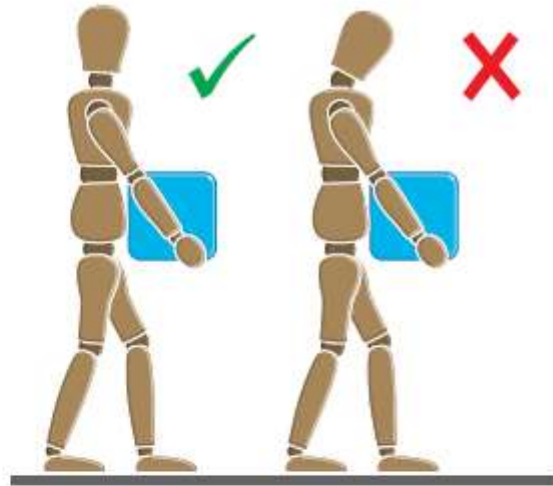
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Derwentwater Independent Hostel Manual Handling Risk Ass. & Techniques

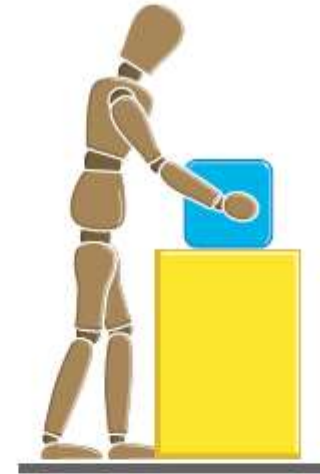
Completed by: Tim Butcher

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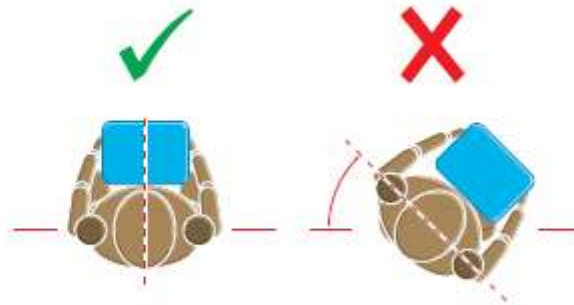
Review date: 27/11/18



Keep the head up when handling



Put down, then adjust



Avoid twisting the back or leaning sideways, especially while the back is bent

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Manual Handling Risk Ass. & Techniques

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T.I.L.E – always assess the Task, Individual, Load, Environment

Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
TASK Moving the load across a variety of surfaces	Injuries	<ul style="list-style-type: none"> ▪ Staff are familiar with the relevant risk assessment that covers the task in hand ▪ Assess if load needs to be moved ie can it be broken down in situ ▪ Assess if trolley should be used ▪ Assess if load needs more than one person 				Low
INDIVIDUAL Unable to attempt task	Injuries	<ul style="list-style-type: none"> • If a staff member has difficulty completing /or not able to do task, re-assess • Handlers to wear appropriate footwear and protection eg gloves if necessary 				Low
LOAD 1.Load not assessed	Injuries	<ul style="list-style-type: none"> • Always assess the load. ie if it is heavy, bulky, difficult to grasp • Try to make load less bulky/lighter and easier to grasp 				Low
2. Poor handling technique when pushing trolleys	Injuries	<ul style="list-style-type: none"> • Push do not pull, keeping feet well away from the load. No faster than walking speed when moving a load. • Ensure you can see over the load and control steering and stop if required 				Low
3. Poor lifting / lowering and handling postures	Injuries	<ul style="list-style-type: none"> • Follow the lifting technique shown in the diagram • Store materials / goods where staff do not have to twist, stoop or over reach. 				Low
ENVIRONMENT 1.Variations in level (Slopes, steps. bumpy, obstructed or slippery floors)	Slips, trips or injuries	<ul style="list-style-type: none"> • All variations in level, floor types, obstructions are identified and controls put in place /covered in the planning stage of the task 				Low

Derwentwater Independent Hostel

Lone Working Risk Assessment

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Accidents, abusive or aggressive behaviour	Injuries	<ul style="list-style-type: none"> ▪ When lone working eg late/afternoon shift always have the mobile phone at hand – call emergency services first. ▪ Personal alarm available ▪ Use fire alarm if necessary to attract help ▪ Cash up out of sight in a locked office ▪ Carry cash unobtrusively. ▪ Close cellar door behind to stop anyone following when storing cash in safe ▪ Ensure someone knows where you are especially if carrying out maintenance work/gardening etc ▪ As a sole worker on the last shift of the day when hostel is closed ensure you have someone to report to on completing the shift. Eg Local hostel if no friends/colleagues available 				Low

Derwentwater Independent Hostel

Hazards in the Grounds Risk Assessment

Includes Orienteering & Games etc

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Access to natural hazards of the site (i.e. water courses, steep drops, tree climbing etc)	Injury to customers, visitors and staff encountering any natural hazard of the site	<ul style="list-style-type: none"> ▪ A map of the hazards is on display and customers are warned in the welcome sheet and room notice. ▪ Hazards have been fenced off where practical ▪ Group leaders are advised of site hazards during pre-site visit/enquiries by the hostel ▪ Manager regularly checks grounds for new hazards eg fallen trees etc ▪ Notice advising that all children should be supervised in the grounds and should not climb trees , walls , fences or approach water courses etc 				Low
Seasonal hazards (wet leaves, snow/ice etc)	Injury to customers, visitors and staff encountering seasonal hazards	<ul style="list-style-type: none"> ▪ Wet leaves regularly swept from emergency exits ▪ Emergency exits steps etc are gritted when necessary ▪ Rock salt available 				Low
Unauthorised access to hostel/grounds by unknown persons	Injury, theft	<ul style="list-style-type: none"> ▪ Ensure instances suspicious/unknown persons entering, staying on the grounds is reported pro-actively ▪ Exterior security lights provided 				Low
Movement of vehicles on approach to/ around site	Risk of collision with property, other vehicles or pedestrians resulting in injury	<ul style="list-style-type: none"> ▪ Speed bumps in use ▪ Delivery vehicles fitted with reversing alarms 				Low
Orienteering, other trails, ball games etc	Injury from natural hazards	<ul style="list-style-type: none"> ▪ Participants should be warned especially if they go off track of risk of brambles, hidden rocks, water gullies etc ▪ Grass area very uneven, molehills etc giving trip hazards 				Low

YHA Derwentwater

Hazards in the grounds

a) Vehicles

- 1) Access to road needs great care - blind corner
- 2) Road - busy narrow roads border the grounds
- 3) Driveway - cars, coaches and delivery lorries
- 4) Delivery lorries reversing into courtyard
- 5) Car parks - vehicles manoeuvring

b) Water hazards

- 1) Stream & waterfall - unfenced above waterfall. Fast flowing - do not enter
- 2) Drainage ditches and other streams marked in blue - fast running water in spate. Do not enter

c) Cliffs, Rocks - marked **TTTTT** on map. Walls & Fences

Please ensure all children are instructed not to climb any rocks, walls or fences.

d) Trees, bushes and woodpile

Please ensure all children are instructed not to climb trees. Warn that there are many brambles, nettles etc. Please keep away from the woodpile (d1) area.

e) Private areas

Hash **////** marked areas are private

f) Steps and paths

the steps by the waterfall are extremely slippery, rough, uneven with high steps. Take great care and supervise children. Steep ground in vicinity of waterfall. All paths can be muddy slippery and rough.

g) Games area - bumpy and uneven.

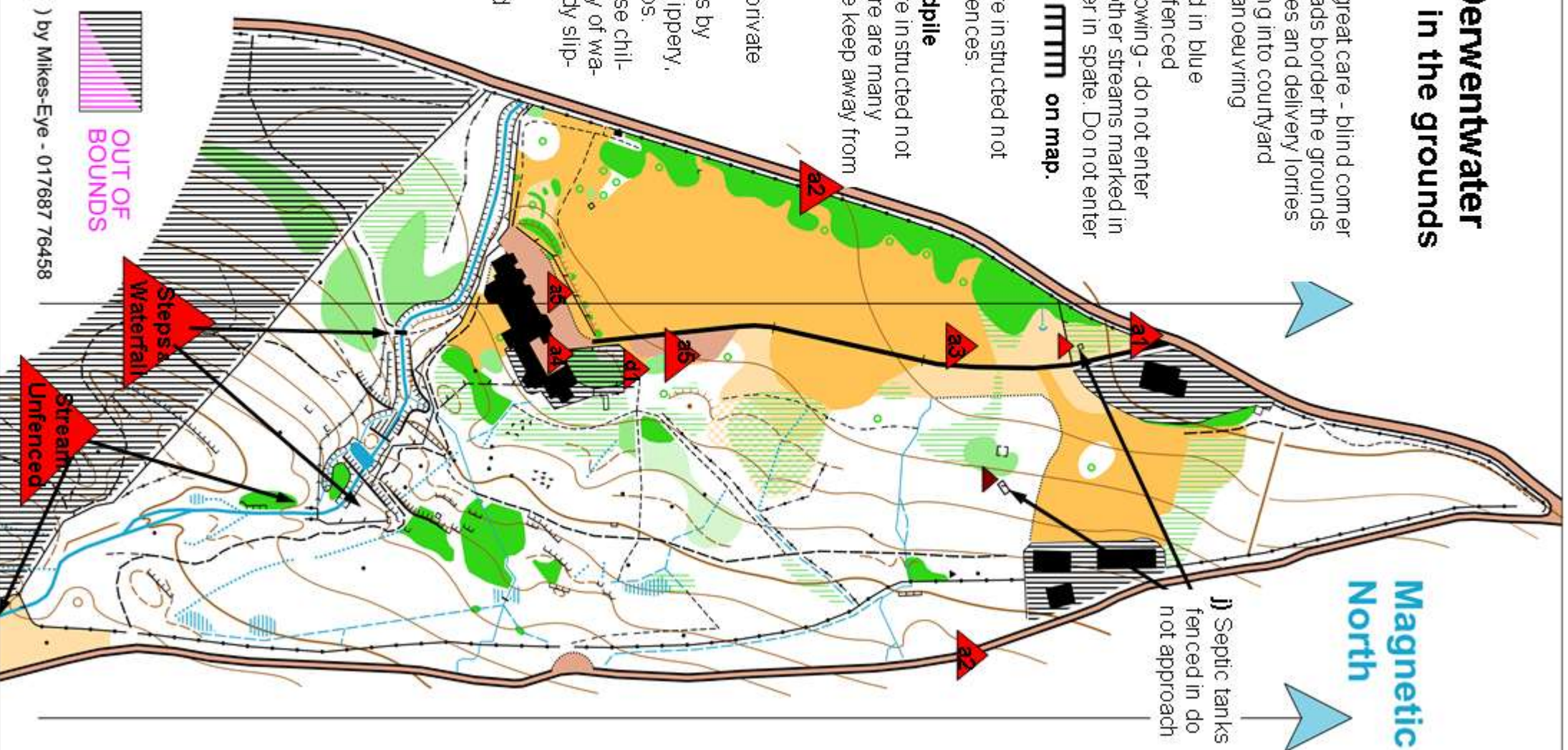
Easy to trip when running. Ensure goals are secured to the ground and ensure goals and other outdoor equipment are used as intended only.

h) Fires and BBQ - no unauthorised fires or BBQs.

i) High winds - avoid walking near trees in high wind due to danger of falling branches

j) Septic tanks fenced in do not approach

Magnetic North



Derwentwater Independent Hostel

Safe & Secure Environment Risk Assessment

Completed by: Tim Butcher



Date of assessment: 27/11/17

Review date: 27/11/18

Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Presence of employees with unknown past	Exposure to potential acts of abuse or theft	<ul style="list-style-type: none"> ▪ All employed staff to provide 2 referees ▪ Continuous record of employment required ▪ CV and references checked before employing ▪ All employees to be closely supervised in induction 				Low
Unauthorised access	Exposure to potential acts of abuse or theft	<ul style="list-style-type: none"> ▪ Site made secure out of hours. ▪ Monies/valuable items obscured from view if possible ▪ Close down procedure defined & documented 				Low
Emergency occurring outside of normal hours	People within the property unable to seek assistance	<ul style="list-style-type: none"> ▪ Emergency phone for contacting staff in reception 				Low
Dealing with difficult situations and confrontation	Physical, verbal abuse	<ul style="list-style-type: none"> ▪ Always attempt to calm situation ▪ If in doubt seek immediate help from other staff/police ▪ All staff trained in alcohol sales – Challenge 21 				Low
Inappropriate storage of goods, materials, chemicals and equipment	Poor storage resulting in injury from falling objects, risk of harm from chemical substances, obstructions of access routes	<ul style="list-style-type: none"> ▪ Shelving must be robust and fit for purpose ▪ Chemical substances must be stored away from public access in secure storage ▪ Chemical substances to be stored in tightly closed labelled containers 				Low
Cash handling in public areas	Increased risk of theft or assault	<ul style="list-style-type: none"> ▪ Cashing up/cash transfer to be completed away from public wherever possible ▪ All cash to be locked in safe till banked 				Low
Use of bunk beds	Users falling when climbing beds or impact injury on frame, low ceilings etc Collapse/failure of bed resulting in injury	<ul style="list-style-type: none"> ▪ Signage on bunk beds recommending that under 7s do not use the top bunk ▪ Condition of beds checked on a regular basis and repaired/replaced as necessary ▪ Beds located away from low ceilings/beams wherever possible 				Low
Poor supervision of young persons	Poor supervision or lack of robust site arrangements exposing young persons to risk of abuse or injury	<ul style="list-style-type: none"> ▪ All accommodation rooms above ground floor fitted with window restrictors ▪ Group leaders notified of any site specific hazards (i.e. water-courses) on arrival or pre-site visit 				Low



Derwentwater Independent Hostel

Safeguarding Young People from Harm & Child Protection Policy

Completed by: Tim Butcher Date of assessment: 27th Nov 2017 Review date: 27/11/18

All staff are to be trained in safeguarding and child protection on induction.

All staff have a legal duty of care for any child staying and are responsible for reporting any concerns on their welfare

- Avoid situations in which you are alone with children
- Do not have any inappropriate physical or verbal contact with young people
- Do not jump to conclusions about any unsubstantiated allegations
- Do not make suggestive remarks or gestures, even in fun
- Do not agree to keep information secret – make it clear that you will report any disclosures

Any suspicion, disclosure or allegation of abuse must be reported to one of the managers (or trustees if managers involved)

Managers and trustees must ensure the relevant authorities are contacted

See the **Safe and secure environment risk assessment** for details of the following child protection issues:

- Staff recruitment policy
- Building security and safety
- Supervision of groups of young people
- Handling difficult situations
- Alcohol sales

Derwentwater Independent Hostel

Self Catering Kitchen Risk Assessment

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Hot surfaces of cooking appliances and equipment	Risk of burns or potential cause of fire	<ul style="list-style-type: none"> Appliances checked and shut off as part of night time close down procedure for hostel Sign warning children must be supervised 				Low
Sharp knives	Risk of cuts to children	<ul style="list-style-type: none"> Knives stored in block on microwave 				Low
Provision of electrical appliances	Faulty or damaged appliances giving rise to risk of electric shock	<ul style="list-style-type: none"> All portable appliances subject to annual PAT regime Visually checked by staff daily Electrical appliances to be positioned away from sources of moisture/water 				Low
Presence of mixed foods in shared fridge	Contamination of foods	<ul style="list-style-type: none"> Signage in self-catering area to denote that all food must be sealed and labelled with owner and date departure Regular check of fridge by hostel staff to remove products left behind/unlabelled 				Low
Presence of contaminants etc	Cross contamination with food stuffs/ users of bacteria/ chemical, virus etc	<ul style="list-style-type: none"> Self-catering kitchen sanitised and cleaned daily Only washing up liquid available to customers 				Low

Derwentwater Independent Hostel

Ladder Inspection Checklist

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Use of unsafe/ inappropriate equipment for work at height	Risk of person falling, failure of equipment, tools/objects falling	<ul style="list-style-type: none"> ▪ If you cannot comfortably and safely use a ladder you must use the scaffolding. You should not have to work long hours from a ladder and have to move often. ▪ Scaffolding to be square for stability where room allows, rectangular in confined spaces. ▪ Build scaffolding as per photos of safe us. You must have protective sides around where you stand. ▪ Access to scaffold needs consideration and care. Make sure you can get to height required safely either via steps where practical or use of scaffold. ▪ Step ladder and single stage ladders to be used only ▪ All ladders must be to BS EN 131 standard ▪ All ladders and steps should be inspected using the 'ladder maintenance inspection checklist' found in the cellar by the ladders at least a quarterly and on use 				Low
Injured/ compromised individual working at height unable to seek assistance	Injuries/ situation worsening due to inability to seek assistance	<ul style="list-style-type: none"> ▪ Lone working at height is not allowed. There must be another member of staff on duty. 				Low
Poor method of work, or lack of work planning	Risk of person falling, failure of equipment, tools/objects falling	<ul style="list-style-type: none"> ▪ Ensure any ladder is set on firm ground with no obstructions at the base ▪ Ensure that any step-ladders are properly locked out ▪ Conduct a visual inspection of ladders prior to use ▪ Do not conduct work at height outside in adverse weather ▪ Do not step/walk/lean on roof surfaces or glazing which have not been designed to walk on ▪ Ensure either through support of a colleague or through signage that other people are kept clear of the vicinity of your work area ▪ Ensure that at all times you have three points of contact with the ladder/steps (i.e. both feet and one hand or both feet and your torso) ▪ Do not carry unnecessary items whilst working at height, and avoid carrying any items which are heavy 				Low

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Ladder Inspection Checklist

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Date of assessment: 27/11/17

Review date: 27/11/18



Ladders to be checked at least quarterly & dated below

Checklist:

- Loose steps or rungs
- Loose screws, bolts etc
- Cracked or broken uprights, braces or rungs
- Damaged bases to steps
- Wobbly

High Ladder	Med ladder	Low Ladder	Higher ladder	Med Ladder	Higher ladder	High Ladder	Lower ladder	High Ladder	Lower ladder

- Braces & hinges not sound

See over for Risk Assessment

Derwentwater Independent Hostel Hydro Tour Risk Assessment

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Access to hydro area through locked gate	Access to unfenced water courses	Groups must be warned to keep away from edge and walk in single file. Assemble by hydro shed well away from river edge. Warning that paths and bridge may be slippery. Warn to behave sensibly Group maximum to be set to 30 at a time with at least one leader per 15. Gate locked at all times.				Low
Access to hydro shed	Unguarded moving machinery.	No access to shed to unauthorised personnel. Staff and contractors only. Machinery can only be viewed through the door by groups. Hostel staff leading tour warned to keep away from moving parts. Shed locked at all times				Low

Derwentwater Independent Hostel

Marquee Risk Assessment

Completed by: Tim Butcher



Date of assessment: 27/11/17

Review date: 27/11/18

Hazards	Risks	Control Measures	Further Action Required	Action Owner	Completed	Residual Risk
Unsafe structure	Structural collapse. Unsafe work practises.	Hirer can provide proof of adequate health and safety precautions. Full set of risk assessments to be obtained from hirer				Low
Impacting on hidden services	Electrocution. Flooding. Discharging effluent.	Suitable sites are away from services				Low
Restricted access for Emergency services (ES)	Delayed emergency response	Marquee is sited so it is easily accessible to ES. Marquee will always be on field by drive and easily accessible				Low
Un safe equipment	Electrocution.	Proof of PAT testing CO2 Extinguisher at hand. Light rigging is securely attached. Provision of electricity complies with current standards and RCDs to every circuit. If power supply greater than 13A qualified electrician needed				Low
Trailing leads	Trips and falls	High visibility leads. Hazard taped leads				Low
Blocked routing	Trips and falls	Tables and chairs are kept 2 metres away from exits. Gangways are at least 1.5 metres wide.				Low
Fire. Fire spread	Burns Smoke inhalation.	Check with hire company that Marquee is fire retardant to relevant specification. No smoking policy. Foam/water extinguishers at hand provided by hire co				Low
Lack of coherent evacuation	Burns Smoke inhalation.	Clearly marked Fire exits. Capacity of Marquee is not exceeded (follow hire companies guidance) Suitable number of exit routes for Marquee capacity. Staff trained on evacuation procedure.				Low

Hirer to sign that provider has adhered to all safety checks:

Derwentwater Independent Hostel

Completed by: Tim Butcher



Derwentwater Independent Hostel Safety Service Contractors Schedule

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date : 27/11/18



Check	Freq	Due Dates	Due	Completed	Due	Completed	Due	Completed	Contractor
Fire Alarm	6 Monthly	March/Sep	March 16						Whitbeck
Emergency Lighting	6 Monthly	March	March 16						Whitbeck
Fire Extinguishers	Annually	June	June 16						Castle Fire
PAT	Annually	Sept	Sept 16						Whitbeck
Wiring	5 Years	Nov 2018	14/11/13						Whitbeck
Septic Tank	3 times a year		March 16		Jul 16		Nov 16		Trotters
Ducts	Annually	March	March 16						Northernshire

Derwentwater Independent Hostel

Safe Methods of Work

Deep Cleaning Common Area

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Environment

- Check room visually on entering for any hazards.
- Look at all surfaces including ceilings, window fittings etc.
- Check floor for any trip hazards – items left on floor or damaged flooring.
- Check shelves, tops of cupboards for falling items risk
- Ensure that no one will be put at risk by your activity.
- If required, cordon off the area and erect signage to warn others.

Personnel

- Check staff member is fit for the task.
- Check if staff member has carried out this task before. If not then all aspects must be checked through thoroughly and any hazards understood.
- Working at heights rules and risk assessment must be followed
- Any manual handling carried as per risk assessment
- If working alone in the hostel ensure there is someone to report to at the end of the shift. Mobile phone at hand, **not** to work at height/ladder

Equipment

- Visually check all equipment needed
- Training given if required
- Tools: Use the tools specifically for the task. Do not improvise.
- Use any PPE required
- Use any chemicals as appropriate to COSHH

For all cleaning below use dilute washing up liquid in a bucket and use cif cream cleaner for stains as per instructions. Use gloves & yellow cloths.

1. Walls & glosswork wiped. If painting is required first see “Painting safe working method of work”
2. Furniture moved as necessary to clean behind – use correct manual handling. Larger furniture eg television may require two people. Turn off/unplug any electrical items to be moved eg TV
3. Ceiling/cornice cleaned – use duster extension if too high to reach.
4. Tables checked for stability. Remove any chewing gum using gloves.
5. Graffiti removed – wear dust mask and eye goggles if hand sanding – do not use electric sander
6. Lighting/shades checked & cleaned as necessary. Where shade is too high to reach safely from a ladder to take down and clean use brush attachment from floor
7. Windows and mirrors cleaned using standard window cleaner and paper towels.
8. Curtains & rails checked/cleaned as necessary. Use two people for high curtains. Check wash settings before laundering
9. Pictures cleaned/checked hang safely
10. Room signs present, fire notice checked, fire door do not shut present
11. Bins cleaned/checked
12. Thorough hoovering including edges/corners behind beds,
13. Behind radiators cleaned /debris removed.
14. Carpets cleaned with carpet cleaning machine
15. Fire places cleaned.
16. Check/clean furniture – covers may be washable.

Derwentwater Independent Hostel

Safe Methods of Work

Deep Cleaning Kitchens/Servery/ Stores

Completed by: Tim Butcher

Date of assessment: 27/11/17



Review date: 27/11/18

Environment

- Check room visually on entering for any hazards.
- Look at all surfaces including ceilings, window fittings etc.
- Check floor for any trip hazards – items left on floor or damaged flooring.
- Check shelves, tops of cupboards for falling items risk
- Ensure that no one will be put at risk by your activity.
- If required, cordon off the area and erect signage to warn others.

Personnel

- Check staff member is fit for the task.
- Check if staff member has carried out this task before. If not then all aspects must be checked through thoroughly and any hazards understood.
- Working at heights rules and risk assessment must be followed
- Any manual handling carried out as per risk assessment
- If working alone in the hostel ensure there is someone to report to at the end of the shift. Mobile phone at hand, **not** to work at height/ladder

Equipment

- Visually check all equipment needed
- Training given if required
- Tools: Use the tools specifically for the task. Do not improvise.
- Use any PPE required
- Use any chemicals as appropriate to COSHH

For all cleaning below use dilute washing up liquid in a bucket and use cif cream cleaner for stains as per instructions. Wear black gloves & use green cloths. Yellow cleaning warning signs must be used

- 1. Clean ovens first if necessary.** Turn off ovens at mains and ensure completely cold before starting. Put up yellow cleaning signs. Remove shelves to sink area. Scrub shelves using washing up liquid in sink and scourers. To clean oven use cream cleaner. Ensure wheels are locked when back in position.
- 2. Clean chip fryer if necessary.** Ensure turned off at the mains. Ensure stone cold before starting. Empty oil into container below using lever. Using safe manual handling carry oil container outside and pour into oil recycling container. Clean out thoroughly with washing up liquid and hot water. Use cif for exterior. Drain out thoroughly into container. Ensure back in position, totally dry and lever is shut before filling with oil to FULL marker.
- 3. Clean fridges if necessary.** Remove food to a safe place. Turn off at mains. Wear gloves. Wash shelves in sink with sanitiser as per instructions. Clean fridges with sanitiser paying attention to seals. Use a hoover to remove fluff from fans.
- 4. Walls & glosswork wiped**
- 5. Equipment/units moved as necessary to clean behind** – use correct manual handling. Larger equipment eg freezers will require two people. Turn off at mains/unplug any electrical items to be moved .
- 6. Ceiling/cornice cleaned** – use duster extension from ground where too high to reach.
- 7. Lighting/shades** checked & cleaned as necessary.
- 8. Windows and mirrors** cleaned using standard window cleaner and paper towels. Safe working at heights must be observed if a ladder is required.
- 9. Fire notice** checked, fire door do not shut, chip fryer and mixer safety notices present
- 10. Bins** cleaned/checked
- 11. All units, shelves equipment** cleaned/checked
- 12. U-bends** cleaned (wear gloves and use correct wrench). Put a bucket underneath to catch overflow. Ensure tightened correctly and check for leaks.
- 13. Floor** sweep/hoover floor then clean with mop with correct dilution of recommended kitchen floor cleaning chemical.
- 14. Defects** to be noted on room plan

Derwentwater Independent Hostel

Safe Methods of Work

Deep Cleaning Toilets & Showers

Completed by: Tim Butcher

Date of assessment: 27/11/17



Review date: 27/11/18

Environment

- Check room visually on entering for any hazards.
- Look at all surfaces including ceilings, window fittings etc.
- Check floor for any trip hazards – items left on floor or damaged flooring.
- Check for wet & slippery flooring
- Check shelves, tops of cupboards for falling items risk
- Ensure that no one will be put at risk by your activity.
- If required, cordon off the area and erect signage to warn others.

Personnel

- Check staff member is fit for the task.
- Check if staff member has carried out this task before. If not then all aspects must be checked through thoroughly and any hazards understood.
- Working at heights rules and risk assessment must be followed
- Any manual handling carried out as per risk assessment
- If working alone in the hostel ensure there is someone to report to at the end of the shift. Mobile phone at hand, **not** to work at height/ladder

Equipment

- Visually check all equipment needed
- Training given if required
- Tools: Use the tools specifically for the task. Do not improvise.
- Use any PPE required
- Use any chemicals as appropriate to COSHH

For all cleaning below use dilute washing up liquid in a bucket and use cif cream cleaner for stains as per instructions except where specified. Use red gloves & red cloths – for toilets only use gloves marked for this purpose.. Yellow cleaning signs must be used.

- 1. Walls & glosswork** wiped.
- 2. Ceiling/cornice** cleaned – use duster extension from ground where too high to reach.
- 3. Lighting/shades** checked & cleaned as necessary.
- 4. Windows and mirrors** cleaned using standard window cleaner and paper towels.
- 5. Fire notices** checked, fire door do not shut present.
- 6. Bins** cleaned/checked and cleaned behind
- 7. All toilets** cleaned/checked use recommended YHA cleaning chemical and gloves marked toilets only.
- 12. Showers, Sinks and U-bends** cleaned (wear gloves and use correct wrench). Put a bucket underneath to catch overflow. Ensure tightened correctly and check for leaks.
- 13. Floor** thoroughly swept or hoovered then clean with mop with correct dilution of recommended toilet floor cleaning chemical.
- 14. Defects** to be noted on room plan

Derwentwater Independent Hostel

Safe Methods of Work

Grounds Management

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Environment

- Check hazards in grounds map for hazards in the area you will be working in.
- If required, cordon off the area and erect signage to warn others.
- Check area visually for hazards and walk over before working.
- Check weather is suitable

Personnel

- Check staff member is fit for the task.
- Check if staff member has carried out this task before. If not then all aspects must be checked through thoroughly and any hazards understood.
- Working at heights rules and risk assessment must be followed
- Any manual handling carried out as per risk assessment
- If working alone in the hostel ensure there is someone to report to at the end of the shift. Mobile phone at hand, **not** to work at height/ladder

Equipment

- Visually check all equipment needed
- Training given if required
- Tools: Use the tools specifically for the task. Do not improvise.
- Use any PPE required
- Use any chemicals as appropriate to COSHH

Suitable full cover clothing, gardening gloves and stout non-slip footwear to be worn.

- 1. Sweep yard** free of leaves and debris. Use binbags and empty in nearby woodland to compost. Take care to separate any non-compostable material and beware of broken glass.
- 2. Weeding/moss removal.** Use a spade/trowel/hoe to remove moss/weeds from yard/plant pots/garden areas as appropriate for comfort & safety. Debris to be emptied in nearby woodland to compost.
- 3. Sweeping steps..** Gather leaves into a binbag if practicable.
- 4. Trimming shrubs.** Use shears, loppers, bowsaw as appropriate to trim as necessary.

Take care that you are well balanced – work on the ground only (no ladders). Tools are to be kept safely on a visible mat/piece of wood when not in use. Warning notices for members of the public and taped off if necessary. Do not tackle thick branches/branches that you need to reach up to – leave for a professional. Take care with brambles.

5. Bonfire

To burn branches etc. place on area set aside for bonfire. Have a bucket of water handy in case fire gets out of control. Choose a calm day. Keep size of bonfire small. Do not use any fuels such as petrol, spirit etc - this is extremely dangerous. Take care when adding to bonfire taking wind etc into consideration. Fire must be monitored at all times and any members of public kept away. Fire must be extinguished completely when you finish.

6. Unblocking water drains (not sewage)

Wear disposable gloves
Place debris into a bin bag

Derwentwater Independent Hostel

Safe Methods of Work

Painting & Decorating

Completed by: Tim Butcher

Date of assessment: 27/11/17

Review date: 27/11/18



Environment

- Check hazards in grounds map for hazards in the area you will be working in.
- If required, cordon off the area and erect signage to warn others.
- Check area visually for hazards and walk over before working.
- Check weather is suitable

Personnel

- Check staff member is fit for the task.
- Check if staff member has carried out this task before. If not then all aspects must be checked through thoroughly and any hazards understood.
- Working at heights rules and risk assessment must be followed
- Any manual handling carried out as per risk assessment
- If working alone in the hostel ensure there is someone to report to at the end of the shift. Mobile phone at hand, **not** to work at height/ladder
- Ensure trained in painting and decorating techniques. Especially working safely at heights and use of chemicals

Equipment

- Visually check all equipment needed
- Training given if required
- Tools: Use the tools specifically for the task. Do not improvise.
- Use any PPE required
- Use any chemicals as appropriate to COSHH

You need to be dressed in full cover clothing/boilersuit with a hat when painting above head. Non-slip shoes must be worn.

1. Warning signs needed to keep people out of the areas you are painting until dry.
2. Rooms need to be deep cleaned and furniture moving away from walls. See "Deep cleaning safe working methods" for the area you are working in.
3. Prepare any glosswork by lightly sanding with sandpaper and block. Wear dust mask.
4. Fill any small holes with polyfilla – read safe use instructions and wear a dust mask. Try to get a smooth finish with no need to sand. If sanding required wear a dust mask.
5. Use dustsheets to protect floor/furnishing. Paint pots/trays must stand on piece of wood
6. When painting with undercoat/gloss or other oil based paint ensure the room is well ventilated.
7. Open paint pot with tyre levers – do not use a knife/screwdriver.
8. For painting at a height items needed must be carried one at a time and put into the tray provided. Paint must first be transferred to a small manageable pot/tray. Do not carry large pots up a ladder.
9. Clean all paint items in the sink in the drying room. Use water for all water based paints. For oil based eg gloss/undercoat use white spirit in small quantities in a glass container ensure window is open and gloves are worn when soaking/cleaning brushes etc. Read the instructions on the bottle and comply.
10. Do not dispose of white spirit. Strain and keep in a sealed glass jar. Do not decant into plastic or leave in an open topped container.